

UNITED STATES COAST GUARD AUXILIARY

FLOTILLA 054-23-01
ANNAPOLIS, MARYLAND



CONTINGENCY PLAN ***(CONTINUITY OF OPERATIONS PLAN)*** **2025**

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 054-23-01 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 U.S. Coast Guard Sector Maryland NCR and Station Annapolis. The provisions of this Auxiliary Plan will be modified as necessary to accord with Sector Plans and intentions regarding use of the Auxiliary.

C. Scope of the Plan

This Plan specifies the actions to be taken by Auxiliarists in Flotilla 054-23-01 to prepare for, and respond to, natural or man-made disasters. Flotilla 054-23-01 supports Station Annapolis’ Area of Responsibility. The northern boundary is a line drawn from Mountain Point (39° 03.6’ N, 076° 25.9.0’ W) easterly to Love Point (39° 08.7’ N, 076° 16.73’ W). Southern boundary is a line drawn from Chesapeake Beach (38° 41.45’ N, 076° 31.92’ W) easterly to Black Walnut Point (38° 40.23’ N, 076° 20.37’ W).

Flotilla 054-23-01 is geographically centered in the area covered by AORs 7-12. Its boats are based throughout this area and therefore support Auxiliary Patrol Area 7 – Magothy River, Auxiliary Patrol Area 9 – Severn River, Auxiliary Patrol Area 10 – South/West Rivers, Auxiliary Patrol Area 11- Eastern Bay and Auxiliary Patrol Area 12 – Herring Bay.

D. Response Resources

Flotilla 054-23-01 has a wide variety of resources that can be made available in the event of a disaster or public emergency. These resources include vessels, personal watercraft, paddle craft, radios, and personnel with multiple skills, capabilities and qualifications.

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.

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 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.

Notification of the need for assistance will be communicated to the appropriate Auxiliary members by the procedures given in Appendix 1.

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 ensure their own safety, and that of their families, before engaging in any of the response procedures outlined below.

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.

V. 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 will work with the Sector Auxiliary Liaison Officer 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

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 members 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 shore side 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

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.

VI. 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

1. **Electronic Notification:** Normally, emergency notifications will be made using Auxiliary Incident Management System (AIMS) in accord with the USCGAUX Department of Response, Incident Management Division procedure. If that system cannot be used for any reason, then the following procedure shall be used.
2. **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.
3. **Level Two.** The Flotilla Commander, Vice Flotilla Commander and/or Immediate Past Flotilla Commander will designate eight Flotilla Staff Officers to contact the membership via a Calling Tree as shown in Level Three (below).
4. **Level Three.** Each designated FSO will contact members listed in the Membership Roster as shown below by surname. Initial contact should be made by cell phone numbers.

FSO designee 1 – A-B
FSO designee 3 – E-I
FSO designee 5 – M
FSO designee 7 – R-S

FSO designee 2 – C-D
FSO designee 4 – J-L
FSO designee 6 – N-P
FSO designee 8 – T-Z

5. **Means of Notification.** The primary means of contact will be by telephone: cell number, home number, work number, 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.
6. **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.
7. **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.

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APPENDIX 2
Flotilla 054-23-01 Membership Roster

