

DATED 01 APRIL 2010

DIVISION 18 ERP

Emergency Response Plan

DIVISION EIGHTEEN COM DATED 01 APRIL 2010

DIVISION 18 COMMUNICATION

Subj: AUXILIARY EMERGENCY RESPONSE PLAN

- PURPOSE: This Plan sets forth the guidelines and policy for the utilization and training of Auxiliary personnel and resources in the event of major natural or national emergency.
- 2. DIRECTIVES EFFECTED: None
- 3. DISCUSSION: Flotilla Commanders and Flotilla Staff Officers Member Training are encouraged to use this instrument to acquaint and enlist their members to participate in the PLAN.
- 4. RESTRICTIONS: Due to the civilian make up of the Auxiliary, it is recognized that members will be engaged in their occupational pursuits or other activities and therefore cannot be expected to be available for duty within a certain time frame. Emergency planning and operations personnel must be aware of these limitations and be prepared to employ alternate resources or modify plans.

Daniel T Christianson Division Commander 18

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UNITED STATES COAST GUARD AUXILIARY DIVISION 18

EMERGENCY RESPONSE PLAN

I Policy

The purpose of this plan is to establish procedures for the Call Out and Activation of designated Coast Guard Auxiliary vessel facilities, fixed land radio stations, mobile radio stations and other Auxiliary assets as directed by Coast Guard authorities in the event of a natural or man made disaster or when deemed to be in the best interest of public and municipal safety. This support may include, but is not limited to, providing Maritime Domain Awareness patrols, SAR standby and response and logistics support.

II Organization

Station Shinnecock CO or designee

Station Montauk OIC or designee

Auxiliary Coordinator DCDR-18*

Emergency Planning and Operations *Team* DVCDR-18*, Division Chief-Response*, SO-OP*

Additional Senior Staff

Division Chief-Prevention*, Division Chief-Logistics*

18-02	18-03	18-06	18-08
FC/VFC	FC/VFC	FC/VFC	FC/VFC
FSO-CM	FSO-CM	FSO-CM	FSO-CM
FSO-OP	FSO-OP	FSO-OP	FSO-OP
FSO-MS	FSO-MS	FSO-MS	FSO-MS

Or designee

Staff Roles and Responsibilities

Auxiliary Coordinator

The Auxiliary Coordinator will be the direct contact with COMMANDING OFFICER, STATION SHINNECOCK and/or OFFICER IN CHARGE, STATION MONTAUK. The Auxiliary Coordinator will receive requests from Coast Guard Authority regarding operational needs and will work with his/her staff to provide the needed resources. The Coordinator will provide regular status updates to the Coast Guard Authority.

Emergency Planning and Operations Team

Working with the Auxiliary Coordinator, the DVCDR and the Division Chief-Response will develop an Incident Action Plan (IAP) and begin to contact the appropriate division and flotilla staff officers to implement the Emergency Call Out Plans.

Logistics Section

If the IAP calls for the formation of a logistics section, the Division Chief-Logistics will be the appointed coordinator. The unit will secure any needed support facilities and supplies (dockage, food, fuel, medical support, etc.) This unit will also work with the District staff in the event that resources from other areas are needed.

Finance and Administration

This section will be established when required. The SO-FN will be the unit coordinator for this section.

Flotilla Commanders and Flotilla Staff Officers

Flotilla Commanders and FSO-OPs will have the major responsibility for knowing what resources are available and crews that can be provided in support of the incident.

Division Operations Officer

The Division Chief-Response will have the major responsibility for coordinating Operational Facilities and crews that can be provided in support of the incident. The primary deputy to the Division Chief-Response will be the SO-OP unless they are the same person. In such a case, the Division Chief-Response will appoint a deputy to assist him or her in the OP role.

Division Communications Officer

Working directly with the Division Chief-Response, the SO-CM will have the major responsibility for identifying Radio Facilities and crews that can be provided in support of the incident. The SO-CM will be the primary communications link to available AUXCOM personnel and Station Watchstanders. In the event that the Division Chief-Response and the SO-CM

are the same person, the Division Chief-Response may appoint a deputy to assist him or her in the CM role.

Communications, during emergencies and drills, will be in accordance with applicable directives and will follow established practice and training / member qualifications. All available communications resources [landline, cell phone, eMail, radio {afloat units, land mobile, fixed land, etc.} may be employed as available and suitable. NOTE: Email is <u>not</u> normally considered suitable for tactical communications.

