



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AREA PACIFIC 96343-5005

IMJN-PL

COMMAND POLICY MEMORANDUM 19-02

FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Japan (USARJ) Emergency Management (EM) Program

1. References:

- a. Department of Defense (DoD) Instruction 6055.17, DoD Emergency Management Program, 13 February 2017; Change 2, effective 31 August 2018.
- b. Army Regulation (AR) 525-27, Army Emergency Management Program, 13 March 2009.
- c. AR 600-20, Army Command Policy, 6 November 2014.
- d. Department of the Army (DA) Pamphlet (PAM) 525-27, Army Emergency Management Program, 20 March 2012.
- e. USARJ Operations Order (OPORD) 17-0199, Emergency Management Program, 24 April 2017.

2. Purpose. To establish the USARJ EM policy in order to ensure personnel, facilities and equipment within the USARJ Area of Responsibility (AOR) are ready to prepare, protect, mitigate, respond and recover from any disaster (natural or manmade). This policy letter provides guidance to commanders, staffs, senior leaders and unit EM coordinators.

3. Applicability. All DoD affiliated personnel (to include local national employees), their command sponsored and non-command sponsored dependents assigned or attached to USARJ, tenant units, assigned units and contractors in Japan.

4. Background. There is a constant threat of a disaster (natural or manmade) occurring in Japan. Since 2008, 1,338 strong earthquakes (5.0 or higher on the Richter Scale) and 30 typhoons have occurred/impacted Japan, causing loss of life, property damage and second/third order effect disasters (mud slides, tsunamis, floods, etc.). The Tohoku earthquake (11 March 2011) and subsequent tsunamis caused over \$360 billion dollars in damage and the deaths of over 15,000 individuals. These disasters (along with a host of other potential natural and manmade disasters) can adversely

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affect mission assurance, readiness and the safety of our community. The USARJ EM Program requires commander level emphasis to ensure the community is ready to prepare, protect, mitigate, respond and recover from any disaster (natural or manmade). Commanders will fully support the EM program and associated planning, training and exercises as directed.

5. Roles Defined.

a. Installation Commander. The USARJ Commander is the senior mission commander for the U.S. Army in Japan and serves as the Installation Commander in accordance with (IAW) AR 600-20. The Installation Commander has the authority and responsibility to protect personnel, equipment and facilities within their AOR, and therefore has the ultimate responsibility and authority for the EM program within USARJ/U.S. Army Garrison Japan (USAG Japan).

b. Garrison Commander. The Garrison Commander acts on behalf of the Installation Commander as the senior executive agent for installation activities, to include execution of the EM Program. The Garrison Commander is delegated the authority for ensuring the planning, coordination and execution of the EM program IAW applicable regulatory and policy guidance.

c. Installation Emergency Manager (IEM). The IEM is appointed in writing by the Installation Commander, to provide program management and supervision for the EM program and conduct operational planning. The IEM serves as the senior advisor to Commanders regarding EM related subject matter. The IEM serves as the Office of Primary Responsibility (OPR) for EM plans, exercises, community awareness and training programs. The IEM ensures all EM program regulatory and policy requirements are met.

d. USARJ EM Program Coordinator (EMPC). The EMPC is appointed in writing by the USARJ Commander, to coordinate and collaborate with the IEM regarding program execution. The USARJ EMPC conducts the duties of a unit EM Coordinator, in addition to providing oversight to all other unit EM Coordinators to ensure program compliance and execution.

e. EM Coordinators (EMC). EMCs are appointed in writing by unit Commanders (BN and above) to ensure EM policy and regulatory requirements are executed. EMCs ensure units are integrated into the Installation EM planning, training, community awareness and exercise programs/processes.

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6. Responsibilities.

a. Commanders/Directors.

(1) Implement the EM program within their organizations.

(2) Appoint in writing, a primary and alternate EMC. The appointment memorandum is maintained in the files of the EMC and is forwarded to the IEM and USARJ EMPC. EMCs should have at least one year remaining on their tour of duty in Japan at the time of appointment and be in a rank of Sergeant First Class (SFC) or above (or DA Civilian equivalent).

(3) Ensure EMCs complete required training as outlined in DA PAM 525-27 and local training policy.

(4) Ensure development of an Emergency Action Plan (EAP) for each facility owned by the command, or facility which houses unit personnel and/or equipment. All EAPs must be reviewed, exercised, updated and approved annually. Ensure a copy of approved EAPs are forwarded to the EMPC.

b. Garrison Commander.