Last/First Name	Member ID	Member Status	Email	Home Phone	Mobile
ADAMS, MICHAEL	3002377	BQ	msa130@hotmail.com	4102475275	4436220224
ANDERSON, JOSEPH	1245093	BQ	jrainvestmentgroup@hotmail.com	4437404695	
BALZANO, MAXIMILIAN	5000694	BQ	maxwb89@gmail.com		4105701022
BERBERICH, ALEXANDER	5004858	AP	aberberich@gmail.com		2035244737
BEYEA, JAMES	1219715	BQ	j.s.beyea@gmail.com		2063005863
BOOKER, JAMES	5002825	BQ	jbeye47@gmail.com	2272207156	2026694971
BUTLER, LEONARD	1228710	BQ	leonard.d.butler@gmail.com	3013523085	3013523085
BUTLER, MARGARET	1231714	BQ	mbutler@usa.com	3013523085	3014664299
CASHMAN, JUSTIN	5006140	AX	jlcashmanmd@gmail.com		4105074564
CASLER, DOUGLAS	3007167	BQ	dkcas@msn.com		4439941384
CASLER, SUSAN	3007126	BQ	susancasler@hotmail.com		4107216489
COBY, ROBERT	3006596	IQ	edcoby@verizon.net		4102710259
COLLINS, DENISE	3006540	BQ	maggitti77@gmail.com		4849048177
CONVERSE, CHRISTIAN	1245095	BQ	ccconverse1038@gmail.com	2403677761	2403677761
COOK, TIMOTHY	1230160	BQ	siemprefoundation@yahoo.com		4433368337
CRANFORD, DEBORAH	1244104	BQ	rainwolfe@gmail.com		4437580257
DE CAPITANI DI VIMERCATE, ALBERTO	1219673	AX	alberto.decapitani@comcast.net	3019839263	2404017304
DISQUE, ANDREA	5004050	BQ	andreadisque@gmail.com		3373532943
DUPUIS, RENE	5004430	BQ	redupuis@gmail.com		8605587816
EAMES, CHARLES	1230998	BQ	charleseameskhs@yahoo.com	3015930139	3018014479
ELSTNER, JOHN	5003689	BQ	elstner@venpt.com		4102718705
FARRELL, JAMES	1225893	BQ	farrelljb@comcast.net	4105735323	4109198239
FRIDAKIS, STEPHEN	5007503	AX	stephen.fridakis@gmail.com		6466183960
GOLKOW, ANDREW	5005031	BQ	abgolkow@gmail.com	7032630917	7034070739
HAMES, NANCY	3009311	BQ	nhhames@gmail.com		9292170115
HATCHER, RUTH	1249438	BQ	rehatcher@yahoo.com		4109354412
HILDEBRAND, STEVEN	3006490	BQ	shilde1472@gmail.com		4438572902
JUDGE, CAROLYN	5004205	BQ	cqjudge@comcast.net		4102711101

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LEWIS, WALLACE	1245102	AP	lewisw3@gmail.com		240338467 4
LORD, STEPHEN	5007404	AP	steve9grimm@gmail.com		443831697 7
MAKATCHE, MICHAEL	3006507	BQ	mcmakatche@gmail.com		215272530 8
MARTIN, EDWIN	1153584	AX	edwin.l.martin@cgauxnet.us		443869134 1
MCCONNELL, IRVING	1248701	BQ	irvingvet@ymail.com	4102630745	267688014 6
MCGRATH, PATRICK	1214602	AP	mcgrathsix@yahoo.com	4103499429	410533949 5
MORGAN, ALVIN	5008752	AP	alvinbm1@gmail.com		240426372 1
NEWMAN, FRANK	5005029	BQ	fpnewman@gmail.com	4107571844	410353317 0
Last/First Name	Member ID	Member Status	Email	Home Phone	Mobile
NEWMAN, ROSE	5005030	BQ	therosenewman@gmail.com	4107571844	410353317 5
NORWITZ, WENDY	1234576	AX	wnhockey@yahoo.com		240305305 1
OLSEN, LAURA	5006875	BQ	imcaptainlee2@gmail.com		301514437 4
OTERO, ISABELA	5004360	BQ	oteroisabela@gmail.com		925998583 2
PRICE, RONALD	1234575	AX	pricerontsb@yahoo.com		443561664 8
PRIEN, RICHARD	5004211	BQ	immertreu13@gmail.com	5712999554	571363917 8
PRINGLE, DARIAN	3005014	BQ	darianpringle47@gmail.com	4108674645	410533031 0
RARDON, MARGARET	3007108	BQ	carter2278@live.com		301412083 5
REILAND, JERILYN	1180480	AP	irishfraulein@gmail.com	4109231246	
ROBERTS, DOUGLAS	1249437	BQ	droberts47@verizon.net		703980150 0
ROBINSON, DOUGLAS	1222586	BQ	bayatons@gmail.com		443996661 4
SANDERS, RACHEL	5008756	IQ	rachel.kaminski@gmail.com		646761037 4
SIRE, DAVID	3006475	AX	davesire104@gmail.com		703283606 5
SMITH, JOHN	5007551	BQ	jesmitty@hotmail.com	4103608679	443848176 8
SQUILLACE, MARIE	3001951	AX	marie.r.squillace@cgauxnet.us		667423946 4
STADLER, DAVID	5000693	AX	dstadler826@gmail.com		215622897 1
STANIK, JOSEPH	5008212	BQ	joseph.stanik@gmail.com	4107575572	443995255 2
STEHLE, JOSEPH	5008743	AP	littleottislong@gmail.com		989397827 1
SUHRE, KELLEY	5007349	BQ	kelleyelliott222@gmail.com	7039275449	
SULLIVAN, KATHLEEN	1229782	BQ	oceangirl3447@gmail.com		301802721 0
THOMPSON, RICHARD	3009167	AX	rickdthompson@msn.com	3018452751	240409903 7
WALENTOWICZ, RICHARD	3009312	BQ	rwalento@gmail.com	4109879039	410302049 5

