



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 3440.4  
ISD 11

NOV 26 2019

COMBAT CENTER ORDER 3440.4

From: Commanding General  
To: Distribution List

Subj: CRISIS ACTION TEAM AND EMERGENCY OPERATIONS CENTER ACTIVATION LEVELS

Ref: (a) MCO 3440.9  
(b) Marine Corps Planning Process 5-10  
(c) MARADMIN 563/11  
(d) SECNAV M-5214.1

Encl: (1) CAT "A" and "B" and EOC Activation Levels Diagrams  
(2) CAT Staff Action Checklist and Specific Event Diagrams  
(3) Incident Command System Interface/EOC Organizational Chart  
(4) Planned/Unanticipated Event Flowchart  
(5) Request for Assistance Matrix from Local Authorities

1. Situation. Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will respond to emergencies and regional disasters that pose a threat to the accomplishment of the MAGTFTC, MCAGCC mission with the activation of the Crisis Action Team (CAT). The CAT is a core staff advisory group that can quickly assemble and provide advice and counsel for emergency situations. The CAT will provide advice on the current known situation, how the mission is being affected, and what steps can, and will be taken in order to mitigate any negative effects to the command. When the emergency situation requires planning and execution in excess of 48-hours, MAGTFTC, MCAGCC will activate the Emergency Operations Center (EOC) at activation level 3 or 4.

2. Mission. MAGTFTC, MCAGCC shall employ the CAT and/or the EOC, as required. They shall plan and execute activities necessary to preserve the MAGTFTC, MCAGCC Service-level training mission. They will also sustain installation requirements as well as coordinate any necessary defense support to civil authorities in response to regional crisis.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Preserve the MAGTFTC, MCAGCC Service-level training mission and all installation sustainment requirements through sound emergency management required per reference (a). In order to ensure these functions are managed properly, the assigned CAT and/or EOC members must understand their roles and responsibilities. Enclosure (1) defines the CAT "A" and "B" composition and EOC activation levels. Conduct necessary planning, coordination, and command and control in order to mitigate all emergency situations affecting the MAGTFTC, MCAGCC mission.

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(2) Concept of Operations

(a) In accordance with the enclosures, MAGTFTC, MCAGCC executes emergency management with the activation of the CAT and if necessary, the EOC. The CAT or EOC plans and executes MAGTFTC, MCAGCC activities and responses that mitigate the effects of any emergency that compromised the mission and coordinates any MAGTFTC, MCAGCC support to regional civil authorities.

(b) During routine operations, the EOC is manned by personnel from the Installation Support Directorate (ISD), Mission Assurance (MA) Division. This watch cell is capable of handling routine matters, but does not have the depth or expertise to deal with extraordinary events; therefore, it may be necessary to stand up the CAT/EOC to deal with such situations. The members of the CAT will then provide recommendations to respond to the crisis or emergency and if required, recommendations to activate a level 3 or 4 activation of the EOC. Only the Commanding General (CG) or the Chief of Staff (COS) can order a level 3 or 4 activation of the EOC. If a level 3 or 4 activation of the EOC is ordered during working hours, the ISD, MA will conduct the notification and recall of designated EOC personnel. In some instances a natural or manmade emergency may be of such a serious or catastrophic nature that an immediate level 3 or 4 activation of the EOC is required.

(c) During non-working hours, the Command Duty Officer (CDO) will contact the COS or his designee in order to make the appropriate decision on CAT recall or EOC activation. On order, the CDO will contact the ISD, MA representative, who will conduct the recall of CAT members or the recall of EOC personnel.

(d) The CG or COS may activate the CAT for exercise purposes or in response to real world events such as terrorist attacks or natural disasters. The CAT may also be established in response to indication and warnings from such systems in regards to weather conditions, force protection conditions, BLUE DART, etc.

(e) The CAT assembles at the direction of the CG; reports to the COS; and its operations are managed by the ISD Assistant Chief of Staff. Per enclosure (1), the CAT is normally composed of senior representatives from the MAGTF Training Directorate, Resource Management Directorate, ISD, Communications Directorate, Government & External Affairs, Staff Judge Advocate and other subject matter experts (SMEs) as required. Once activated, the CAT is responsible for monitoring and supervising the execution of current operations. The CAT will be prepared to conduct near-term tactical planning as required per reference (b).

b. Subordinate Element Missions

(1) Assistant Chiefs of Staff, Commanding Officers, Officers-In-Charge, Division Directors, and Special Staff Officers

(a) Ensure all assigned CAT and EOC members understand and have completed all required training per reference (c).

(b) Ensure all assigned CAT and EOC members participate and understand their role in CAT and EOC activation.

(2) Tenant Commanders. Liaison officers (LNOs) are always invited to participate in EOC exercises.

c. Coordinating Instructions

(1) The point of contact for this Order is Mr. Michael Burns at (760) 830-1884, cell (760) 401-6582, or at michael.f.burns1@usmc.mil.

(2) Per reference (a), ensure an after action report for all Installation Emergency Manager Program exercises are submitted to the Marine Corps Center for Lessons Learned per the instructions at NIPRNET <http://www.mccll.usmc.mil> or SIPRNET <https://www.mccll.usmc.smil.mil>. This reporting requirement is exempt from reports control per reference (d).

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center orders can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/>.

5. Command and Signal

a. Command. This Order is applicable to active duty, reserve, and civilian personnel aboard the Combat Center.

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

  
W. F. SCHOEN, JR.  
Commander

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CAT "A" and "B" and EOC Activation Levels Diagrams

<u>Activation Level</u>	<u>Actions</u>	<u>Minimum Staff</u>	<u>Facility</u>
<b>0 - Normal</b>	<p align="center"><b>"Normal Operations"</b></p> <ul style="list-style-type: none"> <li>• Threat Working Group (WG) and Mission Assurance WG meetings</li> <li>- No incident exists sufficient to warrant EOC activation</li> </ul>	None	None Required
<b>1 - Watch</b>	<p align="center"><b>"Enhanced Operations"</b></p> <ul style="list-style-type: none"> <li>• FPCON Changes</li> <li>• Terrorism Threat Warnings</li> <li>• Criminal/Terrorism Surveillance Activities</li> <li>• Storm Preparations</li> <li>- No incident exists sufficient to warrant EOC activation</li> </ul>	<p align="center"><b>Crisis Action Team (CAT) A</b></p> <p align="center">(Consists of MAGTF Training, Installation Support, Resource Management, Communications, Government &amp; External Affairs &amp; SJA)</p>	CG's Conference Room, Bldg. 1559 or ISD Conference Room, Bldg. 1554
<b>2 - Special Activation</b>	<p align="center"><b>"Specialized Operations"</b></p> <ul style="list-style-type: none"> <li>• Bomb Threats</li> <li>• Biological Threats (terrorism or natural causes)</li> <li>• Significant Special Events</li> <li>• Wide scale power blackouts expected to last more than 24 hours</li> <li>• Active Severe Storm Warnings / Watches</li> <li>• Active Shooter</li> <li>• Small Wildfire</li> <li>• Small Scale Hazardous Material Spill</li> <li>- Unique emergency conditions exist sufficient to warrant the activation of the EOC if recommended by members of the CAT.</li> <li>- Additional planning and coordination involving some members of the EOC/technical expert might be warranted.</li> </ul>	<p align="center"><b>Crisis Action Team (CAT) B</b></p> <p align="center">(Consists of MAGTF Training, Installation Support, Resource Management, Communications, Government &amp; External Affairs &amp; SJA, PMO, and Fire)</p> <p align="center">*other technical specialists as required</p> <p align="center">Tenant LNO invited if required</p>	CG's Conference Room, Bldg. 1559 or ISD Conference Room, Bldg. 1554

