CONTINGENCY PLAN TEMPLATE

For U. S. Coast Guard Auxiliary Flotillas

August 2010
UNITED STATES COAST GUARD AUXILIARY

FLOTILLA 00 ("[name of flotilla]")
[see note 1]

CONTINGENCY PLAN
[see note 2]

2010
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I. INTRODUCTION

A. Purpose of the Plan.

As noted in the Coast Guard Auxiliary Operations Policy Manual (COMDTINST M16798.3E), “Auxiliary forces are a viable, trusted, security-vetted resource available to Coast Guard Operational Commanders in executing most Coast Guard missions.” (p. 1-4, paragraph A.3.d).

This document provides guidance for the members of Coast Guard Auxiliary Flotilla 00, Division 00 in preparing for response to natural and human-initiated disasters or public emergencies. It is not intended to limit the roles the Auxiliary may be called upon to play, but to identify those for which the Auxiliary can and should be prepared.

B. Relationship to Other Plans

The Plan is intended to be consistent with the National Incident Management System (NIMS) and the National Response Framework (NRF).

The Plan is also intended to be consistent with the Contingency Response Plans of Coast Guard Sector [A] and Coast Guard Sector [B] (hereafter, Sector Plans). The provisions of this Auxiliary Plan will be modified as necessary to accord with Sector Plans and intentions regarding use of the Auxiliary. [note 5]

C. Scope of the Plan

This Plan specifies the actions to be taken by Auxiliarists in Flotilla 00 to prepare for, and respond to, natural or man-made disasters.

The Area of Responsibility (AOR) for Flotilla 00, and this Plan, includes the navigable waters of [definition of Flotilla’s AOR, as appropriate]

D. Response Resources

Flotilla 00 has a wide variety of resources that can be made available in the event of a disaster or public emergency. These resources include 00 vessels, 00 aircraft, 00 radios (both fixed and mobile), and personnel resources consisting of approximately 00 members with multiple skills, capabilities and qualifications.

Personnel resources of three types have been identified. The first type includes members who are qualified to augment an active duty billet: communication watchstanders, boat crew, engineers, and others. The second type includes those with needed formal Auxiliary qualifications: coxswains and boat crew, land-mobile and fixed land radio operators, pilots and air crew (see Appendix 3). The
third type includes personnel who have skills or professional training that may be of assistance in an emergency: commercial pilots, merchant marine officers, doctors and nurses, architects and engineers, translators, divers, photographers, and personnel skilled at first aid and CPR, driving, computer operation, cooking and child care (see Appendix 4).

II. RESPONSE ASSUMPTIONS

The Plan assumes that the National Response Framework (NRF) will be activated for natural disasters, technological emergencies, terrorist actions, pollution and/or hazardous materials response and other incidents requiring Federal assistance under the Stafford Disaster Relief and Emergency Assistance Act. It also assumes that the National Incident Management System (NIMS) and the Incident Command System (ICS) will be used to coordinate multi-agency response to a disaster emergency or incident. (Common ICS responsibilities are listed in Appendix 6.)

The Coast Guard Auxiliary will participate in any response in accordance with these assumptions, and at the explicit request and direction of the Coast Guard. Members will not participate otherwise except as private citizens.

III. NOTIFICATION PROCEDURES

An emergency request for assistance by the Coast Guard may be communicated to the Director of Auxiliary (DIRAUX), to the District Commodore (DCO), to [the][an] Auxiliary Sector Coordinator (ASC), or to a Flotilla or Flotilla Commander (when the request is made by a local station). On receipt of an emergency request for assistance from the Coast Guard, the person receiving the request will notify the next most senior member in the Chain of Leadership and Management (if any).

Notification of the need for assistance will be communicated to the appropriate Auxiliary members by the procedures given in Appendix 1, page 10. [note 6]

In some cases, Auxiliarists may be requested to respond immediately and before a formal request for assistance is made through channels. Examples are qualified communication watchstanders and boat crew who are on Coast Guard station recall lists, or have needed skills that are known by the Sector or station. Auxiliarists who are under orders and under way at the time the emergency occurs may also be required or expected to respond immediately.

