NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY

You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

Logistics COMMAND

EMERGENCY ACTION PLAN QUICK REFERENCE GUIDE

09-1644-001 USMC Logistics Command Emergency DG.indd 1 2026-05-29 9:19 AM

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

QUICK REFERENCE

QUICK REFERENCE

MARCORLOGCOM HQ	**LOCATION:** Floor: Room:	**CENTER:**
ASSEMBLY AREA IS: **PRIMARY**		**Rally Point #**
SECONDARY		**Rally Point #**

FIRST AID EMERGENCY:	Immediate Supervisor
EMERGENCY MEDICAL:	**911** or **229-639-5911** from cell phone
FIRE:	**911** or **229-639-5911** from cell phone
HAZARD/CHEMICAL SPILL:	**229-639-7945**
BOMB THREAT:	**911** or **229-639-5911** from cell phone (at a safe distance)
MAINTENANCE:	**229-639-8073**
BE PREPARED TO REPORT: ↳ Your name and phone extension ↳ Nature of the emergency ↳ Occupational injury ↳ Fire/explosion ↳ Bomb threat, etc. ↳ Your location and nearest door	Emergency: **911** or **229-639-5911** from cell phone
	Safety Representative responsible for this plan:
	Personnel assigned to assist employees that are physically challenged:

DON'T HANG UP UNTIL THEY TELL YOU TO!