IV 2009 Contact List

NOTE: ASTERISK (*) after a phone number indicates first number to call.

Auxiliary Coordinator

Dan Christianson, DCDR-18 631-298-8130* 631-374-2771

Senior Personnel - IAP

Ron Dobert Bill Tooker,
VCDR-18 Division Chief-Response
631-298-5625* 631-727-7955*
631-235-6936 347-539-2858
Land Mobile – 18 Oscar Land Mobile – 18 Alpha

Louis Chrisomalis, SO-FN

631-288-3168 (home)

631-878-2005 (work)

Land Mobile – 18 Lima
Yvonne Bangston

Division Chief-Logistics

631-728-0838*

Barbara Christianson, SO-OP Bill Tooker 631-298-8130* SO-CM 631-374-2771 631-727-7955* 347-539-2858 Land Mobile – 18 Alpha

y Area of Responsibility (AOR)

Coast Guard Station Shinnecock

Shinnecock Bay
Great Peconic Bay
Little Peoconic Bay/Noyac Bay/Southold Bay
Moriches Bay; Quogue Canal to Smith Point Bridge over the Narrows Bay at
Mastic

Coast Guard Station Montauk

Gardiners Bay, Shelter Island Sound, Sag Harbor

VI Standard Operating Procedure (SOP)

ACTIONS TO BE TAKEN:

- 1. Upon the request for a Call OUT by the proper authorities, the "EMERGENCY RESPONSE PLAN" will be activated by the Division Commander (DCDR) or his representative and the following actions will be taken:
- The DCDR will notify the Division Vice Commander (DVCDR), Chief-Response / Division Operations (SO-OP) and Division Communications (SO-CM) of their designee of the circumstances, assets and resources required.
- 3. The DVCDR will activate the Emergency Planning and Operation Team. At the present time we are operating with a "virtual" Emergency Planning and Operations Center.
- 4. The DCDR will notify all Flotilla Commanders (FCs) of the circumstances, assets and resources required.
- 5. The SO-OP will notify all Flotilla Staff Officer for Operations (FSO-Ops) of the circumstances, assets and resources required.
- 6. The SO-CM will notify all Flotilla Staff Officer for Communications (FSO-CMs) of the circumstances, assets and resources required.
- 7. The Emergency Planning and Operation Team [EPOT] will develop an Incident Action Plan (IAP) and begin to contact the appropriate division and flotilla staff officers to implement the IAP.
- 8. The EPOT will furnish a listing of units and personnel required along with any factors regarding the need if any for special equipment to those needing same.
- 9. The EPOT will provide similar information regarding Stand By units and resources.

- 10. The EPOT staff will pass information gathered up the chain of command to the DCDR. The Chain of Communications must be made aware of any actions taken at all times. Landlines, marine radio and /or the Aux. Net will be used to expedite communications.
- 11. EPOT will pass the word to their activated resources. "Fatigue Factor" is to be stressed to all Coxswains and vessel Operators. Our PRIMARY DIRECTIVES are: SAFETY OF PERSONNEL AND SAFETY OF PROPERTY, in that order!
- 12. Resources on STAND BY STATUS will be secured by the EPOT upon notification from the DCDR or DVCDR of the deactivation of the Plan.

VII Training

- 1. In order for this PLAN to be implemented at any time, it is incumbent upon the Auxiliary to establish a training program.
- 2. The DCDR shall; through the DVCDR, SO-CM, SO-OP,-SO-MS, ERPC and SO-MT; set up the methods and means of meeting these needs.
- 3. Coordinator's interaction in training is highly important. Familiarity with this plan breeds competence, expertise, and the cooperation necessary for successful, safe, and thorough operations.

FORMS USED SECTION

APPENDIX:

- **A) ICS 204-CG**
- B) ICS 204a-CG
- C) ICS 204a-CG [eMail]
- D) CG 5132
- **E) ANSC 7030**
- F) IAP COVER SHEET
- G) ICS 207-CG

1. Incident Name	From:		Time) To:	Assignment List ICS 204-CG		
3. Branch	- N	4. Division/Group/	Staging			
5. Operations Personnel	Name	Affili	ation	Contact # (s)	2.92	
Operations Section Chief:	11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1185		:	 (;	
				The state of the s	-(0.4)	
Division/Group Supervisor/STAM: 6. Resources Assigned	1101005		"X" indicates	204a attachment with ad	ditional instruction	ons I
Strike Team/Task Force/Resource	Leader	Contact Info	" # Of	Donatina Infell		3113
Identifier	Leader	Contact mile	# Persons	1 reporting inter	10tos/rtemanto	П
						