IV. INITIAL ACTIONS

The safety of unit members and their families is critical to the ability of the Flotilla to provide an emergency response within the community. This applies to
Auxiliary members as well as to active duty personnel and Reservists. Accordingly, all Auxiliary members will first insure their own safety, and that of their families, before engaging in any of the response procedures outlined below. [note 7]

In a disaster or public emergency, telephone and radio frequencies may be quickly overwhelmed, and will be needed by first responders. For this reason, it is important that Auxiliary members NOT call the Coast Guard or Auxiliary leaders offering their services or seeking information. After any personal or family needs have been taken care of, Auxiliary members should stand by, listen to available news media, and wait to be contacted if needed. [note 8]

V. RESPONSE SCENARIOS [note 9]

Auxiliary members may be requested by the Coast Guard to respond to a variety of scenarios, as indicated in the table below and described in the specific Annexes shown [note 10]

<table>
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<tr>
<th>Annex A</th>
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<td>Interpreter Assistance</td>
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VI. TRAINING

To respond effectively, and to be of maximum assistance to the Coast Guard in the event of an emergency, Auxiliarists must be properly trained in the roles called for in this Plan.

Several types of training have been identified as critical to effective response to disasters or public emergencies.

A. Incident Command System.

As noted in Section II, in the event of a disaster or public emergency, the Coast Guard will follow the National Incident Management System (NIMS), of which a part is the Incident Command System (ICS). It is therefore critical that those Auxiliarists who may be called on to assist are familiar with, and trained in, the structure and use of NIMS and ICS. This is particularly true of those Auxiliarists in leadership positions.

All Auxiliarists who provide operational support to the Coast Guard and all unit leaders and staff officers in operations, communications, aviation and marine safety, are required to have completed the FEMA courses IS-100.a (Introduction to the Incident Command System) and IS-700.a (National Incident Management System (NIMS)). In addition, elected officers at the Flotilla level and higher, and Flotilla staff officers in operations, communications, aviation and marine safety, are required to have completed IS-200.a (ICS for Single Resources and Initial Action Incidents), IS-800.b (National Response Framework), and the Coast Guard classroom course ICS-210 (Initial Incident Command) or ICS-300 (Intermediate Incident Command System). Other Auxiliarists will be encouraged to complete the four online courses as well, and officers and others who may be in a leadership role during an incident response will be encouraged to complete ICS-300.

B. Augmented and Backfilled Positions.

In all disaster scenarios, Auxiliarists may be called upon to “backfill” or “augment” active duty positions.

The Operations Training Officer and the Auxiliary Sector Coordinator[s] will work with the Sector Auxiliary Liaison Officer[s] to identify specific needs that might be met by Auxiliarists. The Flotilla will then identify specific members who can fill these projected needs. If not already qualified for the positions specified, members will receive appropriate training and complete qualification under established procedures. Once qualified, these personnel will be listed on department or station recall lists.
Flotilla commanders will work with members to identify commercial and professional skills that may be volunteered for use in the event of an emergency. Lists of these members and their skills will be maintained at the flotilla level, and shared with the Director of Auxiliary’s office, local stations and Sector departments, and Flotilla officers.

C. Communication Watchstanders and Radio Operators [note 11]

Communications are critical in any emergency. In order to provide a pool of Auxiliarists trained in communication procedures and technology, members will be encouraged to qualify as communication watchstanders, land mobile operators, and fixed radio operators. Members will also be encouraged to complete the AUXCOM specialty course and the Telecommunications Operator qualification. As needed, and as opportunity permits, these members will then receive further training as station watchstanders.

D. AOR Familiarization.

To be effective, Auxiliary responders must be familiar with the local areas affected by the incident. To this end, the Flotillas and its flotillas will strive to increase Area of Responsibility (AOR) familiarization training. This training may include classroom and/or individual instruction, and if practicable will be a part of all surface and shoreside patrols.