09-1644-001 USMC Logistics Command Emergency DG.indd 2 2026-05-29 9:19 AM

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

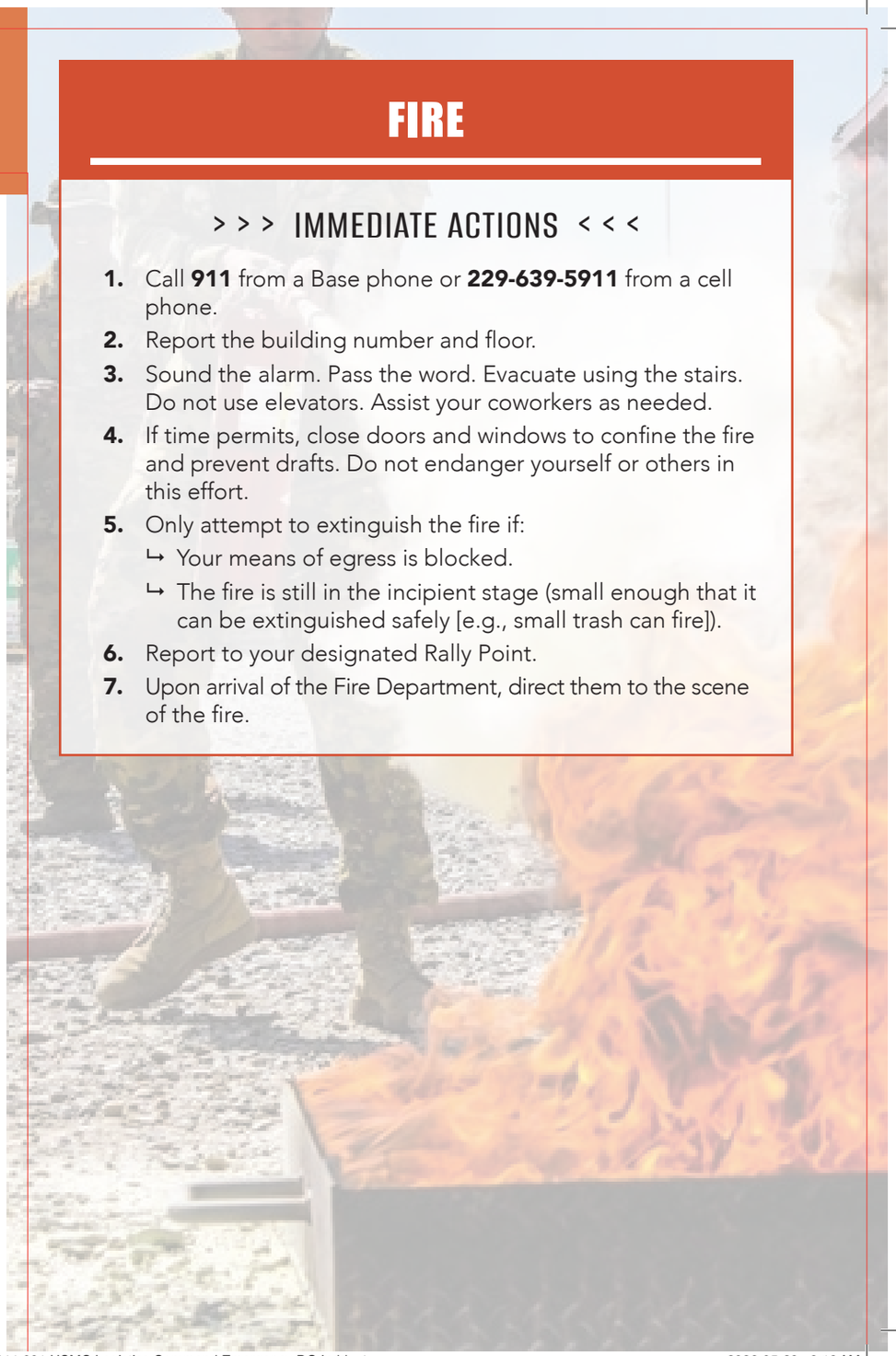
MEDICAL EMERGENCY

> > > IMMEDIATE ACTIONS < < <

1. Call **911** from a Base phone or **229-639-5911** from a cell phone and report the building number and nature of the medical emergency.
2. Keep the patient calm and comfortable until help arrives.
3. Inform your supervisor or chain of command.
4. All Hands should know the location of the nearest automated external defibrillator (AED).
5. Designate an employee to get the AED.
6. Personnel not directly involved should clear the area.
7. Upon arrival of Emergency Medical Services (EMS), direct them to the ailing person. On the first floor, designate an employee to meet emergency response personnel at the entrance of the building and escort to the location. If assistance is needed on the second or third floor, have an employee go down to the lobby and hold an elevator open for arriving medical personnel and provide the location.
8. **COORDINATE MEDICAL ASSISTANCE FROM ANYONE IN THE AREA WHO HAS MEDICAL TRAINING.**

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.



FIRE

> > > IMMEDIATE ACTIONS < < <

1. Call **911** from a Base phone or **229-639-5911** from a cell phone.
2. Report the building number and floor.
3. Sound the alarm. Pass the word. Evacuate using the stairs. Do not use elevators. Assist your coworkers as needed.
4. If time permits, close doors and windows to confine the fire and prevent drafts. Do not endanger yourself or others in this effort.
5. Only attempt to extinguish the fire if:
   - ↳ Your means of egress is blocked.
   - ↳ The fire is still in the incipient stage (small enough that it can be extinguished safely [e.g., small trash can fire]).
6. Report to your designated Rally Point.
7. Upon arrival of the Fire Department, direct them to the scene of the fire.

09-1644-001 USMC Logistics Command Emergency DG.indd 4 2026-05-29 9:19 AM

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

HAZARDOUS WEATHER

> > > IMMEDIATE ACTIONS < < <

1. Seek a small interior room or hallway on the lowest floor possible.
2. Stay away from doors, windows, and outside walls.
3. Stay in the center of the room and avoid corners because they attract debris.
4. Crouch down and protect your head and neck with your arms.
5. Do **not** evacuate the building until instructed to do so.
6. If there is no time to proceed to your workspace-designated shelter area, duck or drop to the floor.
7. Be prepared to respond to other crisis situations that can be caused by hazardous weather, such as the following:
   - ↳ Communication failures
   - ↳ Power and other utility outages
   - ↳ Floods or flash floods
   - ↳ Fires in the building
   - ↳ Natural gas leaks
   - ↳ Injuries
8. Designate an employee to call **911** from a Base phone or **229-639-5911** from a cell phone.
9. Supervisors will conduct head counts to ensure all employees are accounted for and any injuries are identified. If anyone is missing, report immediately to emergency personnel.
10. Provide accountability via the Emergency Accountability Communications Plan.
11. Follow directions of emergency services personnel upon arrival.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

LOCKDOWN

> > > IMMEDIATE ACTIONS < < <

In Case of Incident on Base **(BUT NOT IN YOUR BLDG.)**

1. Once notified by emergency notification systems or personnel, be alert to the situation.
2. Withdraw from teleconferences, meetings, phone calls, etc., and return to your workspace.
3. Secure your workspace and lock the doors. Cover windows, if possible. Be prepared for the worst-case scenario (e.g., an active shooter somewhere on Base).
4. If the shooter(s) enters the building (or the building you are located in), **YOU ARE IN IMMEDIATE DANGER.**
5. **Execute your RUN-HIDE-FIGHT plan immediately.**
6. Once you have completed "RUN," call **911** from a Base phone or **229-639-5911** from a cell phone. Do **not** assume someone else has called **911**. Your fellow employees engaged in "Hiding" or "Fighting" are counting on you to call 911.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

