

IN-CASE OF FIRE

1. PULL NEAREST FIRE ALARM OR CALL 9-911
2. EVACUATE BUILDING, MUSTER PERSONNEL ADJACENT TO FENCE AREA NEXT TO NAVY CAMPUS
3. IF TIME PERMITS CLOSE ALL WINDOWS AND DOORS
4. DO NOT RISK HARM TO YOURSELF, FIGHT FIRE WITH AVAILABLE FIRE EXTINGUISHER IF POSSIBLE UNTIL FIRE DEPARTMENT ARRIVES

EMERGENCY LEAVE PROCEDURES

1. EMERGENCY LEAVE INCONUS:
 - A. NORMAL WORKING HOURS: PROCESSED THROUGH THE CHAIN OF COMMAND
 - B. AFTER NORMAL WORKING HOURS: PROCESSED THROUGH THE DEPARTMENT HEAD AND EXECUTIVE OFFICER. A LEAVE CONTROL NUMBER (LCN) OF 0030202-911 WILL BE UTILIZED. THE ADMINISTRATIVE OFFICER WILL ASSIGN A CORRECTED LCN THE FOLLOWING WORK DAY
2. EMERGENCY LEAVE OUTCONUS: REFER TO EODTEUONEINST 1050.1 *pk*

LEAVE EXTENSIONS: MAY BE AUTHORIZED BY THE ORIGINAL AUTHORIZING OFFICER OR THE COMMAND DUTY OFFICER IN THE ABSENCE OF THE AUTHORIZING OFFICER'S ABSENCE.

BOMB THREAT TO EODTEU ONE FACILITIES OR PERSONNEL

1. When a warning is received that threatens any of the command's buildings or assets with the detonation of a bomb, the following action is taken:
 - a. Alert the Executive Officer and Commanding Officer
 - b. Initiate a search of the threatened building. If a suspicious item is located, evacuate.
 - c. Alert FASW CDO: 524-1689
 - d. Notify security dispatch: 9-911
 - e. Log all actions taken and instructions received.
2. Make a voice report to CINCPACFLT reporting the bomb threat as soon as possible. Bomb threats determined to be valid require an OPREP-3 NAVY BLUE special incident report. A UNIT SITREP is used for bombs that are determined to be hoaxes.

DEPARTMENT OF THE NAVY
TELEPHONIC THREAT COMPLAINT

IF BOMB THREAT ASK THE CALLER

- WHEN IS THE BOMB TO GO OFF?
- WHERE IS THE BOMB TO GO OFF?
- WHAT KIND OF BOMB IS IT?
- WHAT DOES THE BOMB LOOK LIKE?
- WHERE ARE YOU CALLING FROM?

1. COMMAND

a. Name and Address

b. Phone No.

2. COMPLAINANT

a. Name

3. PERSON RECEIVING CALL

a. Name

b. Date & Place of Birth

c. Command Name & Address

d. Phone Number
(Work)

(Home)

4. TELEPHONE CALL RECEIVED ON

a. Phone Number (Include area code)

b. Location

c. Phone Number listed in (x all that apply)
Directory

Command Directory

Base Directory

Local

Unlisted

Other (list)

5. DETAILS OF CALL

a. Date

b. Day of Week

c. Time

6. CONTEXT OF CONVERSATION

a. Recipient

Caller

c. Recipient

d. Caller

e. Recipient

f. Caller

7. BACKGROUND NOISES (Describe street sounds, voices, music, etc. if more space is needed continue on reverse.)

8. INFORMATION ABOUT CALLER/VOICE CHARACTERISTICS

a. Sex

b. Age

c. Race

d. Accent

e. Education Level

f. Attitude (Calm, Nervous, Serious)

g. Other

9. WHERE THERE ANY WITNESSES TO THE CALL?

No

Yes

10. DO YOU HAVE ANY SUSPICION AS TO THE IDENTITY OF THE CALLER?

No

Yes

11. NOTIFICATION OF AUTHORITY ("X" all notified)

XO

CDO

SECURITY

NISRA

TELEPHONE COMPANY

MOD

FIRE DEPARTMENT

OIL SPILLS AFLOAT AND ASHORE

1. AN OIL SPILL IN ANY QUANTITY IS REPORTABLE UNDER FEDERAL LAW.

AFLOAT CALL PORT OPS: 556- 8006

ASHORE: 9-911

2. TAKE IMMEDIATE ACTION TO SECURE THE SOURCE AND MITIGATE THE EFFECTS OF THE SPILL. WHEN ON-SCENE, PORT OPERATIONS FACILITY RESPONSE TEAM/FIRE DEPARTMENT WILL ASSUME RESPONSIBILITIES AS ON-SCENE INCIDENT COMMANDER UNTIL RESPONSE ACTIONS ARE COMPLETE.

CHAPTER ONE

EMERGENCY RESPONSE PROCEDURES

This initial response guide is designed to provide a user-friendly approach to ensuring that timely, effective response actions are carried out in the event of an oil or hazardous substance (OHS) spill incident.

REF: OPNAVINST 5090.1 (SERIES)

CINCPACFLTINST 5090.1 (SERIES)

COMNAVBASESANDIEGOINST 5090.1 (SERIES)

COMNAVSURFPACINST 5090.1 (SERIES)

1. Anyone discovering/observing an OHS spill **CALL IMMEDIATELY:**

Oil Spills (Waterborne)

Port Ops for containment/recovery.

SAN DIEGO	(619) 556-8006
NWSF SEAL BEACH	(562) 628-7333
NCBC PORT HUENEME	(805) 982-3938
NWSF CONCORD	(925) 246-3911
NON-NAVY PORTS	TURN TO PAGE 1-10

HS Incidents (Ashore)

Federal Fire Department to isolate, contain,
and stabilize.

9-911



Take immediate action to secure the source and mitigate the effects of the spill IAW ship's Spill Contingency Plan (SCP). When on-scene, Port Operations Facility Response Team (oil spills)/Federal Fire Department (HS spills) will assume responsibilities as On-Scene Incident Commander until response actions are complete.

2. Provide as much information as possible including location, type of material (if known), quantity, and any immediate threat to life or health:
3. If spill is a *Reportable Quantity (RQ)*, make the following voice reports.

Reportable Quantity (RQ)

Oil (on water)	Produces a sheen on the water's surface.
Oil (on land)	Federal Fire will advise.
HS (on water or land)	Federal Fire will advise

If reportable, make the following notifications:

ALL LOCATIONS

- | | |
|---|----------------|
| 1. USCG National Reponse Center (NRC) | (800) 424-8802 |
| 2. COMNAVREGSW Staff Duty Officer | (619) 524-2314 |
| 3. State Office of Emergency Services (OES) | (800) 852-7550 |

PLUS APPROPRIATE MARINE SAFETY OFFICE

SAN DIEGO:

Marine Safety Office San Diego	(619) 683-6505
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NWSF SEAL BEACH, NCBC PORT HUENEME:

Marine Safety Office Los Angeles/Long Beach	(562) 980-4445
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NWSF CONCORD:

Marine Safety Office San Francisco	(510) 437-3073
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Oil Spills (Waterborne)

Port Operations will investigate all reported spills, determine if the spill is reportable, and if additional outside assistance is required.



*Ship's force should provide support as requested
by the On-Scene Incident Commander.*