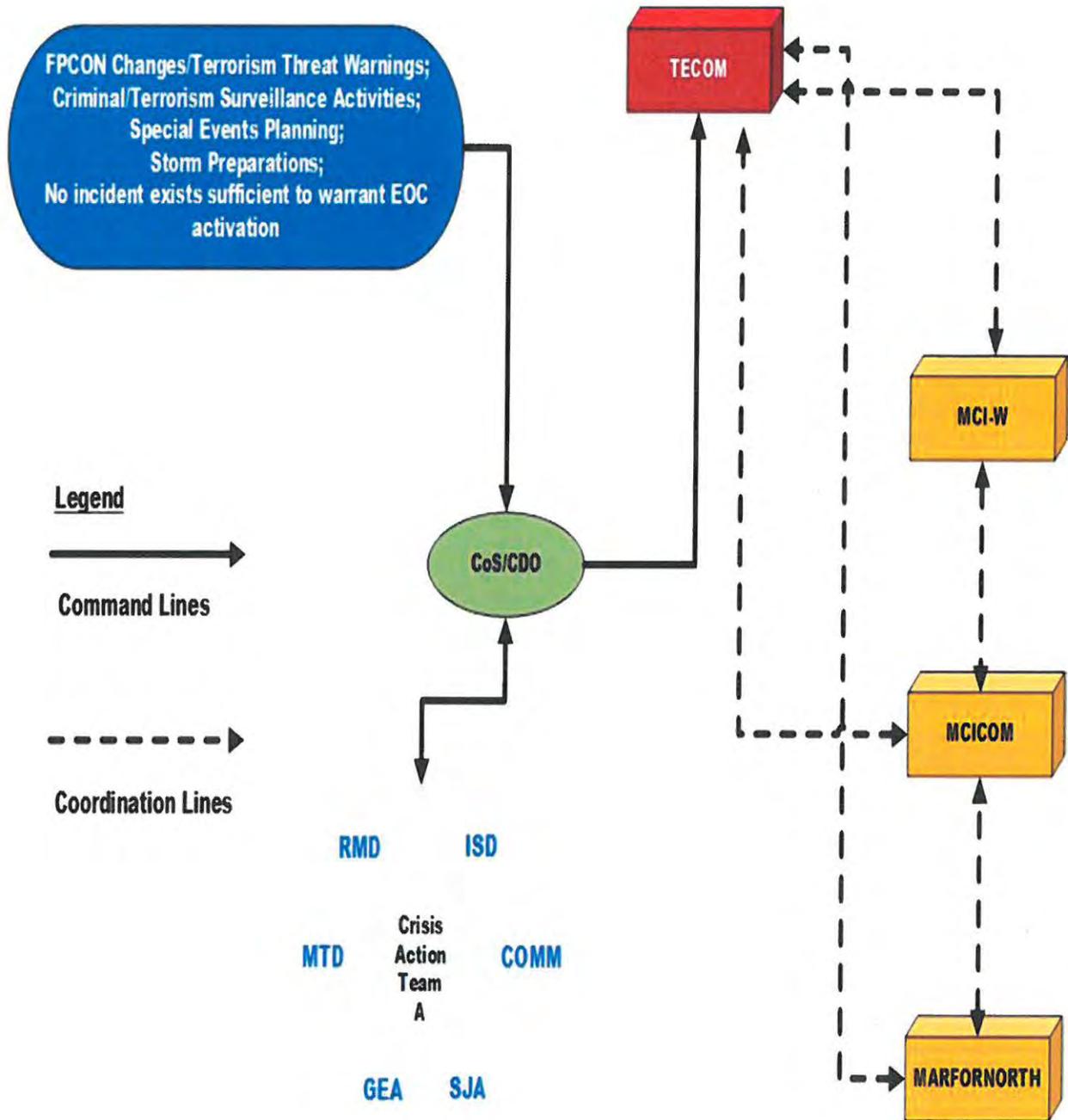
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CAT "A" and "B" and EOC Activation Levels Diagrams

<u>Activation Level</u>	<u>Actions</u>	<u>Minimum Staff</u>	<u>Facility</u>
<b>3 - Partial Activation</b>	<p><b>"Limited Operations"</b></p> <ul style="list-style-type: none"> <li>• Evacuation of more than 5% of personnel</li> <li>• Flooding, Major Storms.</li> <li>• Moderate/Large Scale Structural Fires</li> <li>• Moderate/Large Scale Hazardous Material Spill response requiring mutual aid and environmental spill response               <ul style="list-style-type: none"> <li>- Potential or actual emergency conditions exist sufficient to warrant activation of the EOC</li> <li>- 24/7 situational awareness staffing of the EOC</li> </ul> </li> </ul>	<p>Designated EOC Members (i.e. Small Scale Event 4-48 hours expected)</p> <p><b>Tenant LNO invited if required</b></p>	EOC, Bldg. 2080
<b>4 - Full Activation</b>	<p><b>"Full 24/7 Operations"</b></p> <ul style="list-style-type: none"> <li>• Evacuation of more than 15% of personnel</li> <li>• Major Earthquake</li> <li>• Overt Terrorism Incident</li> <li>• Confirmed Biological Incident (Terrorism or Natural Causes)               <ul style="list-style-type: none"> <li>- Potential or actual emergency condition(s) exist sufficient enough to warrant activation of the EOC</li> <li>- 24/7 situational awareness staffing of the EOC with defined operational periods and required reports</li> </ul> </li> </ul>	<p>All EOC Members (i.e. Large Scale Event more than 2 days expected)</p> <p><b>Tenant LNO invited if required</b></p>	EOC, Bldg. 2080

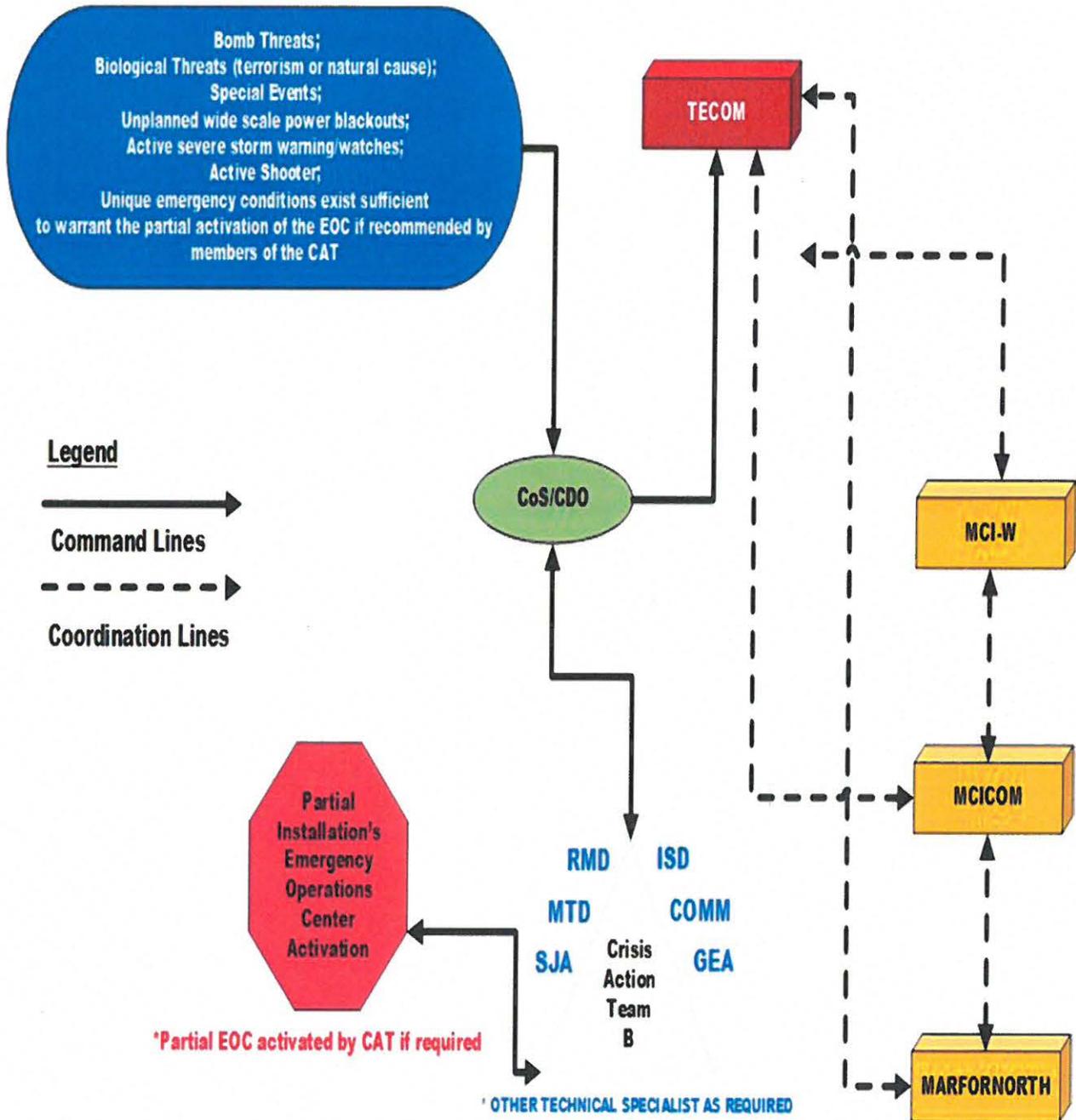
CAT "A" and "B" and EOC Activation Levels Diagrams

