



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

BUMEDINST 3440.10C  
BUMED-N4  
21 Jan 2026

BUMED INSTRUCTION 3440.10C

From: Chief, Bureau of Medicine and Surgery

Subj: EMERGENCY MANAGEMENT PROGRAM

Ref: (a) CNIC M-3440.17 of 19 May 2022  
(b) MCO 3440.10  
(c) DHA AI 6055.02 of 25 August 2023  
(d) OPNAVINST 3440.17A  
(e) 29 CFR 1910.38  
(f) OPNAVINST 3030.5C  
(g) DoD Instruction 6055.17 of 12 June 2019

Encl: (1) Emergency Management Self-Assessment Checklist

1. Purpose. To establish the policy, requirements, and responsibilities for implementation of an all-hazards emergency management (EM) program per references (a) through (g). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 3440.10B.

3. Scope and Applicability. This instruction applies to the Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) and all BUMED subordinate commands only. This instruction does not apply to mobile, expeditionary, afloat, or other deployable medical forces or personnel when in a deployed status.

4. Background. EM is an all-hazard risk-based, comprehensive process to prepare for, respond to, and recover from an incident that threatens life, property, operations, or the environment. EM preparedness and response requirements extend outside a facility and provide support to host installations.

5. Responsibilities

a. Echelon 4 and 5 EM functions at medical treatment facilities or dental treatment facilities assigned to the Defense Health Agency (DHA) are responsible for supporting the DHA and host installation EM programs, per references (a) through (d).

b. Per references (a), (b), and (d), all commands not assigned to a DHA medical treatment facility or dental treatment facility, including BUMED HQ will:

- (1) Support the host installation EM program.
- (2) Plan for and prepare to respond to all-hazard emergencies.
- (3) Tenant commands must develop and maintain a tenant Emergency Action Plan (EAP), per references (a) through (g). Reference (e) outlines the requirements for EAPs that employers must implement to ensure workplace safety during emergencies.
- c. Surgeon General of the Navy/Chief, BUMED (BUMED-N00). Appoint an Enterprise Emergency Manager for program planning, coordination, and oversight.
- d. Director, Logistics, Supply, and Support (BUMED-N4). Responsible for EM program planning, coordination, oversight, and management.
- e. Director, Mission Assurance (BUMED-N45)
  - (1) Serve as program manager for the enterprise EM and continuity of operations programs. Develop and execute an overarching, integrated, all-hazards enterprise EM program. Plan, program, submit, and execute the program's budget requirements.
  - (2) Serve as the BUMED subject matter expert for Defense Support of Civil Authorities, National Disaster Medical System, National Response Framework, Incident Command System, mass warning and notification, and the EM components of Force Health Protection.
  - (3) Provide on-demand subject matter expert support to the DHA Emergency Management Steering Group, per reference (c). Coordinate with EM program counterparts at Service Medical HQs and the DHA to ensure optimal integration and alignment across the Military Health System.
  - (4) Conduct an annual assessment of echelon 3 commands using the checklist in enclosure (1).
  - (5) Liaise and collaborate with relevant Department of War, Department of the Navy program offices, and Federal agencies as appropriate to advance coordination, integration, interoperability, and information sharing.
  - (6) Coordinate as appropriate with the Navy's Supervisory Public Health Emergency Officer to ensure integration and alignment of efforts.
  - (7) Collaborate with Commander, Navy Installations Command and Marine Corps Installations Command to ensure the BUMED EM program is aligned with the corresponding host installation stakeholder policies.

(8) Provide direct and general support to the Maritime Operations Center and Command Operations Center as required to support response in all phases of EM, crisis, and conflict.

f. Director, Resource Management (BUMED-N8). Ensure funding levels are sufficient to facilitate execution and sustainment of the EM program.

g. Public Affairs and Outreach (BUMED-N00Z1). Serve as the point of contact for guidance regarding strategic communications, media inquiries, and public affairs matters related to EM.

h. Navy and Marine Corps Force Health Protection Command

(1) Provide occupational health, environmental health, preventive medicine, and industrial hygiene guidance as needed to support EM.

(2) Provide surveillance data as directed.

(3) Provide EM-related risk communication support and training as directed.

i. Echelon 3 Commanders. Provide leadership, oversight, and management to support EM at their subordinate commands:

(1) Appoint a regional emergency manager in writing and provide copy of appointment letter to immediate superior in command (ISIC). The regional emergency manager position at echelon 3 commands will be staffed, at a minimum, by a full-time general schedule-12 Federal civilian EM specialist or active duty military personnel with a minimum tour length of 24 months.

(2) Establish an echelon 3 regional emergency manager working group and ensure it meets quarterly with subordinate command EM coordinators.

(3) Ensure echelon 3 regional emergency managers participate in the host installation regional EM working group meetings, per references (a) and (b).

(4) Per references (a) and (b), commands will designate their Crisis Action Team (CAT) 1 (1-A, 1-B, and 1-C) and CAT 5 personnel, in writing, and provide personnel lists by billet to the host installation EM officer to support the continuation of mission essential functions. CATs coordinate and direct crises response with subordinate, adjacent, or higher commands, and other government agencies.

