

Surge Operations Plans Frequently Asked Questions

What does Surge mean?

Surge is the ability of the Auxiliary to back-fill active duty Coast Guard units and/or other government agencies during a time when personnel or resources are unavailable due to a large scale incident or need. Essentially, the Auxiliary would supply personnel or resources to fill gaps caused by government personnel or resources deployed elsewhere or fill a need for additional resources.

What is the purpose of a Surge plan?

Surge plans provide planning, directions and list of resources that Auxiliary units may provide for efficient and timely Coast Guard and other government agencies logistics and operational support in the event of disaster, incident or severe weather. This planning is developed before the need exist, so that the Auxiliary can respond in a manner agreed by all parties in advance enabling a rapid coordinated response. The plans also establish credibility to any offer to the Coast Guard for assistance during a surge.

What if my division cannot provide some of the desired surge support?

The plan should state the limitations and if possible state planning to add the necessary resources in the future. This serves several purposes including identifying areas where the division may develop internally additional resources in the future and alerts the District allowing possible help or even planning other divisions to alleviate the stated limitations.

What if my division has some unique support requirements not in the outline?

See Section 7.0 of the outline which provides guidance for this situation.

Why are some divisions grouped into a combination Surge Plan?

Some geographically adjacent divisions are grouped in combination to better serve the same government unit located within their division AORs. Eleven plans will be developed for District 5NR encompassing all 15 5NR Divisions either separately or in combination as below.

- Individual Divisions 3, 6, 7, 8, 12, 15, and 16
- Combined Divisions 1 and 4
- Combined Divisions 2 and 13
- Combined Divisions 10 and 11
- Combined Divisions 5 and 14

How is the plan for a single division different than a combination of divisions?

The combination of divisions represents a plan of divisions working together as a single operating unit. The plan must indicate the lead division and POC for the plan and how the separate divisions interact with each other.

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Do we need to follow the Division Surge Operations Plan Outline?

Yes. The District Readiness Team reviewed all previous Division Plans, developed a few years ago, and noted that the plans could be improved by all divisions following the same outline. This would assure consistency among plans and that all plans would at least contain core content critical to surge planning. The current plan outline is "Division Surge Operations Plan Outline", dated 25 October 2010.

What guidance is available from the Readiness Team to develop a plan?

A Surge Operations Plan package was provided to all area DCAPTs and DCDRs by attached email from Ken Kendall on 4 January 2011. This package is intended for use by the DCDRs to develop the Division or Group Plans. The package includes:

- Development of District Surge Plans
- Surge Operations Plan Outline, Change Number 4, dated 25 October 2010
- Division 16 Surge Operations Plan, Change Number 11, dated 28 October 2010
- "How to Create a Division Surge Plan", dated 2 November 2010
- Blank Templates (3) for Attachments
 - 16 OPFAC Excel File Cleared.xls template
 - 16 Ops Excel File Cleared.xls template
 - Division 16 Incident Calling Trees 2009.xls template

The Division 16 Plan is to be used as a model or template. The Excel templates are to be used to complete the Division resource attachments. Copies of these files can be provided by Ken Kendall, on request, at lbi42@comcast.net.

How can I combine the separate Word and Excel files into one document?

Presently, the Division Surge Plans are in Microsoft Word and several Excel files. When the Surge Operations Plan is agreed by the originating division or combination of divisions the separate files will be forwarded to the Readiness Team. The Readiness Team will arrange to make a single PDF file through the office of the DSO-CS. The final PDF file will be provided to the originating division(s) for its retention and use. The originating division(s) shall also retain the original Word and Excel files so that updates can be made in the future.

What are some of the more frequent Readiness Team comments following reviews?

- Replace cover page in accordance with Plan Outline.
- Initial notification shall be through the Everbridge notification System. See Division 16 Surge Plan, Section 2.0 for appropriate text.
- Consider adding that this plan be "table top exercised" in the next year to assure that the plan is viable and that sufficient planning exists. During Calendar Year 2011, a workshop and tabletop exercise should be held with each Division Commander and plan participants to test and calibrate the Surge Operations Plan, either as a functional group or as individual Divisions. This would consist of a detailed discussion of contact procedures, availability of assets, availability of personnel, response to a series of scenarios, and a follow up of lessons learned.

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- In the comments there are several suggestions that propose deletion of specific material. These suggestions are in the spirit of reducing the document to the essential content required during an intense situation that the Coast Guard and Auxiliary must respond. In most cases the suggested deleted information is of value for a Contingency Plan (which the District will develop in the near future) or is helpful guidance to participants during an incident or during a surge situation. Thus, save this material for use in other documents.
- Are these out of state facilities necessary? Are they in your AOR? If not delete.
- Section 3.0 should indicate what Flotillas will work together in order to provide 24 hour support. Also, who would cover first day verses second day and so on. It might look like this. (example is for Division 15)

<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Then repeats</u>
15-1	15-6	15-2	
15-5	15-7	15-3	
15-9	15-8	15-4	

The concern is we shouldn't wait until something happens to determine who is up first and what flotillas need to be combined in order to provide support for 3-8 hour shifts per day.

- The plan as submitted is not in the format and outline as originally requested 4 January 2011. The text portion has the elements we are looking for, but needs to be placed in the outline provided. Also, the Calling Trees, Operational Facilities and Operational Rosters must be in the form of the templates provided.
- The front page should conform to the format defined in the Surge Plan Outline. Also, at the suggestion of CG Sector Delaware Bay, include the CG unit(s) served by each Surge Plan on the bottom of the front cover of the document.
- Note that fonts are different; text is in other places than specified in the Outline; header and footer incorrect, add **“FOR OFFICIAL USE ONLY”**.
- The POC for each plan shall be the DCDR for the separate division plans. In the case of the division combination grouping it must identify the POC representing their combined plans. Therefore, add text to identify the leading division, specific contacts and how the two divisions will interact.