E. Boat Crew Training.

Each Auxiliary vessel facility requires a predetermined minimum number of crew members in order to get under way. To increase the number of qualified crew available for incident response, flotillas will be asked to increase boat crew training activities, and to encourage inter-flotilla cooperation to make additional training opportunities available to members.

F. Pollution Response Training [note 12].

In support of the Coast Guard response to the Deepwater Horizon disaster, there was a particular need for Auxiliarists with qualifications as Assistant Federal On-Scene Coordinator Representative (formerly Assistant Pollution Response Specialist), Assistant Pollution Investigator, Prevention Outreach Specialist, and Marine Safety Watchstander. To increase Auxiliary preparedness and create a larger pool of Auxiliarists who can help immediately, members will be encouraged to request training in these specialties.
VII. DRILLS AND EXERCISES.

In addition to pertinent training, a key element of preparedness is a comprehensive program of response exercises and drills. This program will be designed to demonstrate the degree to which the coordination, response and training measures incorporated in this plan are effective. The notification procedures described in Section III, above, will be tested at least annually. “Table-top” exercises will be followed by command post (functional) and full-scale exercises. Drills may be used to hone and reinforce specific skills and capabilities. The program is designed to identify gaps in planning and training, and include further exercises or drills to determine whether corrective action has been taken to address earlier shortfalls.
APPENDIX 1

Notification Procedures [note 14]

A. Initial Contact (Level One). If flotilla members are needed in the response to an emergency, or as part of a notification drill, the initial contact will be made by a division officer with the Flotilla Commander, or in his or her absence the Vice Flotilla Commander. If neither is available, the Immediate Past Flotilla Commander will be contacted.

B. Level Two. The Flotilla Commander (or the Vice Flotilla Commander or Immediate Past Flotilla Commander) will contact the following staff officers:

- **FSO-CM** (alternate: FSO-FN)
- **FSO-HR** (alternate: FSO-MA)
- **FSO-MT** (alternate: FSO-MS)
- **FSO-OP** (alternate: FSO-PE)
- **FSO-PA** (alternate: FSO-PV)
- **FSO-SR** (altérnate: FSO-VE)

If neither the primary contact nor the alternate is available, another member may be asked to assume the responsibility.

C. Level Three. Each designated FSO (or alternate) will contact members listed in the membership roster whose last names begin with the letters shown:

- **A-C** FSO-CM (alternate FSO-FN)
- **D-F** FSO-HR (alternate FSO-MA)
- **G-I** FSO-MT (alternate FSO-MS)
- **J-M** FSO-OP (alternate FSO-PE)
- **N-R** FSO-PA (alternate FSO-PV)
- **S-Z** FSO-SR (alternate FSO-VE)

D. Means of Notification. The primary means of contact will be by telephone: home number, work number, cell phone, in that order. If there is no answer at any of the numbers listed in the roster, a message will be left (if possible). When the designated FSO has finished calling his or her assigned list of members, the FSO will send an email to members who have not been successfully contacted. [note 15]

E. Content of Notification. In addition to relaying the content of the message received, the caller will indicate the urgency of the message, and determine the well-being of the member called.

F. Reporting of Notification. As each call is made, the assigned FSO will note the time and the result of the call. After the initial round of calls is
completed, the FSO will report the success or failure of the calls to the next higher level (FC, VFC or IPFC). The FC (or alternate) will report the results to the person who made the initial contact.
## APPENDIX 2

### Membership Roster

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# APPENDIX 5

## Emergency Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
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<tbody>
<tr>
<td>Station (A)</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>Sector (A) Command Center</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>DirAux</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>(City) Fire Department</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>(City) Police Department</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>(Hospital)</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>National Response Center</td>
<td>800-424-8882</td>
</tr>
<tr>
<td>America’s Waterway Watch</td>
<td>877-249-2824</td>
</tr>
<tr>
<td>(A) Marina</td>
<td>xxx-xxx-xxxx</td>
</tr>
<tr>
<td>(B) Marina</td>
<td>xxx-xxx-xxxx</td>
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<tr>
<td>(C) Marina</td>
<td>xxx-xxx-xxxx</td>
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</tbody>
</table>
APPENDIX 6

Common Incident Command System Responsibilities

The following checklist applies to all members responding to an incident, regardless of the level of organization.