(5) Ensure echelon 3 regional emergency manager is trained to support host installation EM program, per references (a) and (d).

j. Commanding Officers and Officers in Charge

(1) Appoint an EM coordinator in writing and provide copy of appointment letter to ISIC. The individual may be either civilian or military and must be able to serve a minimum of 24 months.

(2) Per references (a), (b), (d), and (f), provide support to the host installation EM program, consistent with their command functions. Actively participate in host installation training, exercises, and activities.

(3) Ensure all personnel receive initial and recurring training on all EAP procedures, per references (a) and (d).

(4) In accordance with references (a) and (b), conduct personnel categorization of all command personnel. Commands will designate their CAT 1 (1-A, 1-B, and 1-C) and CAT 5 personnel in writing and provide personnel lists by billet to the host installation EM officer to support the continuation of mission essential functions.

(5) Ensure EM coordinators are adequately trained to support host installation EM program, per references (a) and (d).

k. All Navy Medicine EM Staff

(1) Support the host installation EM program objectives, activities, and operations, including participation in training, exercises, and supporting operations, per references (a), (b), (d), and (f).

(2) Develop and maintain the tenant EAP that aligns with the host installation EM plan per references (a), (d), and (g). Participate in designated preparedness efforts under the Navy region and host installation EM programs.

(3) Coordinate with the host installation to identify specific base operating support and critical support functions to continue mission essential functions during an incident, per reference (a).

(4) Complete, at a minimum, the Federal Emergency Management Agency IS-100.C: Introduction to the Incident Command System, ICS 100 training module within 60 days of designation. The course is available at <https://training.fema.gov/is/crslist.aspx?lang=en>. Additional optional training is available on the course Web site. Complete additional training that may be required by the Navy region or host installation EM officer.

(5) Review and ensure all personnel training is conducted, per references (a) and (d).

(6) Annually exercise the EAP (including mass warning and notification, shelter-in-place, and evacuation) according to expectations set forth by the host installation, per references (a) and (b).

(7) Conduct an annual self-assessment using enclosure (1) and forward to the ISIC EM for review.

(8) Review subordinate commands annual EM self-assessment checklist, if applicable.

(9) Participate in the host installation Emergency Management Working Group.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N4 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of War, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



D. K. VIA

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>

EMERGENCY MANAGEMENT SELF-ASSESSMENT CHECKLIST

Command:		Date:		
Commanding Officer or Officer in Charge:		EM Staff:		
Host Installation Supported:		Parent Command:		
<u>Please Note:</u> Each listed item requires a response. Explain all 'No' and 'Not applicable' responses.				
1. Have the Navy Medicine EM staff:				
a. Conducted an annual EM Self-Assessment and forwarded to ISIC per subparagraph 5k(7) of this instruction?	Yes	No	Not applicable	
b. ISIC only: reviewed and addressed any outstanding items of all subordinate commands annual EM self-assessment per subparagraph 5k(8) of this instruction?	Yes	No	Not applicable	
c. Been designated, in writing:  (1) Regional emergency manager at the echelon 3 command, at a minimum, a full-time general schedule-12 Federal civilian EM specialist or active-duty military personnel with a minimum tour length of 24 months.  (2) EM coordinator, at BUMED HQ and echelons 4 and 5, a qualified Service member or civilian assigned in writing as either a full-time or collateral duty with a minimum tour length of 24 months per subparagraphs 5i(1) and 5j(1) of this instruction.	Yes	No	Not applicable	
d. Received adequate time to fully perform all the EM duties assigned per subparagraphs 5i(1) and 5j(1) of this instruction?	Yes	No	Not applicable	
2. Explain how the tenant EAP (including mass warning and notification, shelter-in-place, and evacuation plans) aligns with the host installation's EM Plan. ISIC review subordinate EAP per subparagraph 5j(2) of this instruction, and per reference (a) and reference (d) subparagraph 7k.				

3. Does the tenant EAP incorporate the following associated plans:			
a. Mass warning and notification per subparagraph 5k(6) of this instruction?	Yes	No	Not applicable
b. Shelter-in-place per subparagraph 5k(6) of this instruction?	Yes	No	Not applicable
c. Evacuation plan per subparagraph 5k(6) of this instruction?	Yes	No	Not applicable
4. When was the last time the tenant EAP was exercised within command and as part of the host installation EM program per subparagraph 5k(6) of this instruction?			
5. Does the command have crisis action team (CAT) 1 (1-A, 1-B, and 1-C) and CAT 5 personnel identified per subparagraphs 5i(4) and 5j(4) of this instruction; and per reference (b), enclosure (2), subparagraph 5g(1)(b)2?	Yes	No	Not applicable
a. How many and which billets? Have they been designated, in writing, and provided personnel lists by billet to the host installation EM officer per subparagraphs 5i(4) and 5j(4) of this instruction; and per reference (b), enclosure (2), subparagraph 5g(1)(b)2?			
b. Are CAT 1 (1-A, 1-B, and 1-C) and CAT 5 identified personnel trained according to mission requirements and the unique response requirements of local hazards and threats an installation expects to encounter per subparagraphs 5i(4) and 5j(4) of this instruction?	Yes	No	Not applicable
Completed and Submitted By: [Print Name: Last Name, First Name and sign]      Date:			