



UNITED STATES MARINE CORPS  
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE  
II MARINE EXPEDITIONARY FORCE  
3399 STRAUSS AVENUE, SUITE 219  
INDIAN HEAD, MD 20640-5035

IN REPLY REFER TO:  
1700  
CO

30 APR 2014

Chemical Biological Incident Response Force Policy Letter #6-14

From: Commanding Officer  
To: All Hands

Subj: EMERGENCY NOTIFICATION POLICY

Ref: (a) MCO 1754.9A  
(b) MCO P3040.4E  
(c) MCO 3070.2  
(d) SECNAVINST 5211.SE  
(e) Marine Corps Enterprise Information Assurance Directive,  
dated 9 April 2009

1. Purpose. Establish an emergency notification policy governing information dissemination to members of the Chemical Biological Incident Response Force (CBIRF) and their dependents in the event of a crisis.

2. Cancellation. This policy will remain in effect until revised or cancelled by the appropriate authority.

3. Background. Reference (a) establishes the requirement for a Commander's emergency notification policy to disseminate information to the Marines and their families in an event of a crisis.

4. Action

a. In the event of a pending natural disaster, the Commanding Officer will contact and disseminate information to all Marines and families.

b. In the event a natural disaster has occurred, the Commanding Officer will attempt to contact all service members and families via email, phone calls, texts, Marine, and/or any other available means.

c. Possible natural disaster threats include, but are not limited to hurricanes, tornados, and earthquakes.

d. When a recall is ordered for CBIRF personnel, appropriate information will be disseminated to families as well.

(1) If the unit is in garrison, the Commanding Officer or senior officer present will hold a battalion formation to pass information to the Marines. Information will be passed to family members via the Commanding Officer as soon as it becomes available. Appropriate means of delivery include email, phone call or text, newsletter, town hall meeting, and a social networking site update.

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(2) If the unit is deployed, the Commanding Officer or senior officer present will hold a battalion formation in the deployed location to pass information to the battalion in order to keep them apprised of the situation. Information will be passed to family members via the Family Readiness Officer (FRO) as soon as authorized by the Commanding Officer. Appropriate means of delivery include email, phone call or text, newsletter, town hall meeting, or a social networking site update.

e. In the event of serious injury or other major mishaps involving service members or family members, the Commanding Officer will disseminate information as soon as possible in accordance with the references.

(1) For injuries to family members, the Commanding Officer, or his designated representative, will notify the service member.

(2) For injuries to a service member, the Commanding Officer will notify the primary next of kin with support of the Chaplain if deemed necessary. For Very Serious Injuries (VSI) and Serious Injuries (SI) a Casualty Assistant Call Officer (CACO) may be assigned by HQMC and notifications will be directed by the HQMC casualty branch.

f. In the event of the death of a service member or family member, the Commanding Officer will disseminate information as soon as possible in accordance with the references. This information shall not interfere with or precede the initial casualty notification.

(1) The FRO, Unit Personal and Family Readiness Program volunteers, or other civilians shall not be involved in the casualty notification process or follow-on casualty assistance. The notification process is defined as the initial notification, and follow-on casualty assistance is defined as any assistance the Casualty Assistance Calls Officer (CACO) may provide to the family with regard to the casualty affairs of a deceased Marine or Sailor.

(2) No information about a deceased service member will be released by anyone in CBIRF until 24 hours after all the designated next of kin have been notified and a press release has been made public.

(3) If the unit is in garrison, the Commanding Officer will pass information to the battalion in a manner deemed best appropriate based on the situation. Information will be passed to family members via the Commanding Officer as soon as it is appropriate.

(4) If the unit is deployed, the Commanding Officer will pass information to the battalion in order to keep them apprised of the situation. Information will be passed to family members as directed by the Commanding Officer as soon as it is appropriate. Appropriate means of delivery may include personal email, phone call or text, or town hall meeting.

## 5. Tasks

a. All personnel shall ensure compliance with public law and the references in the case of a unit member becoming a casualty.

b. All personnel shall ensure compliance with requirements for Operational Security (OPSEC).

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6. The point of contact regarding any questions pertaining to this policy letter is the CBIRF Personnel Officer at (301) 744-2054 and the CBIRF Family Readiness Officer at (301) 744-5025.

  
S. E. REDIFER