**Crisis Action Team (CAT)/Emergency Operations Center (EOC) Activation Levels  
(Level 1: Watch)**



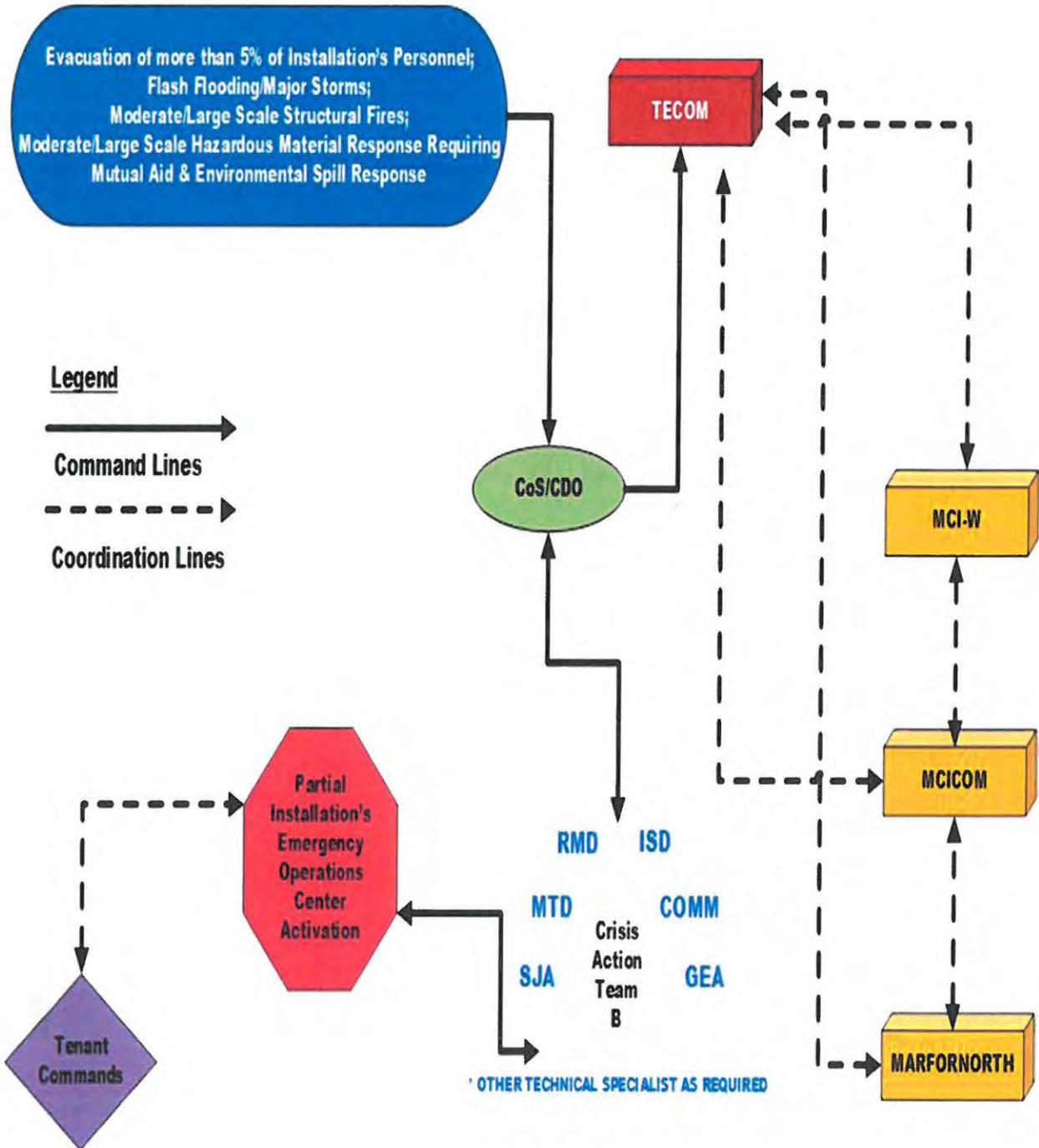
CAT "A" and "B" and EOC Activation Levels Diagrams

**Crisis Action Team (CAT)/Emergency Operations Center (EOC) Activation Levels  
 (Level 2: Special Activation)**



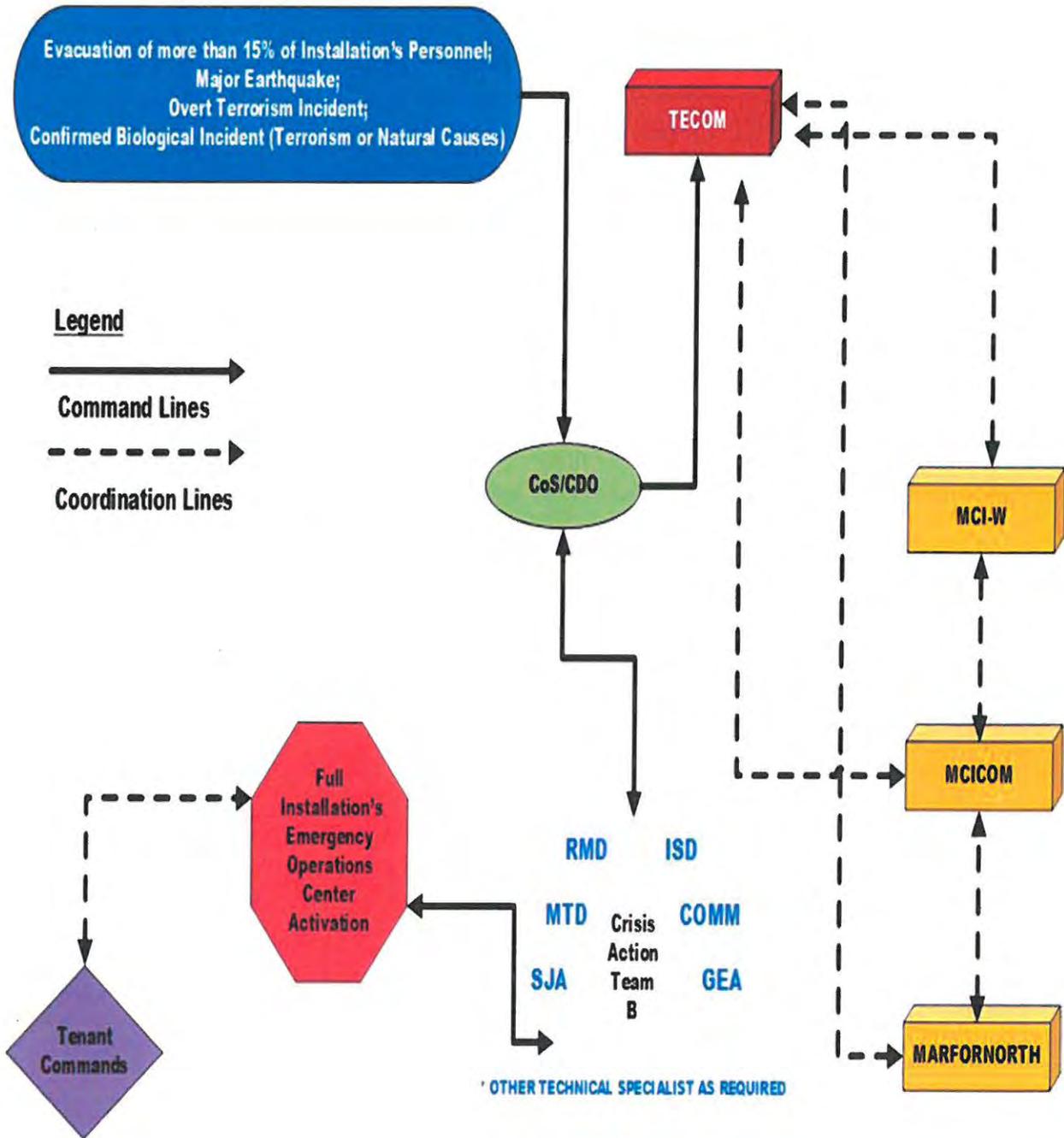
CAT "A" and "B" and EOC Activation Levels Diagrams