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	61					
		31 - 114 - 124				
7. Work Assignments			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
e1						
8. Special Instructions	38					
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9. Communications (radio and/or p Name/Function		mbers needed for this Freg./System/Channel		Cell/Pager		
						_
Emergency Communications Medical	Evacual	tion	Othe	<u> </u>		
10. Prepared by:	Date/Time 11	. Reviewed by (PSC):	Date/Time	12. Reviewed by (OSC		Time

Appendix A

ASSIGNMENT LIST

ICS 204-CG (Rev 04/04)

ASSIGNMENT LIST (ICS 204-CG)

Purpose. The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the Unified Command and General Staff agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202-CG), Operational Planning Worksheet (ICS 215-CG), and the Operations Section Chief. The Assignment List must be approved by the Planning Section Chief and Operations Section Chief. When approved, it is included as part of the Incident Action Plan (IAP). Specific instructions for specific resources may be entered on an ICS 204a-CG for dissemination to the field. A separate sheet is used for each Division or Group. The identification letter of the Division is entered in the form title. Also enter the number (roman numeral) assigned to the Branch.

Special Note. The Assignment List, ICS 204-CG submits assignments at the level of Divisions and Groups. The Assignment List Attachment, ICS 204a-CG shows more specific assignment information, if needed. The need for an ICS 204a-CG is determined by the Planning and Operations Section Chiefs during the Operational Planning Worksheet (ICS 215-CG) development.

Distribution. The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Branch	Enter the Branch designator.
4.	Division/Group/Staging	
5.	Operations Personnel	Enter the name of the Operations Chief, applicable Branch Director, and Division
0	Description Assistant	Supervisor.
6.	Resources Assigned	Each line in this field may have a separate Assignment List Attachment (ICS 204a-CG). Enter the following information about the resources assigned to
		Division or Group for this period:
	Identifier	List identifier
	Leader	Leader name
	Contact Information	Primary means of contacting this person (e.g., radio, phone, pager, etc.). Be sure
	Contact Information	to include area code when listing a phone number.
	# Of Persons	Total number of personnel for the strike team, task force, or single resource
	<i>"</i> 011 0100110	assigned.
	Reporting Info/Notes/	Special notes or directions, specific to this strike team, task force, or single
	Remarks	resource. Enter an "X" check if an Assignment List Attachment (ICS 204a-CG)
		will be prepared and attached. The Planning and Operations Section Chiefs
		determine the need for an ICS 204a-CG during the Operational Planning
		Worksheet (ICS 215-CG) development.
7.	Work Assignment	Provide a statement of the tactical objectives to be achieved within the
	407	operational period by personnel assigned to this Division or Group.
8.	Special Instructions	Enter a statement noting any safety problems, specific precautions to be
		exercised, or other important information.
9.	Communications	Enter specific communications information (including emergency numbers) for
		this division /group. If radios are being used, enter function (command, tactical,
		support, etc.), frequency, system, and channel from the Incident Radio
		Communications Plan (ICS 205-CG). Note: Phone numbers should include area
		code.
10.	Prepared By	Enter the name of the person completing the form, normally the Resources Unit
		Leader.
nara.	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
11.	Reviewed by (PSC)	Enter data (month, day, year) and time propored (24 hour class)
10	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).
12.	Reviewed by (OSC)	Enter the name of the operations person reviewing the form, normally the
	Date/Time	Operations Section Chief. Enter date (month, day, year) and time prepared (24-hour clock).
	Date/Time	Enter date (month, day, year) and time prepared (24-nour clock).

ASSIGNMENT LIST

ICS 204-CG (Rev 04/04)

Appendix A

1. Incident Name	2. Operational P	eriod (Date/Time)	ASSIGNMENT LIST ATTACHN		
	From:	To:		ICS 204a-C	
3. Branch	4. Division/G			11	
S. Strike Team/Task Force/Resource (Identifier)	6. Leader	7. Assignme	nt Location		
AN AN AND AND AND AND AND AND AND AND AN			W		
 Work Assignment Special Instructions, Speci Considerations, Special Site Specific Safety 	ial Equipment/Supplies	Needed for Assignme	ent, Special Environment	al	
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		T	70.00	2.00	
Approved Site Safety Plan Located at: Other Attachments (as needed)	The second secon				
	Weather Forecast/Tides				
10. Prepared by: Date/Time 11	I. Reviewed by (PSC):	Date/Time 1	2. Reviewed by (OSC):	Date/Tim	

