

COMSCINST <b>12610.1A</b>	COG CODE <b>N1</b>	DATE <b>15 SEP 1997</b>
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DEPARTMENT OF THE NAVY  
 COMMANDER MILITARY SEALIFT COMMAND  
 WASHINGTON NAVY YARD BLDG 210  
 901 M STREET SE  
 WASHINGTON DC 20398-5540

COMSCINST 12610.1A  
 N1  
 15 September 1997

COMSC INSTRUCTION 12610.1A

Subj: EMERGENCY NOTIFICATION SYSTEM

1. Purpose. To provide procedures and guidelines for notifying staff personnel in emergencies.
2. Cancellation. COMSCINST 12610.1.
3. Information. Potentially severe winter weather conditions make it necessary to establish a system for relaying information to all staff personnel during off-duty hours.
4. Action. In the event that an announcement has to be passed to the workforce, the duty officer will advise command staff personnel, (immediate staffs of the Commander and Deputy Commander) and COMSC (N1). N1 will then pass the message to each of the following:

PM1	N00B	N2	N8
PM2	N00EP	N3/5	N9
PM3	N00I	N4	N10
PM4	N00P	N6	
PM5	N00Q	N7	
	N00R		
	N00S		

a. Each of these individuals will then be responsible for notifying all subordinates within his/her office, either directly or through subordinate supervisors.

b. This system will be used only for situations outside the norm, as when, for example, the Commander wants an announcement passed on. Employees should continue to listen for and abide by general announcements on the news concerning office opening/closing.

Distribution:  
 COMSCINST 5000.19  
 List I (Case A, B, C)