



Commander
Seventh Coast Guard District

909 SE First Avenue
Miami, FL 33131-3050
Staff Symbol: mr
Phone: (305)536-6503
FAX: (305)536-5091

5050
Policy Ltr 1-99
12 Feb 99

From: Commander, Seventh Coast Guard District
To: Distribution

Subj: PREPAREDNESS FOR RESPONSE EXERCISE PROGRAM (PREP)

1. Over the past three years this District has conducted five Government-Led PREP Exercises within the region. These exercises can become extremely labor intensive depending on the scope and length of the event as determined by the exercise design team. To ease the burden on each field unit we have shifted many administrative activities and logistics support issues to the District staff. As lessons have been learned, we have been able to distribute the tasks and responsibilities in a more equitable fashion.
2. Due to the transient nature of our personnel, much of the planning, coordination, and design knowledge is lost with each transfer season. To assist unit and District PREP Exercise Coordinators, we have completed a revision to the District Standard Operating Procedures (SOP). The revision shares various best practices gleaned from past exercises and other guidance that has been shared either by letter or message format. The SOP contains general background information on the exercise design model and event expectations. The SOP revision also focuses on providing guidance, templates, and checklists. Specifically, the checklists have been developed to assist your staff in completing their responsibilities as well as providing awareness of other agency or organization responsibilities to avoid duplication of effort and to assist them in developing project work plans.
3. Enclosure (1) contains the revision to the CGD SEVEN SOP Appendix 49 to Annex P. This advance copy will assist your staff in making improvements to unit written procedures and enhance future PREP exercise planning and design efforts. Seventh District Marine Safety Office Commands are encouraged to use the information and guidance contained within the revision.

WILLIAM H. FELS
By direction

Encl: (1) CGD SEVEN SOP, Appendix 49 to Annex P - Revision 06 Jan 99

Dist: All CGD SEVEN MSOs