**Crisis Action Team (CAT)/Emergency Operations Center (EOC) Activation Levels  
(Level 3: Partial EOC Activation)**



CAT "A" and "B" and EOC Activation Levels Diagrams

**Crisis Action Team (CAT)/Emergency Operations Center (EOC) Activation Levels  
(Level 4: Full EOC Activation)**



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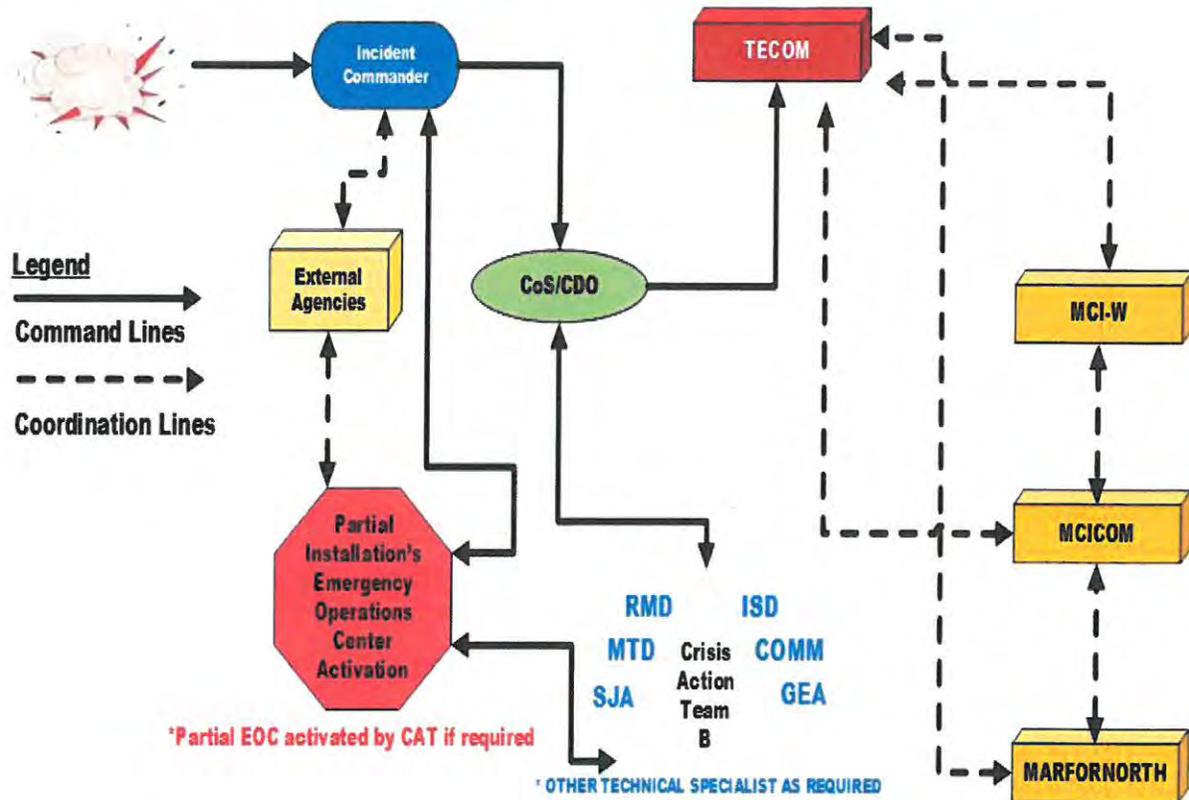
**CAT Staff Action Checklist and Specific Event Diagrams**

<b>Phase I: Crisis Assessment &amp; Preparation</b>	
This phase begins with the detection of indications and warnings that indicate a potential or impending crisis is developing, which requires the Operational Planning Team to monitor and assess. Examples are possible flash flooding, earthquake response, civil unrest, or public health event, etc. This phase ends upon activation of the CAT.	
<b>Staff Section</b>	<b>Actions</b>
ISD	<ol style="list-style-type: none"> <li>1. Notify directorates &amp; commands of the current situation and direct appropriate planning to begin.</li> <li>2. Monitor the situation and evaluate incoming reports on the developing crisis.</li> <li>3. Request reports/information from SMEs or from other appropriate Headquarters.</li> <li>4. Evaluate actions taken by SMEs or higher headquarters with emphasis on implications to MAGTF/TC, MCAGCC mission requirements and ability to react with personnel/equipment that are currently available.</li> <li>5. Request additional or specific intelligence information if required.</li> <li>6. Brief the CG, COS and tenant commands if required.</li> </ol>
Other Directorates/Special Staff/Tenant Commands	<ol style="list-style-type: none"> <li>1. Monitor the situation and evaluate incoming information on the developing crisis as it pertains to respective functional areas.</li> <li>2. Provide updated CAT recall rosters.</li> </ol>
<b>PHASE II: Crisis Assessment</b>	
This phase begins with the activation of the CAT and ends with the decision by CG/COS to develop possible Courses of Action (COAs).	
<b>Staff Section</b>	<b>Actions</b>
ISD	<ol style="list-style-type: none"> <li>1. Continue to monitor and evaluate the crisis.</li> <li>2. Activate the CAT.</li> </ol>
CAT	<ol style="list-style-type: none"> <li>1. Review existing action plans for suitability.</li> <li>2. Review collected information and determine if assistance/sourcing outside MAGTF/TC, MCAGCC is required.</li> <li>3. Estimate personnel/equipment requirements.</li> <li>4. Develop COAs.</li> </ol>
Other Directorates/Special Staff/Tenant Commands	<ol style="list-style-type: none"> <li>1. Continue to monitor and evaluate the crisis and provide information to the CAT as required.</li> <li>2. Provide SMEs to the CAT as required.</li> </ol>

CAT Staff Action Checklist and Specific Event Diagrams  
**(Level 2: Active Shooter Event)**

**CCIRs Immediate Notification:**

- 1) Death of, or caused by, a Marine, Sailor, or civilian. *HHQ CCM, TECOM, OPREP-3. Phone calls W's to CG.*
- 2) Terrorist attack, attempted attack, specific terrorist threat, or reported surveillance aboard, or directed at, the Combat Center or subordinate commands, or a general terrorist threat in the Southern California area. *HHQ CCM, TECOM, OPREP-3. Phone call 3 W's to CG.*
- 3) Use of deadly force by PMO personnel or interior guard forces aboard the Combat Center, or subordinate commands. *HHQ CCM, TECOM, OPREP-3. Phone calls W's CG.*



**Information Requirements**

- Flash report from the installation
- Serious Incident Report (depending on dollar amount of damage)
- Personal Casualty Report (if there are casualties)
- Is there local law enforcement or media involvement?
- What is the impact to the installation's mission?
- What support is required from MCIWEST or other agencies?
- What is the status of support requested from other agencies?
- Other external agencies responding to the incident?