ACTIVE SHOOTER

> > > IMMEDIATE ACTIONS < < <

1. If you hear gunshots in the building, **YOU ARE IN IMMEDIATE DANGER.**
2. If you are told there is an active shooter in the building, **YOU ARE IN IMMEDIATE DANGER.**
3. **RUN** – Get out of the building and pass the word to others as you move. Do not stop until out of gunfire range (concealed from view of Building 3700 windows).
4. Call **911** from a Base phone or **229-639-5911** from a cell phone. Do **not** assume someone else has called **911**. Your fellow employees engaged in "Hiding" or "Fighting" are counting on you to call 911.
5. Provide shooter location and direction of movement, number of shooters, description of shooters, number and type of weapons, your location, and the number of potential victims at the location.
6. **HIDE** – If you are unable to RUN, HIDE (lock the door, shelter in place). Barricade the door and block visual access. Turn off the lights. Place cell phones on silent or vibrate only. Limit your movements.
7. Respond to your Alert emergency notifications when prompted to alert 911 and first responder personnel of your situation and location from the choice of response prompts in your Alert messages.
8. Wait for law enforcement response or Alert all-clear notification to unlock your door or come out from your hiding position.
9. **FIGHT** – As a last resort, attack the active shooter with surprise, speed, and violence of action.
10. Use **any** item in your vicinity (e.g., pens, scissors, laptops, phones, phone cords) or on your body (e.g., belt, rings, hair pins) as a weapon.

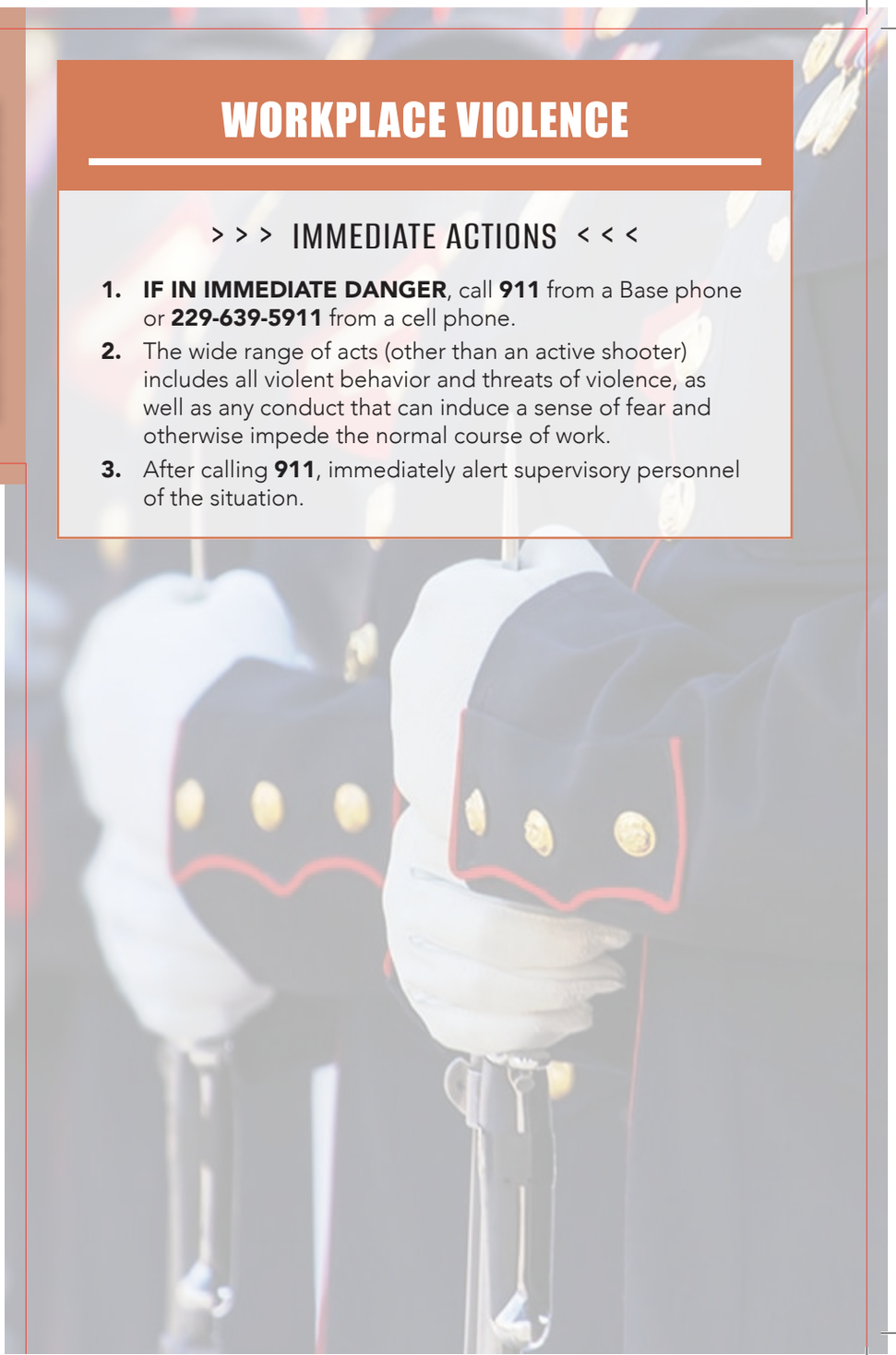
COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

WORKPLACE VIOLENCE

> > > IMMEDIATE ACTIONS < < <

1. **IF IN IMMEDIATE DANGER**, call **911** from a Base phone or **229-639-5911** from a cell phone.
2. The wide range of acts (other than an active shooter) includes all violent behavior and threats of violence, as well as any conduct that can induce a sense of fear and otherwise impede the normal course of work.
3. After calling **911**, immediately alert supervisory personnel of the situation.



COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

BOMB THREAT

> > > IMMEDIATE ACTIONS < < <

Do **not** use a cell phone, radio, or other transmitting device within 300 meters of the suspicious item.

1. Remain calm. Have someone else use another phone to contact Emergency Dispatch while the call is taking place.
2. If the location of the bomb is in Building 3700, **EVACUATE THE BUILDING**. Do not delay life-saving action to complete the checklist.
3. In all cases, call **911** from a Base phone or **229-639-5911** from a cell phone. Follow all instructions from Emergency Dispatch.
4. **DO NOT PULL THE FIRE ALARM.**

A. TELEPHONIC BOMB THREAT

If you receive a threat by telephone:

1. Remain calm, do not hang up, and try to keep the caller on the line as long as possible.
2. If possible, signal other staff members to listen and notify supervisors/leadership.
3. If the phone has a display, copy the number and/or letters on the display.
4. Complete the Telephonic Bomb Threat checklist.
5. Notify supervisors/leadership immediately.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

B. SOCIAL MEDIA OR EMAIL THREAT

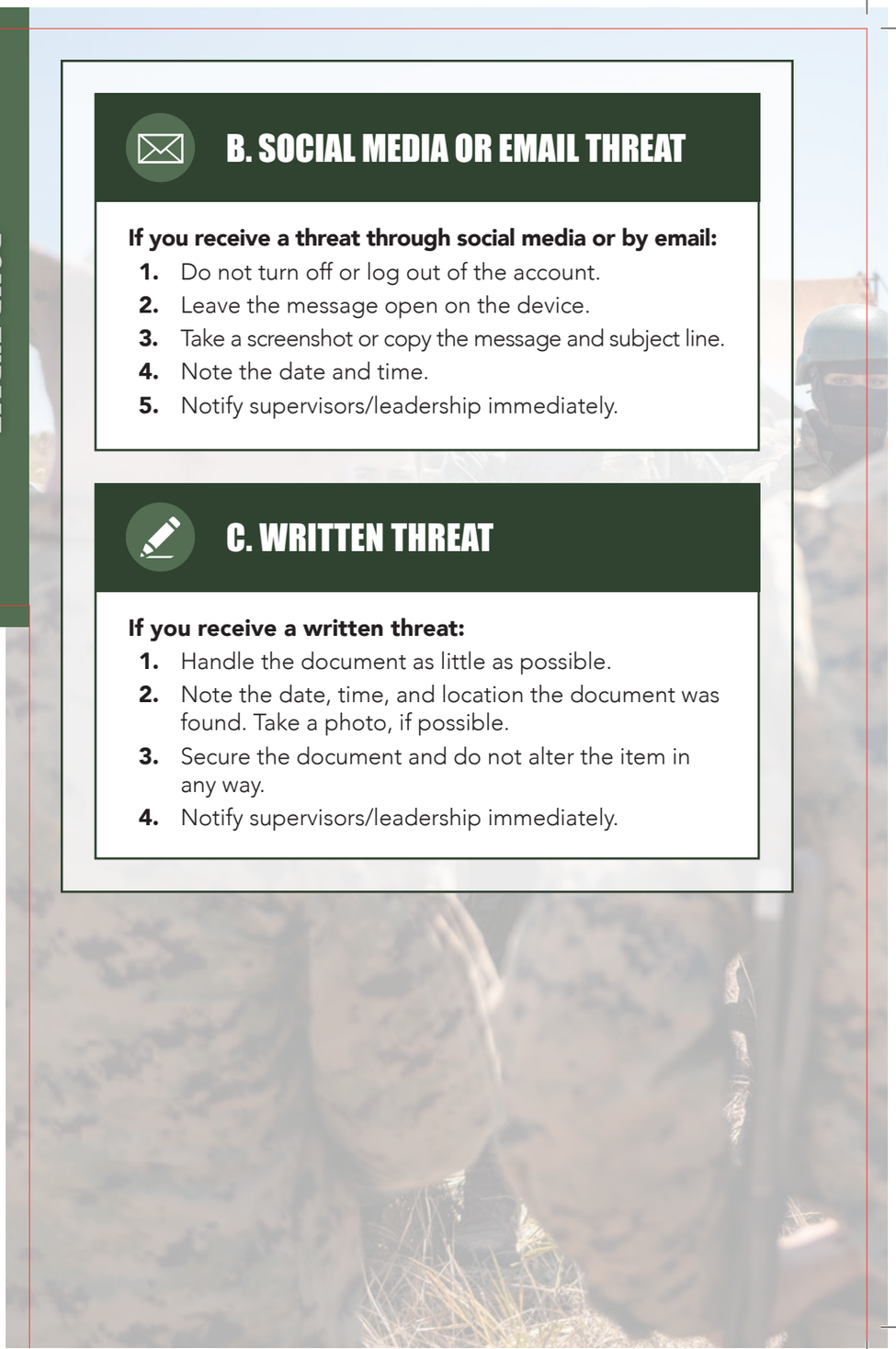
If you receive a threat through social media or by email:

1. Do not turn off or log out of the account.
2. Leave the message open on the device.
3. Take a screenshot or copy the message and subject line.
4. Note the date and time.
5. Notify supervisors/leadership immediately.

C. WRITTEN THREAT

If you receive a written threat:

1. Handle the document as little as possible.
2. Note the date, time, and location the document was found. Take a photo, if possible.
3. Secure the document and do not alter the item in any way.
4. Notify supervisors/leadership immediately.



COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

SUSPICIOUS PERSON

> > > IMMEDIATE ACTIONS < < <

1. Call **911** from a Base phone or **229-639-5911** from a cell phone.
2. Report the location, description, and actions of the suspicious person.
3. Inform your supervisor or chain of command after notifying **911**.

SUSPICIOUS PACKAGE OR BACKPACK/BRIEFCASE

> > > IMMEDIATE ACTIONS < < <

Do **not** use a cell phone, radio, or other transmitting device within 300 meters of the suspicious item.

1. Do **not** touch or handle the item.
2. Warn others to stay clear of the item.
3. From a safe distance, call **911** from a Base phone or **229-639-5911** from a cell phone.
4. Inform your supervisor or chain of command.
5. Evacuate if ordered to do so.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

SUSPICIOUS MAIL

> > > IMMEDIATE ACTIONS < < <

1. From a safe distance, call **911** from a Base phone or **229-639-5911** from a cell phone.
2. Leave the letter or package where it is or gently place it on the nearest flat surface.
3. If possible, gently cover the letter (use a trash can, article of clothing, etc.).
4. Shut off any fans or equipment in the area that may circulate the material.
5. Alert others nearby to relocate to an area away from the site of the suspicious item.
6. Inform your supervisor or chain of command.
7. Evacuate if ordered to do so.
8. Leave and close the door to the space.
9. Cover the threshold area under the door with a towel or a coat, if possible.
10. Wash your hands if you touched the letter or package.
11. Report to your designated Rally Point.

SUSPICIOUS VEHICLE

> > > IMMEDIATE ACTIONS < < <

1. From a safe distance, call **911** from a Base phone or **229-639-5911** from a cell phone.
2. Inform your supervisor or chain of command.
3. Evacuate if ordered to do so.

09-1644-001 USMC Logistics Command Emergency DG.indd 12 2026-05-29 9:19 AM

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

HAZMAT OR CBRN INCIDENT

> > > IMMEDIATE ACTIONS < < <

If you are instructed to evacuate Building 3700 or MCLB-A due to a hazardous material (hazmat) or chemical, biological, radiological, or nuclear (CBRN) spill, take the following actions:

1. Immediately leave the area. If outside, move upwind and uphill. Time, distance, and shielding will help you stay alive. Minimize time exposed to the hazard, increase distance between yourself and the hazard, and place appropriate materials between yourself and the hazard to shield yourself from its effects.
2. If doing so will not expose you to the hazard, evacuate injured personnel. Isolate individuals potentially exposed to hazmat away from others. Seek medical aid for exposed personnel immediately.
3. Do not use cell phones, radios, etc., within 300 meters of any suspected hazmat or CBRN device.
4. Notify emergency response personnel. Provide as much information about the hazard as you are able. Make sure you alert responders to any injured or exposed personnel.
5. Do not touch or move any hazmat or containers.
6. Limit access to the affected area to only those responsible for the rescue of victims or assessment of unknown materials or devices.
7. Do not eat, drink, or smoke around a hazmat or CBRN incident.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