ASSIGNMENT LIST ATTACHMENT

ICS 204a-CG (Rev 04/04)

Appendix B

Subject: ICS 204a-CG [eMail] 05AUG08

From: Daniel Christianson <stiminc@optonline.net>

Date: Tue, 12 Aug 2008 09:50:11 -0400

To: "Stickle, Robert" <rstickle@optonline.net>

CC: "Pica, Vin" < PicaNYC@aol.com>, "DeMeo, Roy" < royde@optonline.net>, "Dobert, Ronald"

<rondobert@aol.com>

Titles per ICS 204a-CG [hardcopy version]

- Hurricane Liam
- 05AUG08 1000 to 05AUG08 1500
- 3. USCGAux
- 014-18-08
- 241644
- D CHRISTIANSON 6.
- Great Peconic Bay
- 8.
- Simulate hurricane prep.
 AUXORD #80769 not completed; ANSC 7030 80805 9.
- 10. D CHRISTIANSON 08AUG08 2225
- 11.
- 12.

application/pdf Content-Type: 80769.pdf Content-Encoding: base64

80805 7030f.pdf

Content-Type:

application/pdf

Content-Encoding: base64

Appendix C

Dept of Homeland Security United States Coast Guard	~ .	a 1	-			D-		7 /) d	Document No	
9-5132 (rev. 30-APR-06 PDF)	Coast	Guard	Aux.	111	ary	Pa	CIC)Т (rder	27-08-2481	9G/69
		Section	I - A	utho	rizat:	ion					
This Patrol Order	is VOID if the	Facility's O	ffer for	Use	or Memb	er's	Cert	ifica	tion lapses pri	or to the Patrol	
Operators are required	to contact the	Order Issuing A	uthority	prior	to get	ing w	nderwa	ay for	"Assignment to D	uty" per local SOP.	
om: Commander, U.S. (Coast Guard S	ector Long I	sland	Sound	1 120 V	loodw	ard .	Ave.	New Haven, CI	06512-3698	
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. Perform the followin Patrol Area: STA SHI Patrol Type: OPS Tra Comments: Inland	NNECOCK - Great	Patrol T	ate: 08/	05/20	008	i cii	22.2.611	F	or Station/Area	: STA SHINNECOCK ncluding operato	r): 2
. Accounting Data	Authorized	Est Cost	DIST	APPN	N LIM	ALI	TOL	PRO E	LEMENT COST	CENTER OBJ C	ODE
Fuel	Yes	43	2/1	801	101	30		0/9K	73500		
Facility Maintenance			2/1	801	101	30		0/5D	73500		
Subsistence	Yes	10	2/P	801	299	11		0/AX	73500	2533	
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Facility Use Ended											
The second second	** N/A **	** N/A **	*****	****	Traile	ring	not a	uthor	ized. *****		
Departed Launch Site	N/A	N/ PL									
Returned Home/Office	** N/A **	** N/A **	*****	****	Traile	ring	not a	uthor	ized. *****		
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Signature of order iss										Date:	
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Appendix D

DEPARTMENT OF U.S. COAST GUARD AUXILIARY Division 18 Flotilla 08 HOMELAND SECURITY U.S. COAST GUARD **ACTIVITY REPORT - MISSION** MISSION DATE ANSC-7030 (01-08) DDMMMYY SECTIONI TYPE OF RESOURCE Air Boat Radio Unit/Individual 05AUG08 SECTION II TIME & MISSION Always record START TIME, START MISSION, and FINISH TIME. (See MISSION list on page 3.) Use change boxes if mission changes. See instructions. FINISH START Change 1 Change 3 Change 4 Change 5 1000 1500 TIME MISSION 22A SECTION III ACTIVITY LOG DETAILS Facility Registration Number: OPCON 01-30241 Location: Great Peconic Bay NY7188UG PATROL STATUS

