



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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**SEP 24 2020**

LETTER OF INSTRUCTION 20-20

From: Commanding General  
To: Distribution List

Subj: 2020 CALIFORNIA SHAKE-OUT EXERCISE

Ref: (a) DoDI 6055.17  
(b) MCO 3440.9  
(c) CCO 3000.4C  
(d) CCBul 3440  
(e) Unit Specific Emergency Action Plans

1. Situation. In accordance with the references, the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) must prepare for, respond to, and recover from a wide range of natural and manmade threats and incidents to sustain the Marine Corps' training mission and to prevent or mitigate loss of life, undue suffering, and damage to property. Essential to preparation is the necessity to exercise response plans.

2. Mission. MAGTFTC, MCAGCC will conduct a Mass Notification Exercise in conjunction with California's 2020 Shake-Out Exercise at 1015 on 15 October 2020.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This exercise will offer the Combat Center an opportunity to test the Mass Notification systems (Giant Voice, Little Voice, and AtHoc). This exercise will also provide an opportunity for all MAGTFTC, MCAGCC personnel to test their earthquake action plans. The end state is for MAGTFTC, MCAGCC personnel and families to be better prepared to react to an earthquake.

(2) Concept of Operation. The scope of this exercise includes testing all Mass Notification systems.

(3) Exercise Objective

(a) Ensure all Mass Notification systems are fully operational.

(b) Exercise the individual and unit action plans.

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b. Subordinate Element Missions

(1) Assistant Chief of Staff (AC/S) Installation Support Directorate

(a) Director, Mission Assurance Division

1. Prepare and promulgate an Operational Risk Management assessment and mitigation plan.

2. Ensure coordination with all event participants.

3. Conduct the AtHoc and Big Voice portions of the Exercise with notification to usmc.mil account holders, personal cellular phones, and personal emails.

(b) Director, Marine Corps Community Services (MCCS) Division

1. From 13-14 October 2020, publish public service announcements on social media and through the MCCS 29 Palms Website.

2. At 1015 on 15 October 2020 test MCCS social media outreach with exercise-specific messaging.

(2) AC/S MAGTF Training Directorate. Ensure all units training within the training areas are aware of the exercise and the appropriate actions to take should an earthquake occur.

(3) AC/S Resource Management Directorate, Director Human Resources Office. Publish Earthquake Safety Tips in October's Appropriated Fund Employee Newsletter.

(4) Director, Government and External Affairs

(a) From 13-14 October 2020, publish public service announcements on social media and through the Make the Stumps Better (MTSB) FB Page <https://www.facebook.com/groups/1091092554277910/>.

(b) At 1015 on 15 October 2020 test MTSB FB social media outreach with exercise-specific messaging.

(c) Provide a news article on the Combat Center's website one week prior to the exercise regarding earthquake safety and the upcoming exercise.

(d) Exercise the Combat Center's Emergency Notification Twitter Feed at 1015 on 15 October 2020.

(e) Publish a public notification announcement through Speedcall on 13-14 October 2020, notifying personnel of the Shake-Out Exercise and a Special Speedcall on 15 October 2020 at 1030, regarding action steps to take in case of a real emergency.

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(5) ACs/S, Division Directors, Special Staff Officers, and Branch Heads will:

(a) Utilize the earthquake safety checklist on their areas of responsibilities during 13-14 October 2020. The checklist can be obtained by accessing the FEMA B-526 document at [https://www.fema.gov/media-library-data/1510153676317-82124ab3b0a31ea239f60acc8d46c2ba/FEMA\\_B-526\\_Earthquake\\_Safety\\_Checklist\\_110217\\_508.pdf](https://www.fema.gov/media-library-data/1510153676317-82124ab3b0a31ea239f60acc8d46c2ba/FEMA_B-526_Earthquake_Safety_Checklist_110217_508.pdf) document.

(b) Activate Emergency Action Plans for earthquakes once alerted to the start of the exercise.

(c) Encourage your personnel to visit the Ready Marine Corps website at <https://www.ready.marines.mil> to gain more information on how to prepare for an emergency or any unexpected outages of power and/or water in order to sustain themselves for at least 48 hours.

(d) Ensure personnel have updated their personal and device contact information in the Marine Corps Mass Notification system by clicking on the "Purple Globe" icon in their computer system tray. If they do not have a "Purple Globe" but can access the Marine Corps Enterprise Network (MCEN), they can access Self-Service via the following URL: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/2060342>.

c. Coordinating Instructions

(1) It is requested that all tenant commands participate as fully as possible in this exercise by:

(a) Utilizing the earthquake safety checklist on their areas of responsibilities during 13-14 October 2020. The checklist can be obtained by accessing the FEMA B-526 document.

(b) Activating Emergency Action Plans for Earthquakes once alerted to the start of the exercise.

(c) Encouraging your personnel to visit the Ready Marine Corps website at <https://www.ready.marines.mil> to gain more information on how to prepare for an emergency or any unexpected outages of power and/or water in order to sustain themselves for at least 48 hours.

(d) Ensuring personnel have updated their personal and device contact information in the Marine Corps Mass Notification System by clicking on the "Purple Globe" icon in their computer system tray. If they do not have a "Purple Globe" but can access the MCEN network, they can access Self-Service via the following URL: <https://alerts1.mcdsus.mcds.usmc.mil/SelfService/2060342>.

(2) Any problems or concerns with either the Giant Voice, Little Voice Notification Systems, or AtHoc during the exercise should be relayed to the Mission Assurance Division no later than 22 October 2020.

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(3) Exercise Timeline

<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Event</u>	<u>Who</u>
15 Oct 20	1015-1030	Installation	Exercise	All MAGTFTC, MCAGCC Personnel
22 Oct 19	1330-1415	Bldg. 1523	After Action	Mission Assurance Division

(4) The Exercise planning point of contact is Mr. Michael Burns at (760) 830-1884 or michael.f.burns1@usmc.mil.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center letters of instruction (LOI) can be found at <http://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Letters-of-Instruction/>.

5. Command and Signal

a. Command. This LOI is applicable to all MAGTFTC, MCAGCC active duty, civilian, and contract personnel.

b. Signal. This LOI is effective the date signed.

  
D. A. SUGGS  
Chief of Staff

DISTRIBUTION: B