**Deliverables/Decisions to Expect**

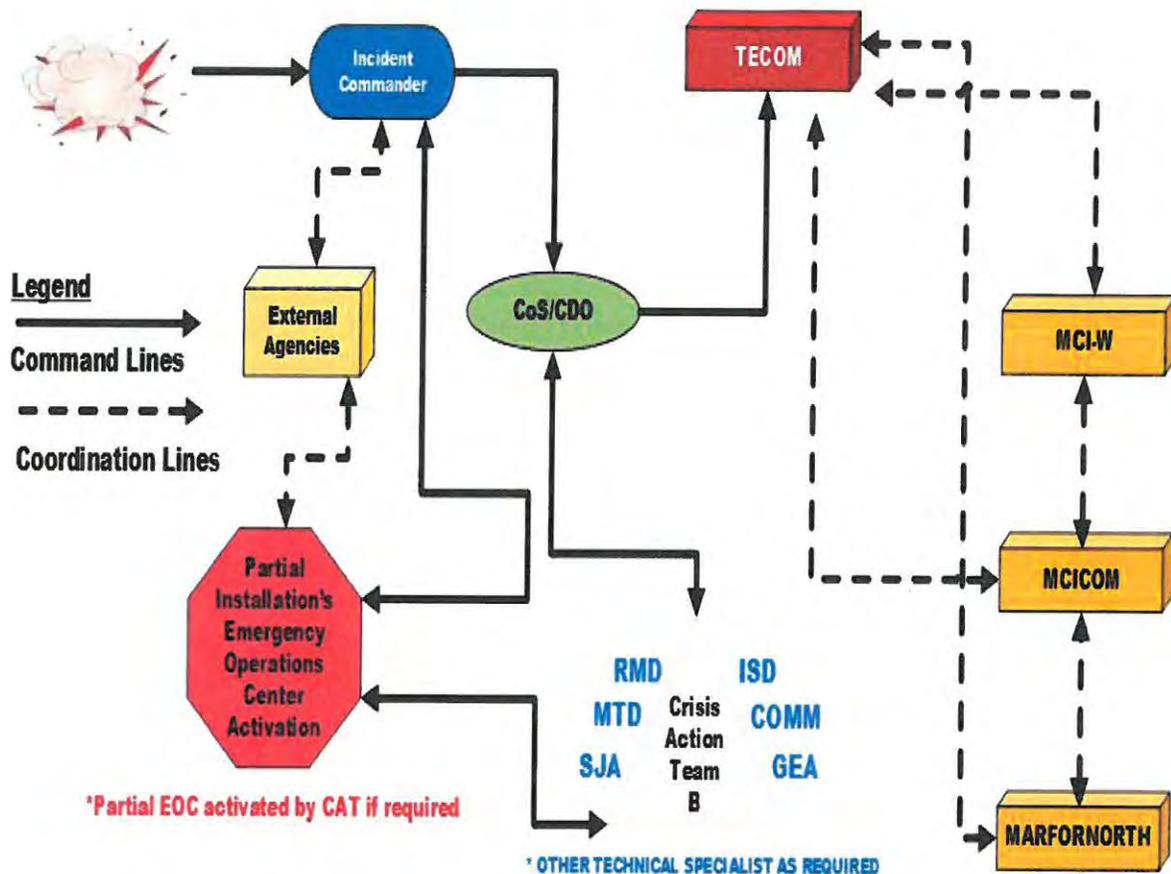
- Notification to HHQ
- Notification/Coordination with key staff pertinent to the problem crisis
- Coordinate support to the affected organizations
- Notify: NHTP; NCIS; Other Installations and other key stake holders
- Possible recall of mission essential personnel

CAT Staff Action Checklist and Specific Event Diagrams

**(Level 2: Change In Force Protection Condition (FPCON))**

**CCIRs Immediate Notification:**

- 1) Terrorist attack, attempted attack, specific terrorist threat, or reported surveillance aboard, or directed at, the Combat Center or subordinate commands, or a general terrorist threat in the Southern California area. *HHQ CCR, TECOM, OPREP-3. Phone call 5 W's to CG.*
- 2) Any directed increase in the Force Protection Condition. *HHQ CCR, TECOM, OPREP-3. Phone call 5 W's to CG.*



**Information Requirements**

- Flash report from the installation
- Serious Incident Report (depending on dollar amount of damage)
- Personal Casualty Report (if there are casualties)
- How long can the increased FPCON be sustained?
- Is I MEF support required? Personnel or material augmentation?
- Summary of incident requiring new FPCON (if not know previously).
- What is the impact to the installation's mission?
- What support is required from MCIWEST or other agencies?
- What is the status of support requested from other agencies?

**Deliverables/Decisions to Expect**

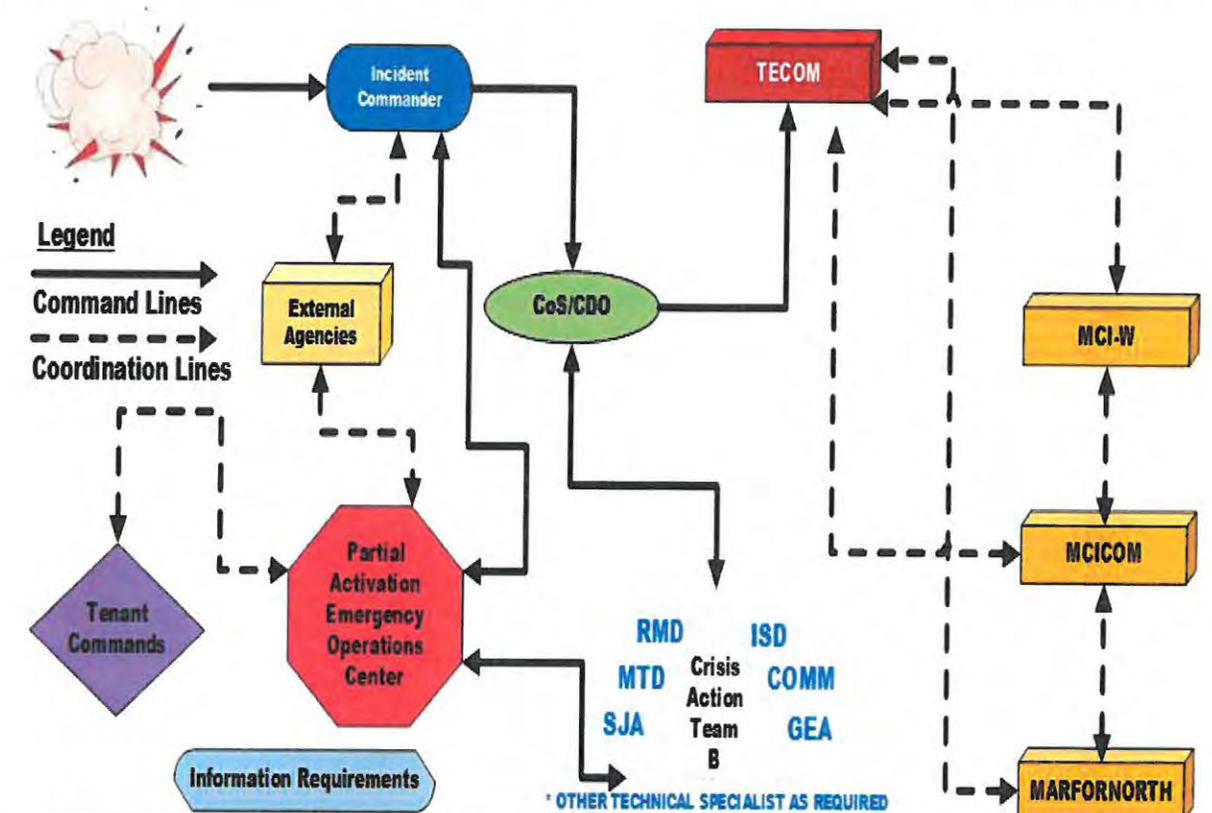
- Notification to HHQ
- Notification to adjacent installations
- Notification/Coordination with key staff pertinent to the change in FPCON
- Coordinate support to the affected organizations
- Possible recall of mission essential personnel

CAT Staff Action Checklist and Specific Event Diagrams

**(Level 3: Flash Flooding/Major Storm)**

**CCIRs Immediate Notification:**

- 1) Unplanned/emergency events which require the commitment of the Combat Center or subordinate command personnel or resources, or any request for military support to civilian authorities. **HHQ CCB, TECOM, OPREP-3. Phone call IS W's to CG.**
- 2) Any degradation (damage) of infrastructure or services, that significantly impacts training or functions, to include the decision to pause or continue training. **HHQ CCB, TECOM, OPREP-3. Phone call IS W's to CG.**



**Information Requirements**

- Flash report from the installation
- Serious Incident report (depending on dollar amount of damage)
- Personal Casualty Report (If there are casualties)
- What is the magnitude of the Earthquake?
- Where is the epicenter? Are any buildings rubble? How many?
- How many cots/bed spaces are available to support evacuees?
- Have any areas of the installation been evacuated? Where were they evacuated to?
- Are there any fires because of the earthquake?
- Has immediate response been requested by the local community?
- What is the status of public works? Water? Sewage? Power? What is estimated time of restoration? Are critical assets secure?
- How many hours/days of fresh water and food is available?
- Are there communications issues?
- Have any MSR's been shut down because of flash flood/major storm?
- What is the impact to the installation's mission?
- Are there any victims because of the incident? # Killed # Wounded
- What support is required from MCIWEST or other agencies?
- What is the status of support requested from other agencies?