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WELDAY, ROBERT	1157948	BQ	jimwelday@aol.com	1410956223 2	571237888 0
WILLIS, RICHARD	3006589	BQ	cplwillis@yahoo.com		704236031 0
YEARWOOD, ADAM	1248244	BQ	atyearwood@gmail.com		571309842 6

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APPENDIX 3

Special Member Qualifications

Coxswains

Last/First Name	Member ID	Member Status	Email	Home Phone	Mobile
BEYEA, JAMES	1219715	BQ	j.s.beyea@gmail.com		2063005863
CONVERSE, CHRISTIAN	1245095	BQ	ccconverse1038@gmail.com	240367776 1	2403677761
CONVERSE, CHRISTIAN	1245095	BQ	ccconverse1038@gmail.com	240367776 1	2403677761
FARRELL, JAMES	1225893	BQ	farrelljb@comcast.net	410573532 3	4109198239
MAKATCHE, MICHAEL	3006507	BQ	mcmakatche@gmail.com		2152725308
MARTIN, EDWIN	1153584	AX	edwin.l.martin@cgauxnet.us		4438691341
PRINGLE, DARIAN	3005014	BQ	darianpringle47@gmail.com	410867464 5	4105330310
SIRE, DAVID	3006475	AX	davesire104@gmail.com		7032836065
SQUILLACE, MARIE	3001951	AX	marie.r.squillace@cgauxnet.us		6674239464
THOMPSON, RICHARD	3009167	AX	rickdthompson@msn.com	301845275 1	2404099037

