



UNITED STATES MARINE CORPS
MARINE LIGHT ATTACK HELICOPTER SQUADRON 367
MARINE AIRCRAFT GROUP 24
1ST MARINE AIRCRAFT WING
BOX 63053
MCBH KANEOHE BAY, HI 96863-3053

IN REPLY REFER TO:
1700
FRO
18 Apr 13

From: Commanding Officer, Marine Light Attack Helicopter Squadron 367
To: All Marines, Marine Light Attack Helicopter Squadron 367

Subj: EMERGENCY NOTIFICATION POLICY

Ref: (a) MCO 1754.9
(b) SECNAVINST 5211.SE
(c) MCO P3040.4E
(d) WgO 3040.2D
(e) Marine Corps Enterprise Information Assurance Directive, dtd 9 Apr 09
(f) MCO 3070.2

1. Purpose. Establish an emergency notification policy governing information dissemination to members of Marine Light Attack Helicopter Squadron 367 (HMLA-367) and their dependents in the event of a crisis.

2. Cancellation. This letter will remain in effect until revised or canceled by the appropriate authority.

3. Information

a. Reference (a) establishes the requirement for a Commander's emergency notification policy to disseminate information to the Marines and their families in the event of a crisis. This reference also defines a crisis to include, but is not limited to: a car crash resulting in the death of multiple service or family members, a helicopter crash in the country/vicinity of the deployed unit, or a base closure due to an impending hurricane.

b. References (b) and (c) establish that Commanders shall ensure compliance with public law and the references in the case of a unit member becoming a casualty.

c. Reference (d) establishes and provides instructions for implementing the Casualty Assistance Program within 1st Marine Air Wing (MAW).

d. Reference (e) instructs that Commanders shall ensure compliance with requirements for Operational Security (OPSEC).

e. Reference (f) instructs that Commanders shall ensure compliance with requirements for Personally Identifiable Information (PII).

4. Action

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

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b. In the event a natural disaster has occurred already, the Commanding Officer will attempt to contact all servicemembers and families via available means.

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

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

(1) Command in Garrison. If the command is in garrison, the Commanding Officer will hold a squadron formation to pass information to the Marines. Information will be passed to family members via the Commanding Officer as soon as it becomes available from higher headquarters. Appropriate means of delivery include email, phone call, text message, newsletter, town hall meeting, and eMarine update.

(2) Command is Deployed. If the command is deployed, the Commanding Officer will hold a squadron formation in the deployed location to pass information to the squadron in order to keep them apprised of the situation in Hawaii. In Hawaii, information will be passed to family members via the Family Readiness Officer (FRO) as soon as it becomes available from higher headquarters. Appropriate means of delivery include email, phone call, text message, newsletter, town hall meeting, and eMarine update.

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

(1) For injuries to family members, the Commanding Officer will notify the servicemember via the servicemember's Chain of Command.

(2) For injuries to a servicemember, the Commanding Officer will notify the primary next of kin with support of the Chaplain if deemed necessary.

f. In the event of the death of servicemembers or family members, or any other major mishaps, 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, Deputy FRO, UPFRP volunteers, or civilians shall not be involved in the casualty notification process or follow-on casualty assistance. The notification process is defined as the initial notification. 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) Commanders are not authorized to release any information about a deceased servicemember until 24 hours after all the designated next of kin have been notified and a press release has been made public. All next of kin are listed on the Record of Emergency Data (RED). Press releases are made public on the following website: <http://www.defense.gov/releases/>.

(3) Command in Garrison. If the command is in garrison, the Commanding Officer will hold a squadron formation to pass information to the servicemembers. Information will be passed to family members via the

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Commanding Officer as soon as it is appropriate. Appropriate means of delivery include a personal email and/or letter and town hall meeting.

(4) Command is Deployed. If the command is deployed, the Commanding Officer will hold a squadron formation in the deployed location to pass information to the squadron in order to keep them apprised of the situation. In Hawaii, information will be passed to family members via the Family Readiness Officer when directed by the Commanding Officer as soon as it is appropriate. Appropriate means of delivery include personal email, phone call, and town hall meeting.

(5) The Commanding Officer shall consult with the CACO and then determine the guidance for follow-on survivor support to be offered by members of the squadron.

5. Point of contact. At this command, any questions pertaining to this policy letter should be directed to Mrs. Malia Clemons, HMLA-367 Family Readiness Officer, at (808) 590-6943 or via email to malia.clemons@usmc.mil.



V. I. MADUKA