

UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

EMERGENCY RESPONSE / CONTINGENCY PLAN
(ERP)



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



MMS-PR-AUX (D5NR 16791) -A-CHAPTER 14-(01)

U.S. Department of
Homeland Security

United States
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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 14-(01)
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 14-(01)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
EMERGENCY RESPONSE / CONTINGENCY PLAN (ERP)

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX
(D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

1. PURPOSE. This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. ACTION. Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. The previous edition of the D5NR Policy Manual Chapter 14 (D5NRINST M16790.1d of 13 Mar 2012) is cancelled.
4. DISCUSSION. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (c).
5. CHANGES. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. PROCEDURES. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. Most if not all required forms can be downloaded from the D5NR website. <https://5nr.org/member-links/d5nr-forms>, or may be ordered from the Auxiliary National Supply Center.

Victoria L Taylor-Davies, LCDR
V.L.TAYLOR-DAVIES
Commander, U.S. Coast Guard
Fifth Coast Guard District Northern Region
Director of Auxiliary
19 JULY 2019

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 14 – EMERGENCY RESPONSE / CONTINGENCY PLAN (ERP)

1. Updated per MMS-PR-AUX(D5NR 16791)-A-02
2. Spelled out acronyms for first time use
3. Updated outdated systems to currently used systems

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CHAPTER 14

EMERGENCY RESPONSE / CONTINGENCY PLAN (ERP)

- A. Purpose of the Plan. Emergency Response and contingency capability for the Fifth District Northern Region U.S. Coast Guard Auxiliary is dependent on proper planning and allocation of resources. The goal is to make sure to use these Auxiliary resources effectively to solve and respond to the various contingencies involved in Coast Guard planning, and to be able to provide capable support in times of need.

Since the September 11, 2001 terrorist attacks upon the U.S., the nature of emergency response has significantly changed. Consideration must be made to emergencies including severe weather, natural disaster, oil spills and disasters involving mass casualties.

This Plan is intended for use by the United States Coast Guard Auxiliary units in District 5NR. It specifies the actions necessary for these units to prepare for, and respond to, natural and man-made disasters and 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 Incident Command System (ICS) organization shall be employed by operational commanders in the event of significant emergencies. Accordingly, it is important that key Auxiliary participants in this plan are familiar with and properly trained in ICS organization, including as a minimum, completion of ICS 100 and 200 and NIMS 700 and 800 training (all available on-line).

The provisions of this Auxiliary Plan will be modified as necessary to accord with Sector's plans and intentions regarding use of the Auxiliary, both in general and to respond to specific disasters and emergencies. All revisions must be approved by the Commodore, then the DIRAUX before being enacted.

- C. Scope of the Plan. This Plan focuses on response, rather than prevention. The Auxiliary has several programs designed to help prevent human-initiated disasters and public emergencies. These programs include America's Waterway Watch, Maritime Domain Awareness, harbor patrols, facility inspections, and similar activities. This Plan, however, deals only with response, and preparedness to respond, to disaster and emergencies after they have occurred; and/or as assigned by the OIA with consultation from DIRAUX.
- D. Response Resources. The Auxiliary has a wide variety of resources that can be made available in the event of a disaster or public emergency. In D5NR, these include

approximately 200 approved vessel facilities, 1 aircraft, over 120 radio facilities (both fixed and mobile), and personnel resources consisting of approximately 2,600 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 who have formal Auxiliary qualifications: coxswains and boat crew, land-mobile and fixed land radio operators, pilots and air crew. 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.

The OPR database shall be the primary point of capture of regional information pertinent to the identification of Auxiliary personnel and equipment resources, their readiness and availabilities to respond, and their intents and desires to develop additional skills and qualifications that will improve their abilities to assist operational commanders in the response to all emergencies.

The use of Auxiliary personnel and facilities to assist in the performance of certain Coast Guard missions is authorized by the Coast Guard Authorization Act of 1996. The decision to use D5NR Auxiliary resources for emergency response rests with regional operational commanders (e.g., Sector Delaware Bay, Air Station Atlantic City and station OICs). D5NR Auxiliary resources shall be reserved for primary support of the Coast Guard in emergencies and will not be committed to any other organization or agency without prior approval from the operational commander. County or State agencies must submit their requests for Auxiliary support through the appropriate operational commander. We must be cognizant of this procedure in all areas.

Auxiliarists who participate in regional emergency response efforts shall be expected to be properly trained and qualified in the program disciplines that they apply. All surface, air and radio facilities utilized in these shall be expected to be maintained in full and proper states of readiness to meet Coast Guard and Auxiliary requirements and support its missions. Neither unqualified personnel, personnel with out of date qualifications, nor facilities that do not have current offers-for-use shall be used in emergency response efforts.

- E. Response Assumptions. The Sector Plan assumes that “the National Response Plan (NRP) 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. The National Incident Management System (NIMS) 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. See Appendix H for further details regarding specific responsibilities and response scenarios.