Receive assignment (this includes the request for AUX assistance) including:
- Job assignment (e.g., Strike Team designation, position, etc.).
- Reporting location.
- Reporting time.
- Travel instructions.
- Any special communication instructions (e.g., travel, radio frequency).

On arrival at the incident, check-in at the designated check-in location. Check-in may be found at any of the following locations:
- Incident Command Post (ICP)
- Base
- Staging Areas

Receive briefing from immediate supervisor. Supervisors shall maintain accountability for their assigned personnel with regard to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.

Know your assigned radio frequency(s)/phone numbers and communication schedule for your area of responsibility (AOR) and ensure that communication equipment is operating properly. Use clear text and ICS terminology (no codes) in all radio communications. All radio communications to the Incident Communications Center will be addressed: "(Incident Name) Communications" (e.g., "TWA 800 Communications").

Complete forms and reports required of the assigned position and send through the supervisor to the Documentation Unit.


Note: All ICS forms may be found on the Coast Guard Homeport site (http://homeport.uscg.mil) under Library- Incident Command System/ICS-Forms
ANNEX A

Hurricane/Tropical Storm/Flood

Standard Severe Weather Practices and Hurricane Conditions have been developed to mandate action, provide guidance, and make public notification of Coast Guard intentions and requirements. Standard Severe Weather Practices and Hurricane Conditions have been designed to minimize damage from heavy weather while taking into consideration the commercial needs of the maritime community. The Coast Guard works closely with and communicates frequently with port users during severe weather.

Standard Conditions as set by the Captain of the Port are as follows [note 13]

**CONDITION V:** This is a seasonal readiness condition automatically set by Coast Guard units from June 1 through November 30.

During this condition, Auxiliary units will hold planning meetings with Coast Guard order issuing authorities (stations). Planning will include confirmation of contact information, radio frequencies, location of shelters and storage areas, and a program of heavy weather exercises and drills. Units will also verify their telephone trees or other notification procedures.

**CONDITION IV:** This condition is set when tropical storm force winds (35-63 knots) are predicted to make landfall in the general area within the next 72 hours.

If Condition IV is posted, all vessel facilities volunteered for post-storm operation will top off fuel, secure property and facilities, and report status to a designated officer.

**CONDITION III:** This condition is set when tropical storm force winds are predicted in a specified area within the next 48 hours.

Within the specified area, members will prepare for evacuation and secure their facilities, homes and personal property. Flotilla property will be secured by designated officers. The Flotilla Commander, Vice Flotilla Commander, FSO-OP or other designated officer will inform the Division Commander that the flotilla has completed Condition III requirements.

Outside the specified area, a designated division officer will contact the flotillas in that division, put them on alert status, and make a list of Auxiliary resources available to respond if needed. Facilities in areas of the flotilla adjacent to the specified area will be fueled and provisioned with food and water. Towing vessels will also be fueled. VHF and HF radio facilities will insure the readiness of emergency battery power, and report their readiness to a designated officer.
**CONDITION II:** This condition is set when tropical storm force winds are predicted to make landfall in a specified area within the next 24 hours.

Within the specified area, all members will have secured their property and evacuated.

Outside the specified area, VHF and HF radio nets will be activated.

**CONDITION I:** This condition is set when advisories indicate that a hurricane WILL make landfall within a specified area in 12 hours.

Within the specified area, all members will have secured their property and evacuated.

Outside the specified area, all VHF and HF nets will be operational and integrated. They will report hourly, or as needed, to handle emergency traffic. All Auxiliarists who have volunteered for response duties will be fully prepared and available to be deployed within three hours.

**AFTER A HURRICANE, TROPICAL STORM, OR MAJOR FLOODING,** the Coast Guard may request any or all of the following actions by the Auxiliary:

**Wellness Check.** After storm landfall, the Coast Guard may request that the Auxiliary account for all its members’ safety and well-being. In this case, the notification procedures described in **Appendix 1** will be initiated, and each member accounted for.