Boat Crew

Last/First Name	Member ID	Member Status	Email	Home Phone	Mobile
ADAMS, MICHAEL	3002377	BQ	msa130@hotmail.com	410247527 5	4436220224
BOOKER, JAMES	5002825	BQ	jbeye47@gmail.com	227220715 6	2026694971
BUTLER, LEONARD	1228710	BQ	leonard.d.butler@gmail.com	301352308 5	3013523085
CASHMAN, JUSTIN	5006140	AX	jlcashmanmd@gmail.com		4105074564
COLLINS, DENISE	3006540	BQ	maggitti77@gmail.com		4849048177
EAMES, CHARLES	1230998	BQ	charleseameskhs@yahoo.co m	301593013 9	3018014479
FRIDAKIS, STEPHEN	5007503	AX	stephen.fridakis@gmail.com		6466183960
GOLKOW, ANDREW	5005031	BQ	abgolkow@gmail.com	703263091 7	7034070739
HAMES, NANCY	3009311	BQ	nhhames@gmail.com		9292170115
JUDGE, CAROLYN	5004205	BQ	cqjudge@comcast.net		4102711101
MAKATCHE, MICHAEL	3006507	BQ	mcmakatche@gmail.com		2152725308
OLSEN, LAURA	5006875	BQ	imcaptainlee2@gmail.com		3015144374
OTERO, ISABELA	5004360	BQ	oteroisabela@gmail.com		9259985832
STADLER, DAVID	5000693	AX	dstadler826@gmail.com		2156228971
SULLIVAN, KATHLEEN	1229782	BQ	oceangirl3447@gmail.com		3018027210
THOMPSON, RICHARD	3009167	AX	rickdthompson@msn.com	301845275 1	2404099037

Paddle Craft Operator

Last/First Name	Member ID	Status	Email	Home Phone	Mobile
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NORWITZ, WENDY	1234576	AX	wnhockey@yahoo.com		2403053051
PRICE, RONALD	1234575	AX	pricerontsb@yahoo.com		4435616648

Telecommunications Operators

Last/First Name	Member ID	Status	Email	Home Phone	Mobile
NORWITZ, WENDY	1234576	AX	wnhockey@yahoo.com		2403053051
PRICE, RONALD	1234575	AX	pricerontsb@yahoo.com		4435616648
WELDAY, ROBERT	1157948	BQ	jimwelday@aol.com	14109562232	5712378880

Watchstanders

Last/First Name	Member ID	Status	Email	Home Phone	Mobile
BEYEA, JAMES	1219715	BQ	j.s.beyea@gmail.com		2063005863
FARRELL, JAMES	1225893	BQ	farrelljb@comcast.net	4105735323	4109198239
HAMES, NANCY	3009311	BQ	nhhames@gmail.com		9292170115
NORWITZ, WENDY	1234576	AX	wnhockey@yahoo.com		2403053051
WELDAY, ROBERT	1157948	BQ	jimwelday@aol.com	14109562232	5712378880

Aids to Navigation Verifier

Last/First Name	Member ID	Member Status	Email	Home Phone	Mobile
DE CAPITANI DI VIMERCATE, ALBERTO	1219673	AX	alberto.decapitani@comcast.net	3019839263	2404017304
FRIDAKIS, STEPHEN	5007503	AX	stephen.fridakis@gmail.com		6466183960
HAMES, NANCY	3009311	BQ	nhhames@gmail.com		9292170115
MARTIN, EDWIN	1153584	AX	edwin.l.martin@cgauxnet.us		4438691341
PRICE, RONALD	1234575	AX	pricerontsb@yahoo.com		4435616648
PRINGLE, DARIAN	3005014	BQ	darianpringle47@gmail.com	4108674645	4105330310
ROBINSON, DOUGLAS	1222586	BQ	bayatons@gmail.com		4439966614
SIRE, DAVID	3006475	AX	davesire104@gmail.com		7032836065

Auxiliary Radio Facilities

Facility: Owner Name	Facility Name	Call-Sign	Type
ROBERT JAMES WELDAY	23 UNIFORM	NM54VM	Mobile
ROBERT JAMES WELDAY	RIVA BRIDGE	NF54YP	Land

Auxiliary Boat Facilities

Facility: Owner Name	Facility Name	Call-Sign	Type	Location
MARIE SQUILLACE	Molly Brown	28583	Cabin Cruiser	Arnold, MD
ROBERT JAMES WELDAY	19672 DELTA 4	19672	RHI	Riva, MD
JAMES BUTLER FARRELL	SUN ROOM	25454	Pilot House	Edgewater, MD
STEVEN ANTHONY HILDEBRAND	22111	22111	Center Console	Annapolis, MD

