

1

these minutes are considered as official documents pertaining to both Governments and will not be released without mutual agreement.

AD HOC WORKING GROUP ON PROCEDURES FOR  
UNUSUAL OCCURRENCE NOTIFICATION (AWGON)

31 March 1997

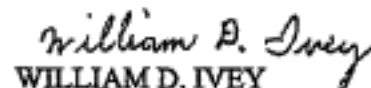
MEMORANDUM TO: The Joint Committee

SUBJECT: Notification Procedures for Unusual Occurrences

1. Reference: Memorandum for the Joint Committee, 20 March 1997, subject: Establishment of the Ad Hoc Working Group on Procedures for Unusual Occurrence Notification (AWGON).
2. Reference above established AWGON to review notification procedures concerning unusual occurrences related to or affecting the US Forces in Japan, and to make recommendations to the Joint Committee concerning procedures for accurate and expeditious notification of information concerning unusual occurrences.
3. AWGON has established the attached procedures for notification of unusual occurrences. The first attached document describes procedures for US Government (USG) notification to the Government of Japan (GOJ). The second attached document describes procedures for GOJ notification to USG.
4. It is recommended that both of the attached Notification Procedures for Unusual Occurrences be approved by the Joint Committee.

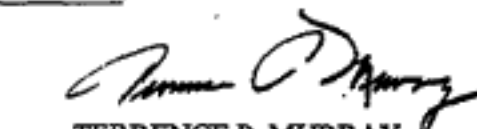
Accepted and referred to the Joint Committee on 31 MAR 97.

  
KAZUYOSHI UMEMOTO  
Japanese Chairman

  
WILLIAM D. IVEY  
LTC, USA  
US Chairman

Approved by the Joint Committee on 31 MAR 97.

  
MASAKI ORITA  
Japanese Representative

  
TERRENCE P. MURRAY  
Brigadier General, US Marine Corps  
US Representative, Joint Committee

These minutes are considered as official documents pertaining to both Governments and will not be released without mutual agreement

## Notification procedures in case of unusual occurrences related to the U.S. Forces in Japan

### 1. Purpose:

- (1) The representatives of Japan and of the U.S. to the Joint Committee share the view that it is important to provide Japanese authorities concerned as well as local communities with accurate and expeditious information on unusual occurrences related to the U.S. Forces in Japan (hereinafter referred to as "information in case of unusual occurrences") in order to ensure swift response by the Japanese authorities concerned, thereby minimizing the impact of these occurrences on local communities. Based on the above recognition, these procedures provide for the standards, channels and format with regard to notification procedures in case of unusual occurrences related to the U.S. Forces in Japan.
- (2) These procedures are intended to supplement existing communications channels between U. S. Forces and Japanese authorities, and do not supersede, cancel, or replace any other communications procedures.

### 2. Notification standards of information in case of unusual occurrences

- (1) As to the notification to the Japanese Government in case of unusual occurrences which may have an impact on public safety or the environment, the U.S. side at the central level will expeditiously notify the Japan-U.S. Security Treaty Division, Ministry of Foreign Affairs as soon as information on such occurrences become available. At the same time, the U.S. side at the local level will notify the Defense Facilities Administration Bureau or Office concerned

These minutes are considered as official documents pertaining to both Governments and will not be released without mutual agreement

expeditiously. The examples of unusual occurrences subject to such notification are listed below, but note that the list is not exhaustive. These occurrences must meet the criteria outlined in paragraph 3.d of the Terms of Reference of the "Ad Hoc Working Group on Procedures for Unusual Occurrence Notification"

(AWGON).

- (a) aircraft-related incidents such as crash, jettisoning, accidental dropping of hazardous object.
  - (b) vessel-related incidents such as collision, sinking or grounding.
  - (c) ammunition-related incidents, in which explosion or the significant probability of explosion is involved.
  - (d) incidents occurring during training, such as bullets landing outside the U.S. facilities and areas or hitting Japanese people or property.
  - (e) significant probability of substantial pollution/contamination resulting from misuse, abandonment, outflow, or leakage of hazardous, toxic, or radioactive substance.
  - (f) landing of U.S. military aircraft in areas other than airport facilities outside the U.S. facilities and areas.
  - (g) impending or already occurred hazards or disasters within the U. S. facilities and areas which may cause substantial injury or damage to Japanese people or property.
  - (h) accidents or incidents which may cause substantial injury or damage to Japanese people or property.
  - (i) occurrences of terrorist acts within or against the U. S. facilities and areas affecting or endangering the safety of the U. S. forces personnel or facilities and areas, and surrounding local communities.
- (2) When unusual occurrences referred to in 2(1) above pose imminent danger to local communities, the U.S. side will expeditiously notify the local authorities

These minutes are considered as official documents pertaining to both Governments and will not be released without mutual agreement

concerned (such as police, fire department, and Maritime Safety Branch office), as has been done in the past.

3. Notification channels for information in case of unusual occurrences

The notification channels for information in case of unusual occurrences related to the U.S. Forces in Japan will be as specified in Attachment 1.

4. Notification format for information in case of unusual occurrences

The notification format for unusual occurrences will include the following.