SHELTER IN PLACE FOR A HAZMAT OR CBRN INCIDENT

> > > IMMEDIATE ACTIONS < < <

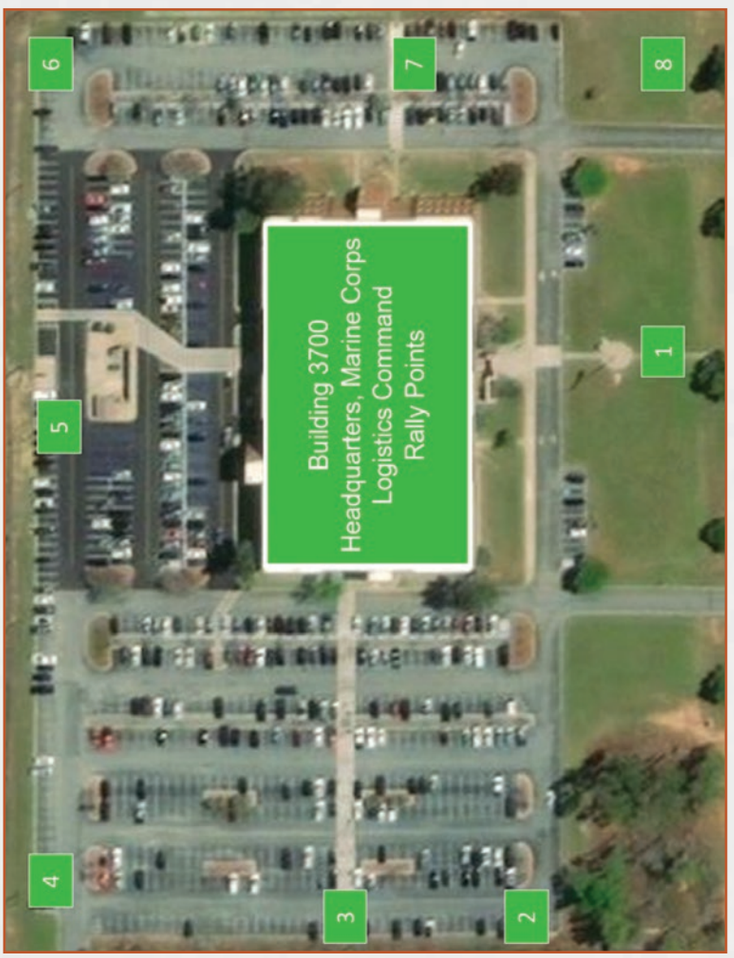
In case of chemical, biological, or radiological contaminants released into the environment in such quantity and/or proximity it is safer to remain indoors rather than to evacuate, take the following steps:

1. After notification of an incident, move to an interior room above the ground floor with the fewest windows or vents.
2. Seal all windows, doors, and vents with plastic sheeting and duct tape or anything else you have on hand.
3. Notify Infrastructure & Environmental (I&E) to ensure all HVAC units have been remotely shut down. Call: **229-639-5643**
4. Write down the names of everyone in the room and call your business' designated emergency contact to report who is in the room with you and their affiliation with your business (e.g., employee, visitor, client, customer).
5. Listen to the radio, watch television, or use the Internet for further instructions until you are told all is safe or to evacuate.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

