



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5000

IMNE-DRM-GC

JUL 28 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #08-06, Fort Drum Installation Operations Center (IOC) Notification Guide

1. The Fort Drum IOC is responsible for disseminating notification of incidents that occur within our AR 5-9 area of responsibility. An incident is an actual or alleged incident, accident, misconduct, act, or condition involving the Fort Drum community. Because of the possible nature, gravity, publicity, or potential consequences, the IOC will be informed of all incidents. This reporting requirement applies to all Fort Drum agencies, activities, and tenant units/organizations, and is in addition to any other reporting requirements tenant units may have with their dedicated chain of command. This reporting requirement facilitates the coordination of agencies that may become involved in the response and recovery from an incident.

2. The following is a list of incidents that require notification to the IOC. This list is not all-inclusive and any incident that may bring publicity should be reported.

a. Loss of life, limb or eyesight of Soldiers, Family members, or any duty Civilian personnel.

b. Theft or serious damage to government property (excess of \$50,000).

c. Loss of sensitive items or ammunition.

d. Bomb threats.

e. Suicide threats, gestures or attempts.

f. Kidnapping of Soldiers or their Family members.

g. Rounds impacting outside the designated impact area.

h. HAZMAT spills.

i. Dispatch of EOD team.

j. Dispatch of K-9 unit off post.

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- k. Alleged rape or sex crime.
- l. Assaults that lead to hospitalization.
- m. Cold or heat injuries.
- n. Training accidents causing injuries or hospitalization.
- o. Range Fires (controlled or accidental).
- p. Structural Fires on Post or in Army Community Housing areas.
- q. Civilian complaints about military operations.
- r. Vehicle accidents involving military or government vehicles.
- s. Incidents involving Family members or DoD Civilians that receive media attention.
- t. Riots, terrorist activities, or racial/ethnic acts.
- u. Serious illness of Brigade or higher Commanders and CSMs.
- v. Location report of O-6 or higher deployed or TDY off post.
- w. US-Canadian border incidents.
- x. Robbery or attempted break-in of arms rooms.
- y. Child abuse or serious injury while in the Army's care (i.e. Child Development Center).
- z. Any other incident IAW AR 190-40, Serious Incident report, dated 30 Nov 93.
- aa. Any incident that may cause adverse publicity on Fort Drum.

3. Notification may originate from external, internal, or a combination of sources. During non-duty hours, the IOC Watch Team will use telephone rosters to communicate messages, issue orders, directive or special instructions as well as keep the command informed. During duty hours, messages will be e-mailed, faxed, or verbal depending upon the urgency of the message.

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4. Immediately upon receiving a report of an incident, notify your organization's chain of command, the Military Police (772-5156), and the IOC (772-6324 or 1-800-896-8647). Within two hours of notification, submit an initial Blue 17 report to the IOC and follow-on reports as the situation develops or resolves.
5. Point of contact is Mr. Haney, Chief IOC, 772-2757.



KENNETH H. RIDDLE
Colonel, Armor
Garrison Commander

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CF:
IOC Watch Team