**Deliverables/Decisions to Expect**

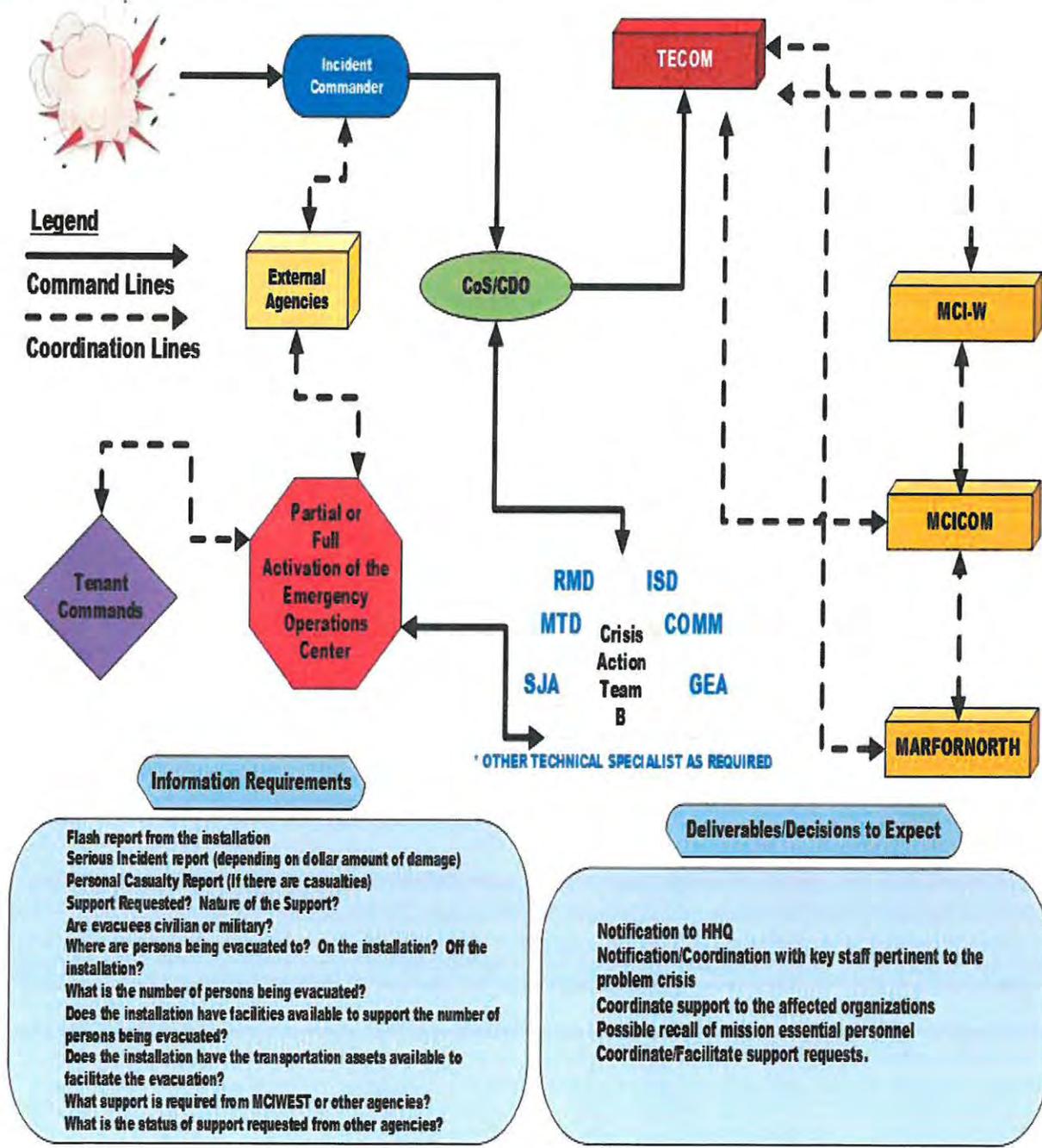
- Notification to HHQ
- Notification/Coordination with key staff pertinent to the problem crisis
- Coordinate support to the affected organizations
- Possible recall of mission essential personnel
- Might require the execution of installation's and/or Service Level Directed Training COOPs
- Displacement of personnel
- Immediate Response request from local community
- Change in FPCON

CAT Staff Action Checklist and Specific Event Diagrams

**(Level 3 or 4: Evacuation/Displacement on or off installation)**

**CCIRs Immediate Notification:**

- 1) Unplanned/emergency events which require the commitment of the Combat Center or subordinate command personnel or resources, or any request for military support to civilian authorities. *HHQ CCR, TECOM, OPREP-3. Phone call IS W's to CG.*
- 2) Any degradation (damage) of infrastructure or services, that significantly impacts training or functions, to include the decision to pause or continue training. *HHQ CCR, TECOM, OPREP-3. Phone call IS W's to CG.*

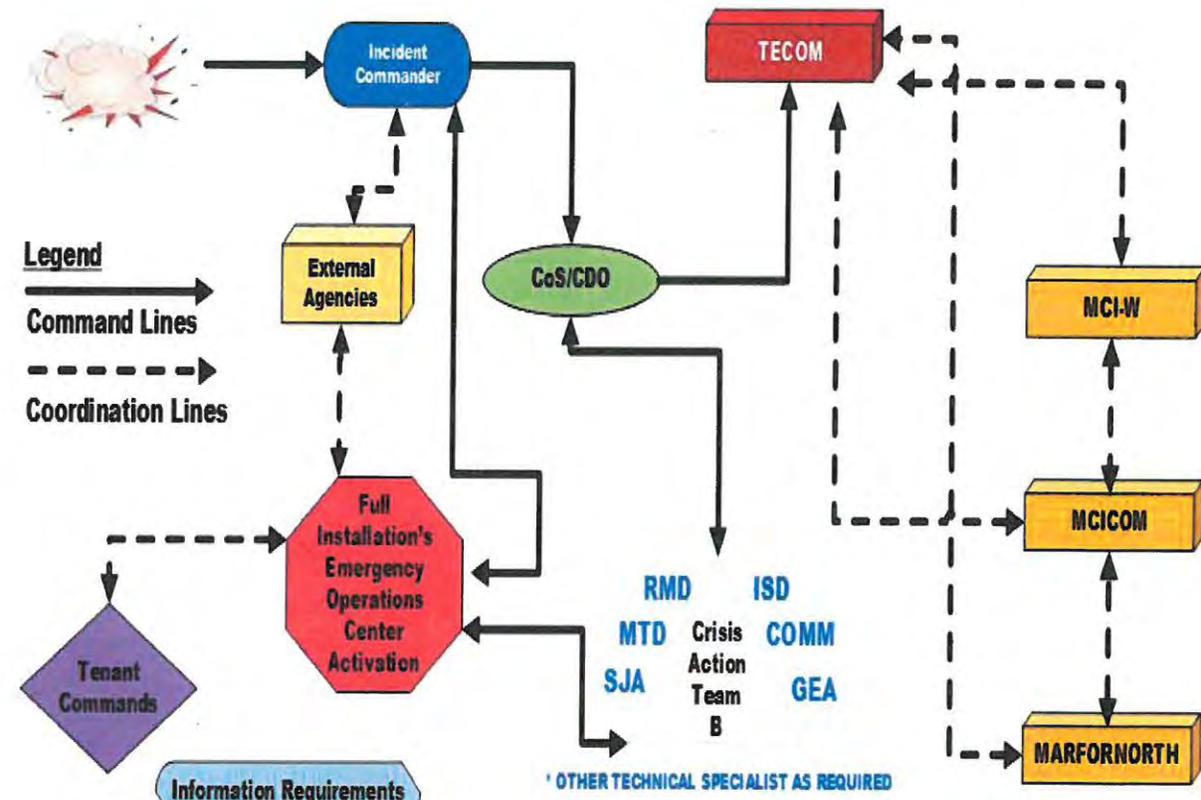


CAT Staff Action Checklist and Specific Event Diagrams

**(Level 4: Major Earthquake)**

**CCIRs Immediate Notification:**

- 1) Unplanned/emergency events which require the commitment of the Combat Center or subordinate command personnel or resources, or any request for military support to civilian authorities. **HHQ CCIR, TECOM, OPREP-3. Phone call/S W's to CG.**
- 2) Any degradation (damage) of infrastructure or services, that significantly impacts training or functions, to include the decision to pause or continue training. **HHQ CCIR, TECOM, OPREP-3. Phone call/S W's to CG.**



**Information Requirements**

- Flash report from the installation
- Serious Incident report (depending on dollar amount of damage)
- Personal Casualty Report (If there are casualties)
- What is the magnitude of the Earthquake?
- Where is the epicenter? Are any buildings rubble? How many?
- How many cots/bed spaces are available to support evacuees?
- Have any areas of the installation been evacuated? Where were they evacuated to?
- Are there any fires because of the earthquake?
- Has immediate response been requested by the local community?
- What is the status of public works? Water? Sewage? Power? What is estimated time of restoration? Are critical assets secure?
- How many hours/days of fresh water and food is available?
- Are there communications issues?
- What is the impact to the installation's mission?
- Are there any victims because of the incident? # Killed # Wounded
- What support is required from MCIWEST or other agencies?
- What is the status of support requested from other agencies?