MARCORLOGCOM HQ RALLY POINTS



RALLY POINT MAP

SHELTER IN PLACE MAP

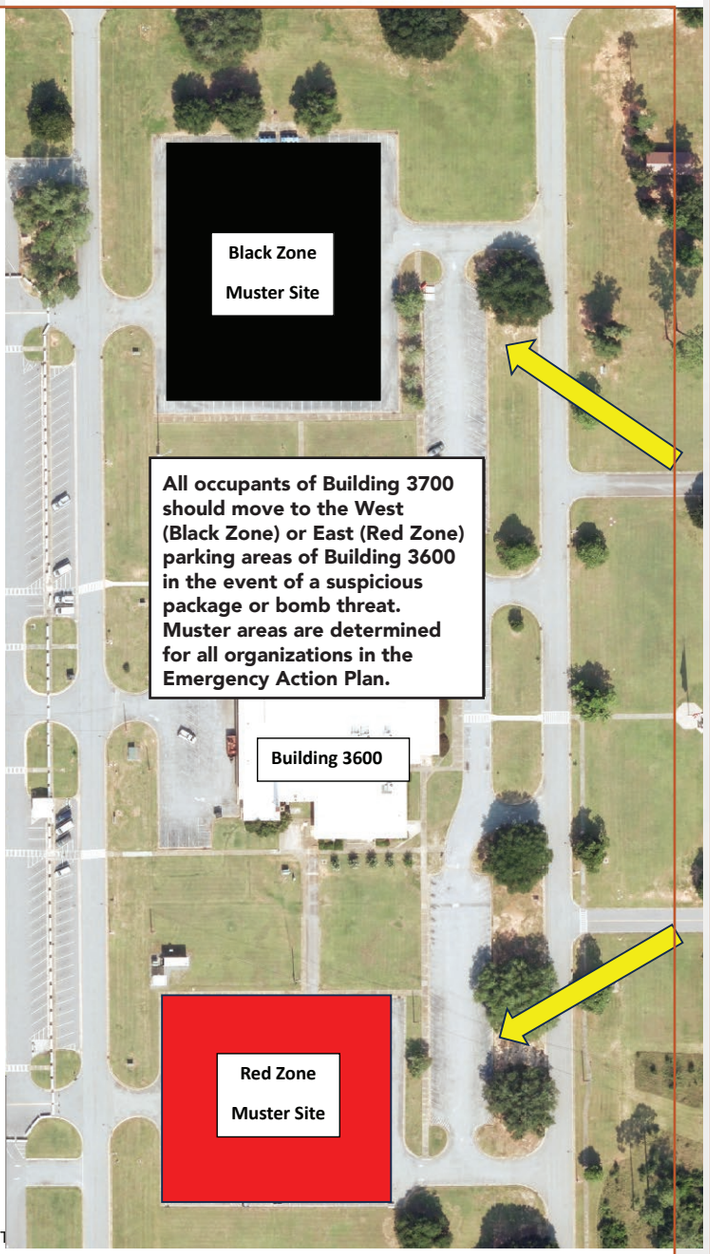
TAB 7

09-1644-001 USMC Logistics Command Emergency DG.indd 15 2026-05-29 9:19 AM

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

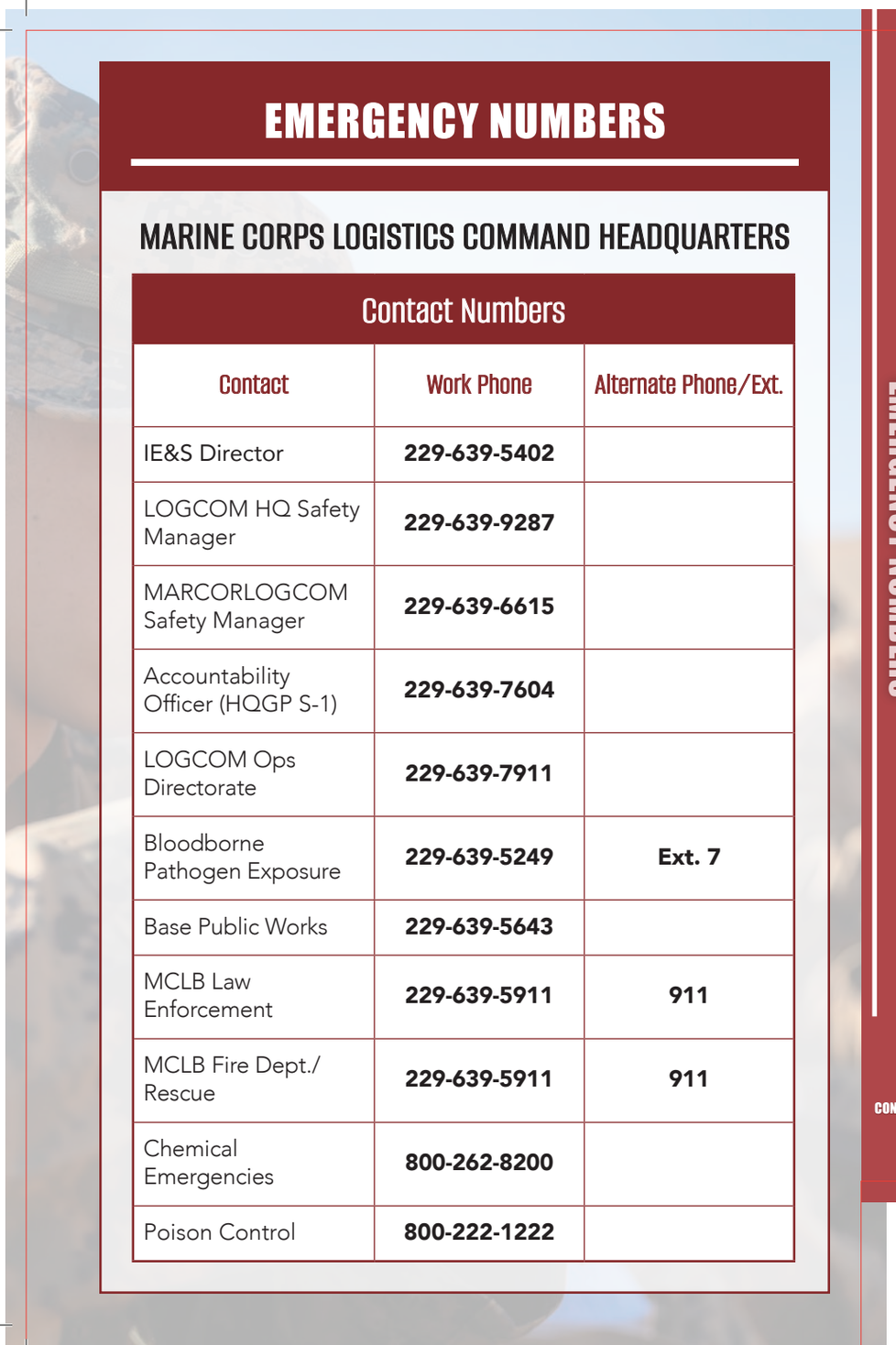
NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

RALLY POINT MAP



COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.