Reimbursable Non-reimbursable Order Number WATERS Number of ✓ Navigable ☐ Sole State 80769 Assists: SECTION IV CREW ASSIGNMENTS Member ID Last Name and Initials Trainee EAD 1 1 9 4 3 9 8 CHRISTIANSON, DT 1 | 1 | 9 | 4 | 3 | 9 | 9 | CHRISTIANSON, B B \checkmark 3 1 | 1 | 4 | 8 | 8 | 8 | 0 | BUSCH, S R 4 LOCAL NOTES (non-AUXDATA): 5 \Box 6 7 8 SECTION VI REMARKS OPs TRA; MDA #s 18-061 Use Member Activity Log (ANSC-7029) for missions not reported on VE (ANSC-7038), RBSVP(ANSC-7046) or this form and for Travel & Prep time previously reported on this form. **D T CHRISTIANSON** Date submitted 07AUG08 Report number Submitting Member Name (print)

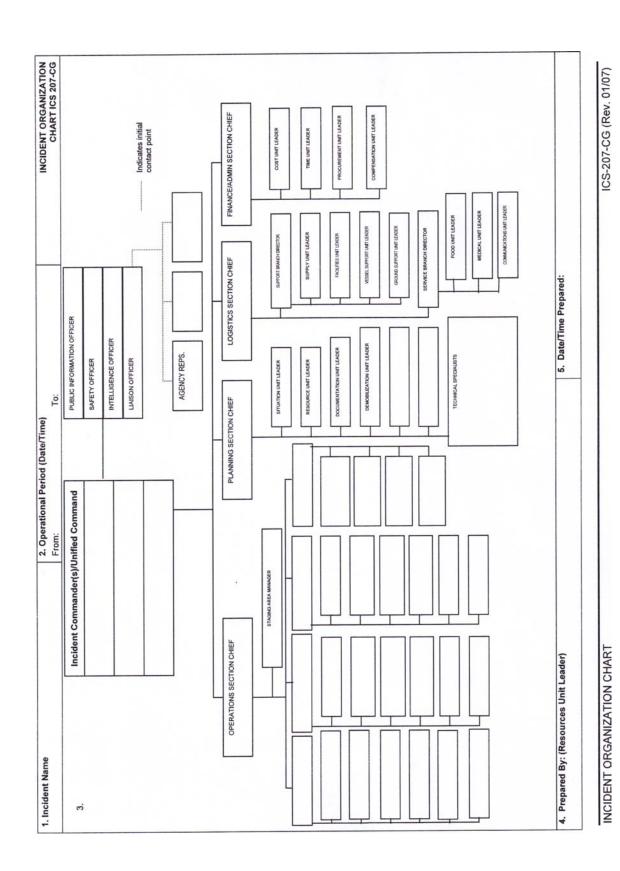
Previous edition may be used until supply is exhausted COPY 3 - FSO (PROGRAM)

Appendix E

1. Incident Name	Operational Period to be covered by IAP (Date / Time) To:	IAP COVER SHEET
3. Approved by: FOSC SOSC RPIC	The Control of the Co	
Second to	INCIDENT ACTION PLAN	
Programma	The items checked below are included in this Incident Action Plan:	
	ICS 202-OS (Response Objectives)	
	ICS 203-OS (Organization List) - OR - ICS 207-OS (Organization Chart)	Kristine e
	ICS 204-OSs (Assignment Lists) One Copy each of any ICS 204-OS attachments: Map Weather forecast Tides Shoreline Cleanup Assessment Team Report for location Previous day's progress, problems for location	
	ICS 205-OS (Communications List)	
	ICS 206-OS (Medical Plan)	
	China secure of copyred and the contract the contract Units	
	august tist properly — Seed. "X" for washington that he reserved to the Breit.	
	Average to the paragraph property for the paragraph property. The form	
4. Prepared by:	Date / Time	
IAP COVER	SHEET June 2000	

Electronic version: NOAA 1.0 June 1, 2000

Appendix F



Appendix G

UNIT OFFICER DATA

- 1) Unit Officer Report DIV 18
- 2) Unit Officer Report Flotilla 18-02
- 3) Unit Officer Report Flotilla 18-03
- 4) Unit Officer Report Flotilla 18-06
- 5) Unit Officer Report Flotilla 18-08

Emergency Response Plan



RECORD OF CHANGES

CHANGE	DATE OF	DATE ENTERED	ENTERED BY
NUMBER	CHANGE		
1	15 Mar 2006	15 Mar 2006	James H. Cornell
2	20 Apr 2007	20 Apr 2007	James H. Cornell
3	01 Oct 2009	01 Oct 2009	Vincent T. Pica, II
4	01 Apr 2010	01 Apr 2010	D T Christianson