(1) Oversees the EM program and executes the Installation Commander's intent.

(2) Chairs (or designate a representative to chair) quarterly EM Working Group (EMWG).

(3) Validates status of Homeland Security Exercise Evaluation Program capabilities at least annually.

(4) Validates Commander's Critical Information Requirement (CCIR)/Serious Incident Report (SIR) requirements related to EM at least annually.

(5) Validates All Hazards Threat Assessment (AHTA) annually.

c. IEM.

(1) Appointed, in writing, by the Installation Commander; and serves as the senior advisor reference the EM program for the Installation Commander, Garrison Commander and subordinate/tenant Commanders and Directors.

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- (2) Manages the EM program and executes the Commander's intent.
- (3) Serves as OPR for EM program planning, training, exercise and community awareness (Ready Army) execution.
- (4) Serves as staff officer for EMWGs. Represents EMWG at Protection Working Groups (PWG) and Protection Executive Councils (PEC).
- (5) Tracks and reports status of required training of applicable personnel in accordance with regulatory and policy guidance.
- (6) Develops and maintains support agreements and builds relationships with sister services and host nation agencies to sustain cohesion between EM programs.
- (7) Provides training, guidance and resources, as available, to units and organizations reference the Ready Army community awareness program.
- (8) Maintains the Installation All Hazards Plan and ensures it is exercised, reviewed and updated annually.
- (9) Ensures installation maintains a multi-faceted Mass Warning and Notification System (MWNS) and exercises this system regularly.
- (10) Ensures installation maintains a three year exercise plan which exercises the Installation All Hazards Plan and validates Homeland Security Exercise Evaluation Program (HSEEP) capabilities IAW regulatory and policy guidance.
- (11) Coordinates with EMPC to identify resource requirements and executes program budget (VIPF Funds).
- (12) Conducts continuous risk/threat reduction process ICW other Protection Pillars (at a minimum Antiterrorism Officer) and publishes AHTA annually.
- (13) Maintains continuity documentation in an accessible location to ensure seamless transition during personnel changeover.

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d. USARJ EMPC.

(1) Appointed, in writing, by the USARJ Commander; and serves as the lead EMC within the command and primary point of contact (POC) for all other subordinate/tenant unit EMCs.

(2) Attends quarterly EMWGs, PWGs and PECs.

(3) Completes all required training IAW regulatory and policy guidance.

(4) Validates all units/directorates/organizations have primary and alternate EMCs who are appointed in writing. Ensures all EMCs complete required training.

(5) Verifies all units/organizations/directorates have accurate and up to date EAPs which cover each building they own and/or each building they have personnel/equipment in.

(6) Coordinates with and assists the IEM to ensure program execution and compliance.

(7) Validates EM Program compliance through the Organization Inspection Program (OIP)/Commander's Inspection Program (CIP).

(8) Coordinates with IEM to identify resource requirements and execute program budget (VIPP Funds).

(9) Ensures a primary and alternate USARJ Liaison Officers (LNO) are appointed to the USAG Japan Crisis Management Team and participate in exercises and real world Emergency Operations Center (EOC) activations.

(10) Serves as the EMC for USARJ headquarters staff and completes all EMC duties.

(11) Maintains continuity documentation in an accessible location to ensure seamless transition during personnel changeover.

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e. EMCs.

(1) Appointed, in writing, by the unit Commander (or organization Director); and serve as the unit POC for the EM program. EMCs should be in the rank of SFC or above (or DA Civilian equivalent); and have at least one year left on their tour of duty at the time of appointment.

(2) Maintain, review and update unit/organization EAPs covering all buildings the unit/organization owns or has personnel/equipment in.

(3) Complete all required training IAW regulatory and policy guidance.

(4) Attend EMWGs and PWGs as the unit/organization representative.

(5) Ensure EAPs are synced with the Installation All Hazards Plan and are exercised at least annually.

(6) Ensure unit participation in community awareness (Ready Army) programming, to include National Preparedness Month activities.

(7) Coordinate with EMPC and IEM, as needed, for advice, support, training and assistance.

(8) Maintain continuity documentation in an accessible location to ensure seamless transition during personnel changeover.

7. The proponent for this policy is the IEM, Mr. William A. Luna, at william.a.luna2.civ@mail.mil or 315-263-4560, and USARJ EMPC, SFC Jose Castillo, at jose.castillo4.mil@mail.mil or 315-263-4213.


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