**Deliverables/Decisions to Expect**

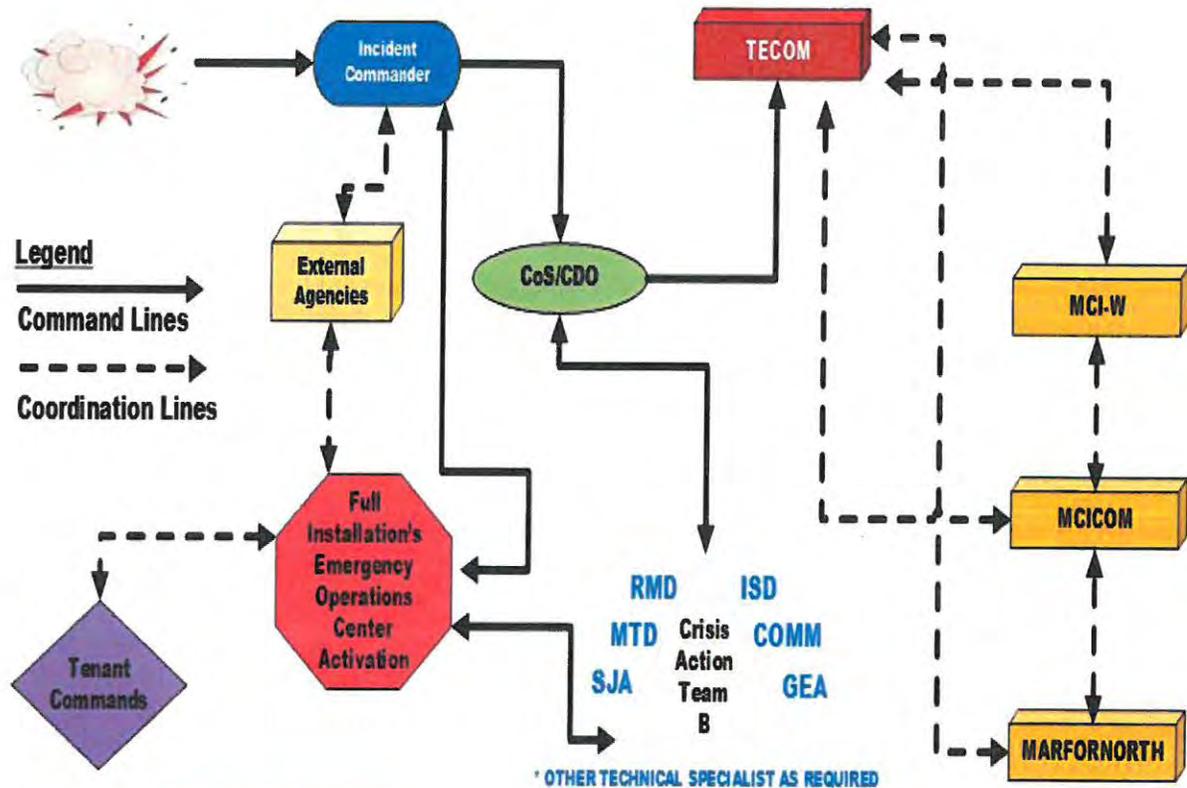
- Notification to HHQ
- Notification/Coordination with key staff pertinent to the problem crisis
- Coordinate support to the affected organizations
- Possible recall of mission essential personnel
- Might required the execution of installation's and/or Service Level Directed Training COOPs
- Displacement of personnel
- Immediate Response request from local community
- Change in FPCON

**CAT Staff Action Checklist and Specific Event Diagrams**

**(Level 4: Pandemic Influenza)**

**CCIRs Immediate Notification:**

- 1) Unplanned/emergency events which require the commitment of the Combat Center or subordinate command personnel or resources, or any request for military support to civilian authorities. *HHQ CCR, TECOM, OPREP-3. Phone call/S W's to CG.*
- 2) Any degradation (damage) of infrastructure or services, that significantly impacts training or functions, to include the decision to pause or continue training. *HHQ CCR, TECOM, OPREP-3. Phone call/S W's to CG.*



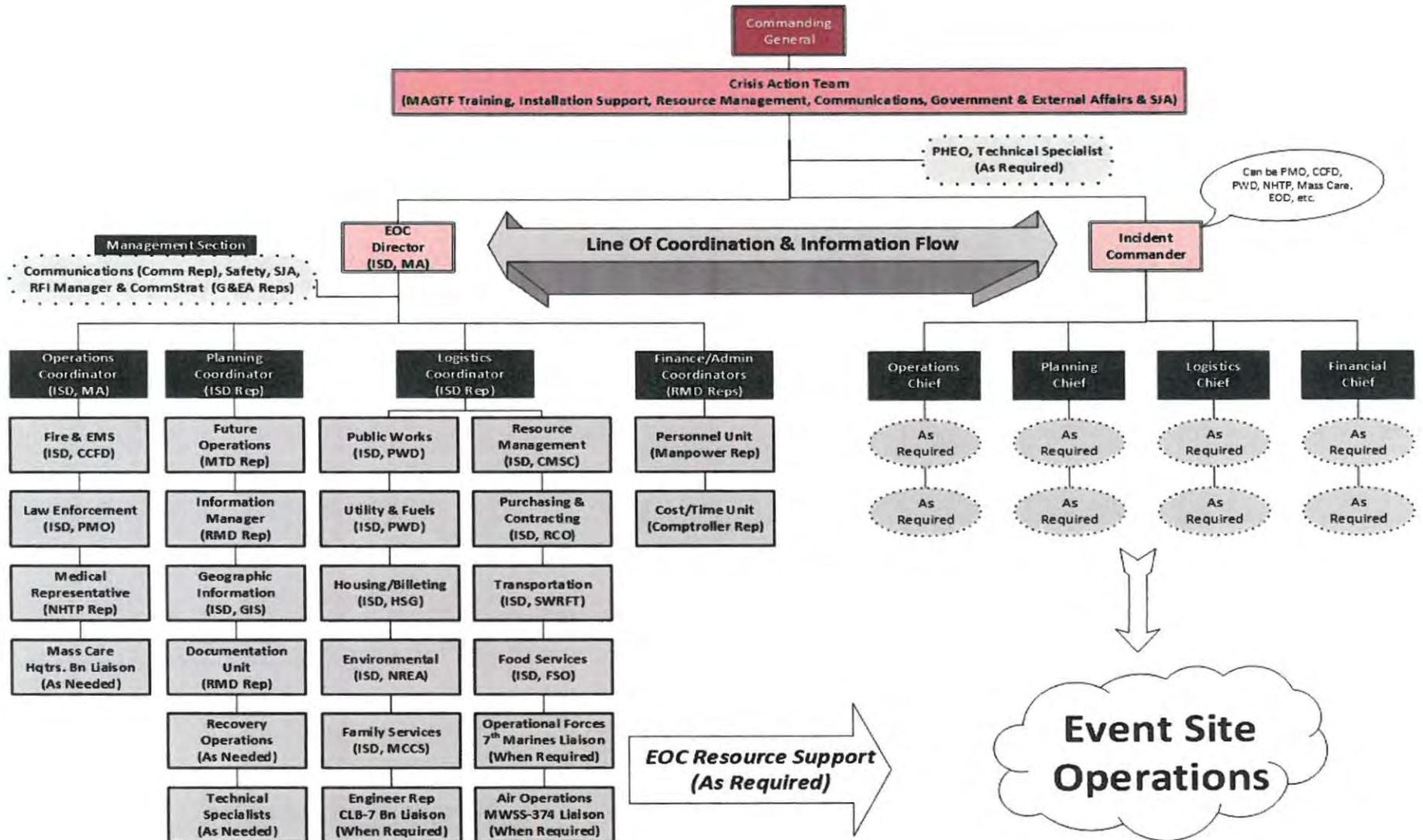
**Information Requirements**

- Flash report from the installation
- Serious Incident report (depending on dollar amount of damage)
- Personal Casualty Report (If there are casualties)
- What is the # of persons infected?
- What is the # of persons quarantined?
- What is the number of persons isolated?
- Are there any deaths due to the pandemic?
- What is the number of persons immunized?
- What is the impact to the installation's mission?
- Are particle masks required? How many?
- What % of national stockpile remaining?
- Are quarantine and isolation areas identified?
- What support is required from MCWEST or other agencies?
- What is the status of support requested from other agencies?