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DARIAN LEE PRINGLE	MCGARVEY	25245	Pilot House	West River, MD
DAVID ELWIN SIRE	TORTUGA	37353	Trawler	Mayo, MD
RICHARD DAVID THOMPSON	MOLLY ANN	23273	Closed Walkaround	MAGOTHY RIVER, MD
MICHAEL CRAIG MAKATCHE	24147	24147	Center Console	Annapolis

Auxiliary PWC

Facility: Owner Name	Facility Name	Call-Sign	Type	Location
MARIE SQUILLACE	Wake	11173	PWC 3 Seat	Arnold, MD

APPENDIX 4
Emergency Contact Information

USCG Sector Maryland National Capital Region Command Center

<https://www.atlanticarea.uscg.mil/Our-Organization/District-5/Sector-Maryland-National-Capital-Region/>

- The Command Center is manned 24 hours a day, 7 days a week, 365 days a year. Together, three watch-standers ensure the safety of people and the environment throughout the Chesapeake Bay in Maryland.
- The **Command Duty Officer (CDO)** acts as the Search and Rescue (SAR) Mission Controller for the Chesapeake Bay. In addition to dispatching Coast Guard resources in the Chesapeake Bay, the CDO works with the Maryland Natural Resource Police, Maryland State Police, Patuxent Naval Air Station, and the various county fire and marine police units to search for boaters in distress. The CDO can be reached at **410-576-2525**.
- The **Assistant Command Duty Officer (ACDO)** is the Marine Safety Coordinator (MSC). The MSC works with the different inspection teams, the casualty investigators, and the pollution response teams to ensure the port operates smoothly. The MSC can be reached at **410-576-2693**.
- The **Telecommunications Specialist of the Watch (TCOW)** listens for distress calls and issues safety bulletins to boaters over the VHF radios, from the Communications Center. The Sector National Capitol Region TCOW can be reached at **410-576-2530**.

USCG Station Annapolis	(410) 267-8108
USCG Station Oxford	(410) 226-0580
USCG Station Curtis Bay	(410) 576-2625
USCG 5th District SR DIRAUX	(757) 398-6208
DNR Emergency	(800) 628-9944
Anne Arundel County Fire Department	911 or (410) 222-7000
Anne Arundel County Police Department	911 or (410) 222-8050
Calvert County Fire-Rescue-EMS Division	911 or (410) 535-1600
Calvert County Sheriff's Department	911 or (410) 535-2800
Queen Anne County Sheriff's Dept.	(410) 758-0770
Anne Arundel Medical Center	(443) 481-1000
Annapolis Harbor Master	(410) 267-7973
USCG National Response Center	(800) 424-8802
America's Waterway Watch	(877) 249-2824

APPENDIX 5

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
- 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.

The U.S. Coast Guard, Incident Management Handbook (COMDTPUB P3120.17) is designed to assist personnel in the use of the Incident Command System (ICS) during response operations. The following link provides a direct download: <https://www.hsdl.org/?view&did=467011>.

Note: ICS forms can be found at <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/ICS-Forms/>

ANNEX A

Severe Weather Practices and Hurricane Conditions

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 USCG Sector Maryland -NCR Commander/Captain of the Port are as follows:

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.

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AND REGULATIONS.**

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.

ANNEX B

Common Activities after an Incident

After an incident, the U.S. Coast Guard may request any or all of the following actions by the Auxiliary:

Wellness Check. After storm landfall, the U.S. 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, flood or other major incident, the U.S. 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 after an incident, USCG Sector Maryland - NCR 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 U.S. 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 due to an incident, the USCG Sector Command Center will divert any U.S. 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 during an incident, Auxiliary facilities may be asked to help enforce them, in a manner similar to their role in large-scale non-emergency events.

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 if ICS is set-up by USCG Sector Baltimore.

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

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Interpreter Assistance. If an incident involves individuals who speak 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.