**Situation Assessment.** During and following a major storm or flood, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land-mobile facilities may be asked to assist with visual verification of grounded, distressed or adrift vessels, storm damage to bridges and maritime facilities, and impacted navigation channels.

**Emergency Communications.** If there is a serious loss of communication capability, Sector [A, B] will use VHF or satellite communications as the primary means of communication. Auxiliary radio facilities will provide a backup capability. Auxiliary mobile radio facilities may be dispatched to a damaged antenna site to relay messages. Auxiliary repeaters may also be utilized, since they provide emergency communication capability with a higher power output and wider coverage than handheld units.

**Personnel Transport.** If bridges or normal transportation corridors are out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport public affairs and media personnel.
Search and Rescue. If there are multiple casualties and/or people in the water, the Sector Command Center[s] will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

Safety Zone Enforcement. If safety zones are established, Auxiliary facilities may be asked to help enforce them, in a manner similar to their role in large-scale non-emergency events [examples such as Fleet Week, Blessing of the Fleet, Opening Day, etc., may be inserted here]

Incident Command Post Assistance. Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.

ATON Verification. If it is likely that aids to navigation have been displaced, trained ATON verifiers may be asked to verify their position and functioning.

Interpreter Assistance. If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator[s] and/or the Director of Auxiliary’s office will maintain current contact information.
ANNEX B

Sudden Catastrophic Destruction
(Earthquake/Explosion/Terrorist Attack)

**Wellness Check.** If the affected area is extensive, the Coast Guard may request that the Auxiliary account for all its members’ safety and well-being. In this case, the notification procedures described in Appendix 1 will be initiated, and each member accounted for.

**Situation Assessment.** Following a major earthquake affecting the marine environment, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land-mobile facilities may be asked to assist with visual assessment of damaged marine facilities and report observations through designated channels.

**Emergency Communications.** If there is a serious loss of communication capability, Sector [A, B] will use VHF or satellite communications as the primary means of communication. Auxiliary radio facilities will provide a backup capability. Auxiliary mobile radio facilities may be dispatched to a damaged antenna site to relay messages. Auxiliary repeaters may also be utilized, since they provide emergency communication capability with a higher power output and wider coverage than handheld units.

**Personnel Transport.** If bridges or normal transportation corridors are damaged or out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport media personnel.

**Search and Rescue.** If there are multiple marine casualties and/or people in the water, the Sector Command Center[s] will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

**Safety Zone Enforcement.** If safety zones are established, Auxiliary facilities may be asked to help enforce the zone, in a manner similar to their role in large-scale non-emergency events [examples such as Fleet Week, Blessing of the Fleet, Opening Day, etc., may be inserted here]

**Incident Command Post Assistance.** Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.
**ATON Verification.** If it is likely that aids to navigation have been displaced, trained ATON verifiers may be asked to verify their position and functioning.

**Interpreter Assistance.** If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator[s] and/or the Director of Auxiliary’s office will maintain current contact information for local interpreters.
Situation Assessment. Following a major oil or hazardous material spill affecting the marine environment, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary land-mobile units, which are geographically dispersed throughout the district, may be asked to assess the situation in nearby areas and report observations through designated channels. Depending on the nature of the incident and available communication facilities, other Auxiliarists may be asked to make and report an assessment.

Safety Zone Enforcement. If a safety zone is established, Auxiliary facilities may be asked to help enforce the zone, in a manner similar to their role in large-scale non-emergency events [examples such as Fleet Week, Blessing of the Fleet, Opening Day, etc., may be inserted here]

Incident Command Post Assistance. Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.

Interpreter Assistance. If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator[s] and/or the Director of Auxiliary’s office will maintain current contact information for local interpreters.
ANNEX D

Bridge Collapse

**Situation Assessment.** Following the collapse of a major bridge, the Coast Guard must maintain situational awareness so that resources can be effectively deployed. Auxiliary surface, air and land-mobile facilities may be asked to assist with visual assessment of the damage and its effects, and report observations through designated channels.