**Deliverables/Decisions to Expect**

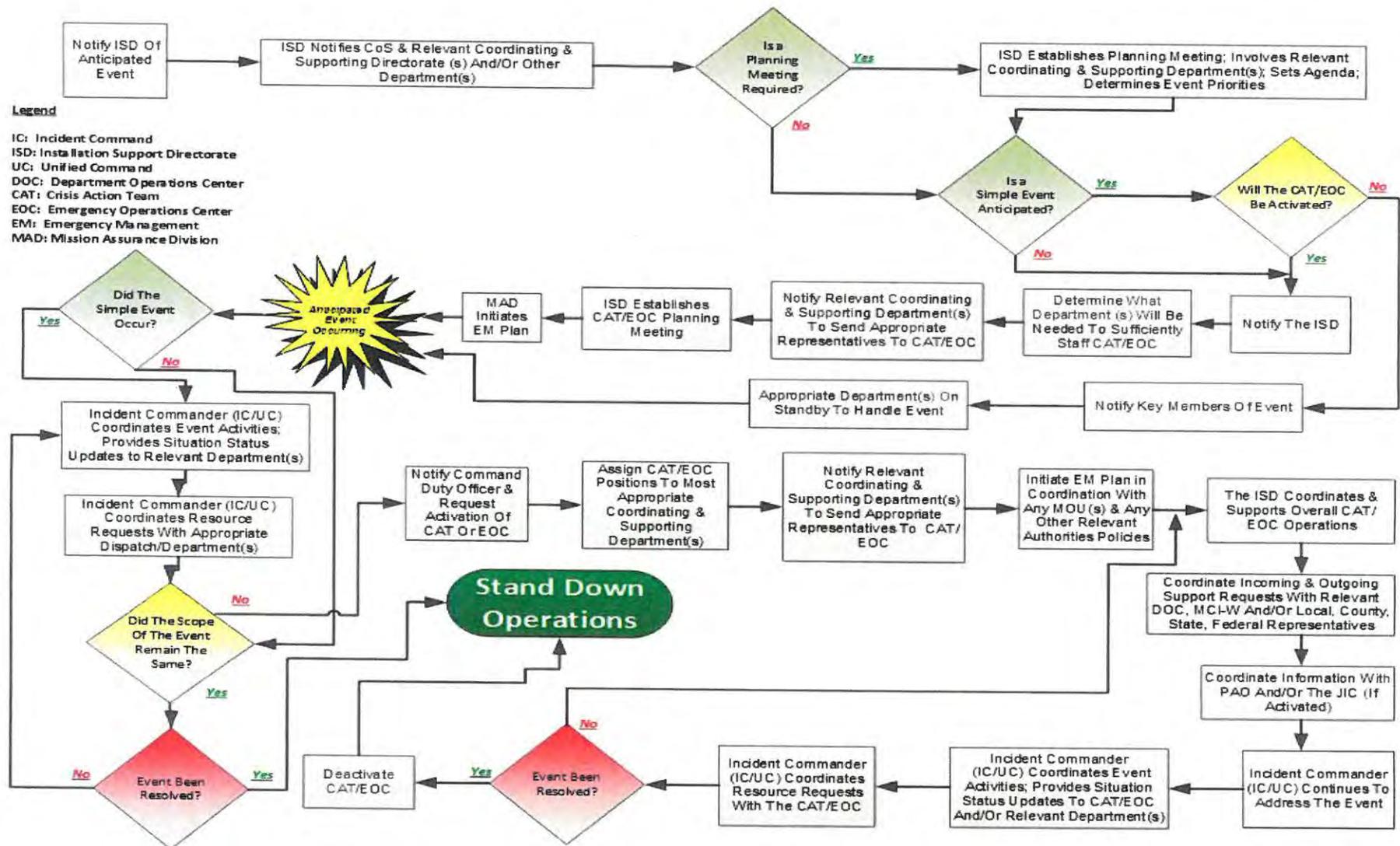
- Notification to HHQ
- Notification/Coordination with key staff pertinent to the problem crisis
- Coordinate support to the affected organizations
- Possible recall of mission essential personnel
- Might required the execution of installation's and/or Service Level Directed Training COOPs
- Possible sequestering of units preparing to deploy

Incident Command System Interface/EOC Organizational Chart

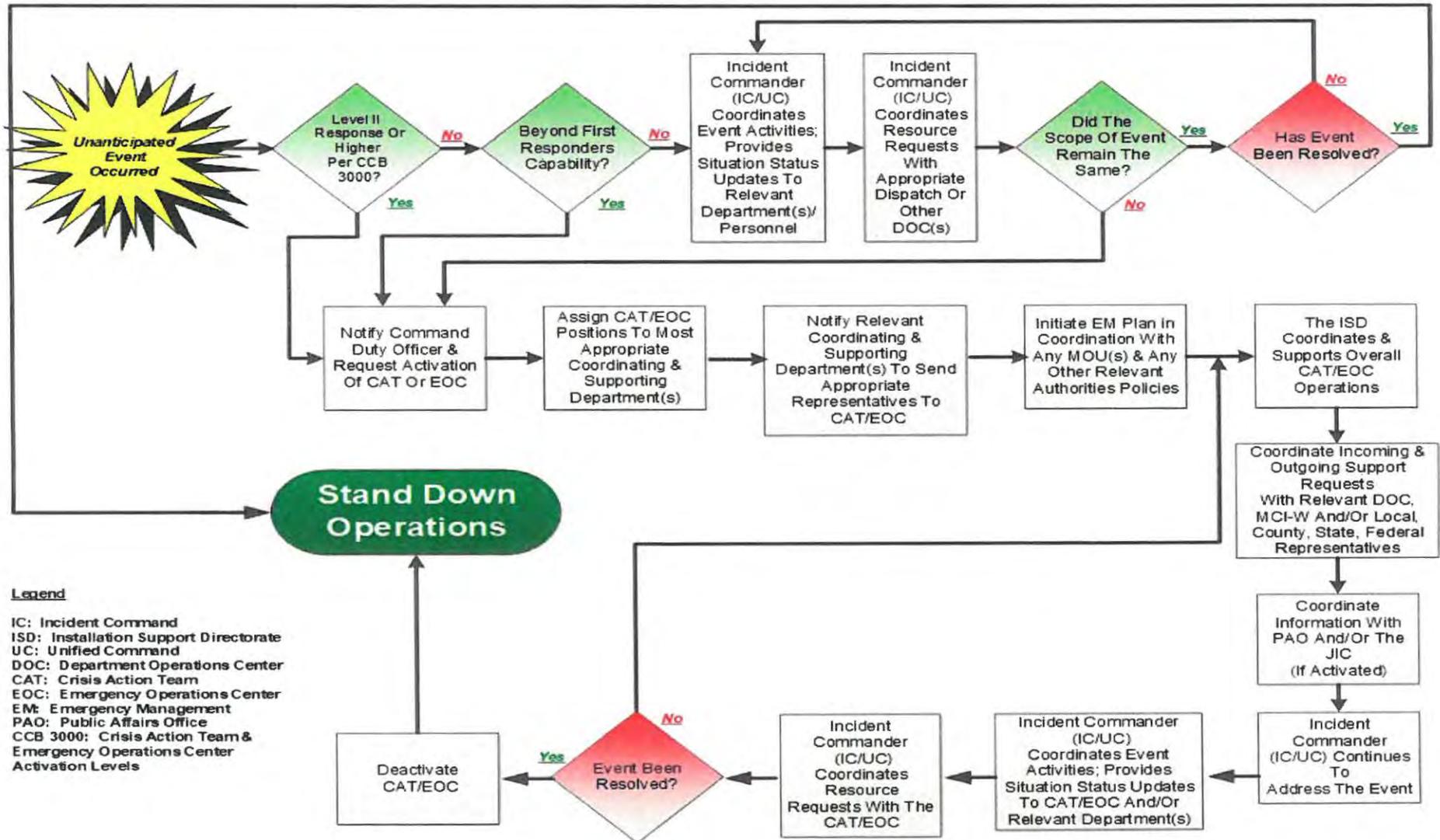


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Planned Event Flowchart



Unanticipated Event Flowchart



Legend

- IC: Incident Command
- ISD: Installation Support Directorate
- UC: Unified Command
- DOC: Department Operations Center
- CAT: Crisis Action Team
- EOC: Emergency Operations Center
- EM: Emergency Management
- PAO: Public Affairs Office
- CCB 3000: Crisis Action Team & Emergency Operations Center Activation Levels

Request for Assistance Matrix from Local Authorities