EMERGENCY NUMBERS

MARINE CORPS LOGISTICS COMMAND HEADQUARTERS

Contact Numbers

Contact	Work Phone	Alternate Phone/Ext.
IE&S Director	**229-639-5402**	
LOGCOM HQ Safety Manager	**229-639-9287**	
MARCORLOGCOM Safety Manager	**229-639-6615**	
Accountability Officer (HQGP S-1)	**229-639-7604**	
LOGCOM Ops Directorate	**229-639-7911**	
Bloodborne Pathogen Exposure	**229-639-5249**	**Ext. 7**
Base Public Works	**229-639-5643**	
MCLB Law Enforcement	**229-639-5911**	**911**
MCLB Fire Dept./ Rescue	**229-639-5911**	**911**
Chemical Emergencies	**800-262-8200**	
Poison Control	**800-222-1222**	

09-1644-001 USMC Logistics Command Emergency DG.indd 17 2026-05-29 9:19 AM

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

EMERGENCY ACCOUNTABILITY

Within 15 minutes of evacuation and arrival at the assigned muster location, Center Directors (or their designated representatives) will execute accountability for their personnel and report to the S-1 Headquarters Battalion Accountability Officer.

The primary method of submitting Accountability Reports will be via group text to: **229-894-8775**

Reports will be submitted in the following format:

1. Name of person submitting report
2. Work Center name
3. "100% accounted for" OR "Accounted for with the exception of # personnel. Personnel unaccounted for are [Name/Rank]"

Center Directors (or their designated representatives) will continue to account for all personnel and make reports until 100% accountability is achieved.

ALTERNATE REPORTING

If reporting via text cannot be accomplished, a secondary and tertiary method have been established.

Secondary Method: Send a representative to the S-1 primary muster site (or alternate, if applicable) to provide a voice report to the Headquarters Battalion Accountability Officer. The primary S-1 muster site is Number 3 (on West side of parking lot). The alternate S-1 muster site is Number 5 (grassy area on North side of parking lot).

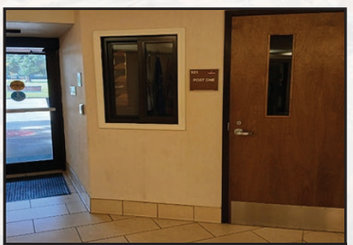
Tertiary Method: Send a representative to a Staff Secretary (located with Command element) to provide a voice report.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.

NOT FOR DISTRIBUTION
FOR REVIEW PURPOSES ONLY
You may not copy, distribute, transmit, email, reproduce, publish, post on a website, license, create derivative works from, transfer or sell this electronic file.

ALL HANDS SPEAKER SYSTEM

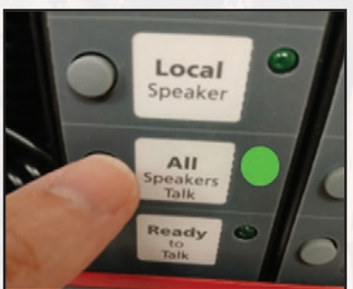
BUILDING 3700 PUBLIC ADDRESS SYSTEM
FOR USE BY ALL HANDS DURING AN EMERGENCY



STEP 1. Proceed to Post One on the first floor.



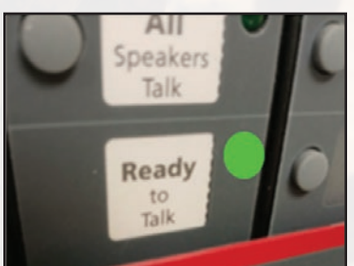
STEP 2. Open the red control box.



STEP 3. Press "All Speakers Talk"



STEP 4. Press button on microphone.



STEP 5. "Ready to Talk" will be green. System is ready to relay the message to the workforce.

COPYRIGHTED MATERIAL
NO REPRODUCTION ALLOWED – PROPERTY OF QUICKSERIES PUBLISHING INC.



EMERGENCY ACTION PLAN QUICK REFERENCE GUIDE

Provide personnel with immediate actions and guidance for rapid and effective response to a variety of emergency situations. This guide also delivers evacuation procedures, rally point maps, and emergency contact information to help keep employees informed, proactive, and safe.

- Medical emergencies
- Active threat
- Hazardous materials (hazmat) spills
- Workplace violence

© 2026 QuickSeries Publishing
1-800-361-4653 | www.quickseries.com

09-1644-100-01 | 1644-001
ISBN 979-8-89490-271-5 | Printed in Canada

09-1644-001 USMC Logistics Command Emergency DG.indd 20 2026-05-29 9:20 AM