**Personnel Transport.** If normal transportation corridors are disabled or out of service, a means of transporting Coast Guard personnel to their duty stations may be needed. In such a case, Auxiliary vessels and crew may be asked to supplement active duty resources. Auxiliary vessels may also be asked to transport media personnel.

**Search and Rescue.** If there are multiple casualties and/or people in the water, the Sector Command Center[s] will divert any Coast Guard Auxiliary vessels or aircraft to the incident site. Other Auxiliary vessels and crew may also be called out to assist in victim recovery. Vessels involved will report to the On-Scene Coordinator, who will direct and coordinate the response activities, and distribute personal protective equipment (if required), triage tags, and victim tracking forms.

**Safety Zone Enforcement.** If a safety zone is established, Auxiliary facilities may be asked to help enforce the zone, in a manner similar to their role in large-scale non-emergency events [examples such as Fleet Week, Blessing of the Fleet, Opening Day, etc., may be inserted here]

**Incident Command Post Assistance.** Auxiliarists without specialized training may be used to assist in staffing the Joint Information Center, or for other duties at the Incident Command Post.

**Interpreter Assistance.** If the spill is from a commercial vessel whose crew speaks little or no English, the Auxiliary may be called on to provide interpreter assistance. The Auxiliary Sector Coordinator[s] and/or the Director of Auxiliary’s office will maintain current contact information for local interpreters.
CONTINGENCY PLAN TEMPLATE – NOTES

General note: This template is provided as a guide, or outline, for Auxiliary flotillas developing their contingency plans. It has been generalized from actual Coast Guard Auxiliary contingency plans, some of which are posted on the web site of the national Strategic and Contingency Planning department (http://sdept.cgaux.org). A “how to” paper entitled “Developing An Auxiliary Contingency Plan” is also located at this site.

Notes on the template:

1. Templates are also available for districts and divisions.
3. The scope of the plan may also be defined as the Area of Responsibility (AOR).
4. May also be termed “Activation Procedures.”
5. Links may also be provided to local disaster plans.
6. Specify here the flotilla’s current means of notification, whether Everbridge, branched telephone calling system (“telephone tree”), email group list, direct email, Instant Message, or other electronic systems. A template for a branched calling system (“telephone tree”) is given as Appendix 1.
7. Flotillas in areas prone to certain types of natural disasters (such as earthquakes, hurricanes, or tornadoes) are encouraged to include a statement reminding members to familiarize themselves with safety measures to be taken before such an incident occurs.
8. In some cases, there may be an agreement between Coast Guard Sectors or other units and the Auxiliary that a particular VHF radio frequency will be used to contact the Auxiliary. If so, that channel and procedure may be given here.
9. By their nature, disasters and emergencies are largely unpredictable. However, envisioning certain possible scenarios can assist in identifying resources and planning the necessary preparedness steps and training. The Department of Homeland Security’s National Preparedness Guidelines identify 15 possible scenarios; many of these, however, are not related to the marine environment. The National Response Framework (NRF) identifies the Coast Guard as the primary or support agency in 7 of the 15 Emergency Support Functions (ESF). The Coast Guard’s Incident Management Handbook (IMH) includes nine incident-specific chapters.
10. This section should include only actions that have been discussed with Sectors or other active duty authorities and agreed on, or that have been specified in Coast Guard plans.
11. Include this paragraph only if identified as a local need.
12. Include this paragraph only if the local Sector is willing to train Auxiliarists in these specialties.
13. “Standard” Coast Guard conditions vary from port to port. The description of the conditions and the resulting actions by the Auxiliary should conform to local guidance.

14. Given here is a sample branched calling system (“telephone tree”) often used by Auxiliary units. The actual procedure adopted by the flotilla should be specified. Note that it is important that the procedures be designed so that there is no single point of failure (i.e., that there is an alternate means of proceeding with the notification if a particular member cannot be contacted.

15. If the flotilla has an email group or web site, that may also be used to leave messages.