- (1) date and time of unusual occurrences
- (2) location of unusual occurrences
- (3) summary of unusual occurrences
  - (a) particulars
  - (b) damage
  - (c) measures taken so far
  - (d) possibility of remaining danger
  - (e) environmental destruction
- (4) need for Japanese assistance
- (5) incident number
- (6) person sending report
- (7) person receiving report
- (8) local notification completed and authorities notified

5. Points to be noted

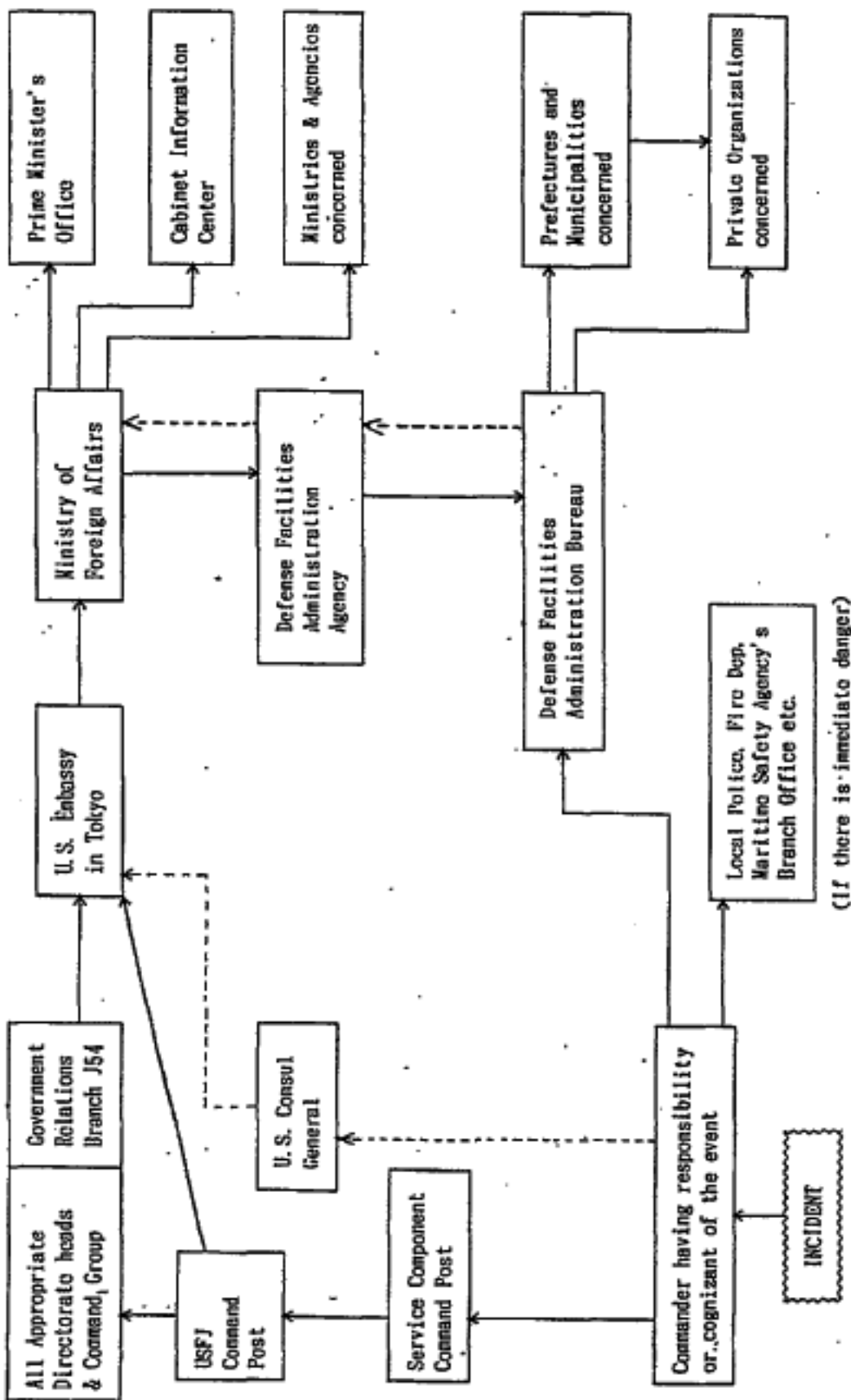
- (1) The Japanese and the U.S. sides will make unusual occurrences notification expeditiously without regard to the hour, day, or date.

These minutes are considered as official documents pertaining to both Governments and will not be released without mutual agreement

- (2) The Joint Committee Secretariat of both sides will make efforts to ensure the effectiveness of the notification channels specified in Attachment 1. by compiling and periodically updating a chart indicating the routes by which the notification is to be made, with the telephone numbers of the personnel concerned.
- (3) The Joint Committee Secretariat of both sides will make efforts in improving communication hardware by securing direct faxing device, mobile phones for the use of personnel in charge of notification, voice mail, and other devices.
- (4) The notification procedures will be reviewed as necessary at AWGON, as stipulated in AWGON Terms of Reference.

Detailed Notification Channels

Attachment I-1



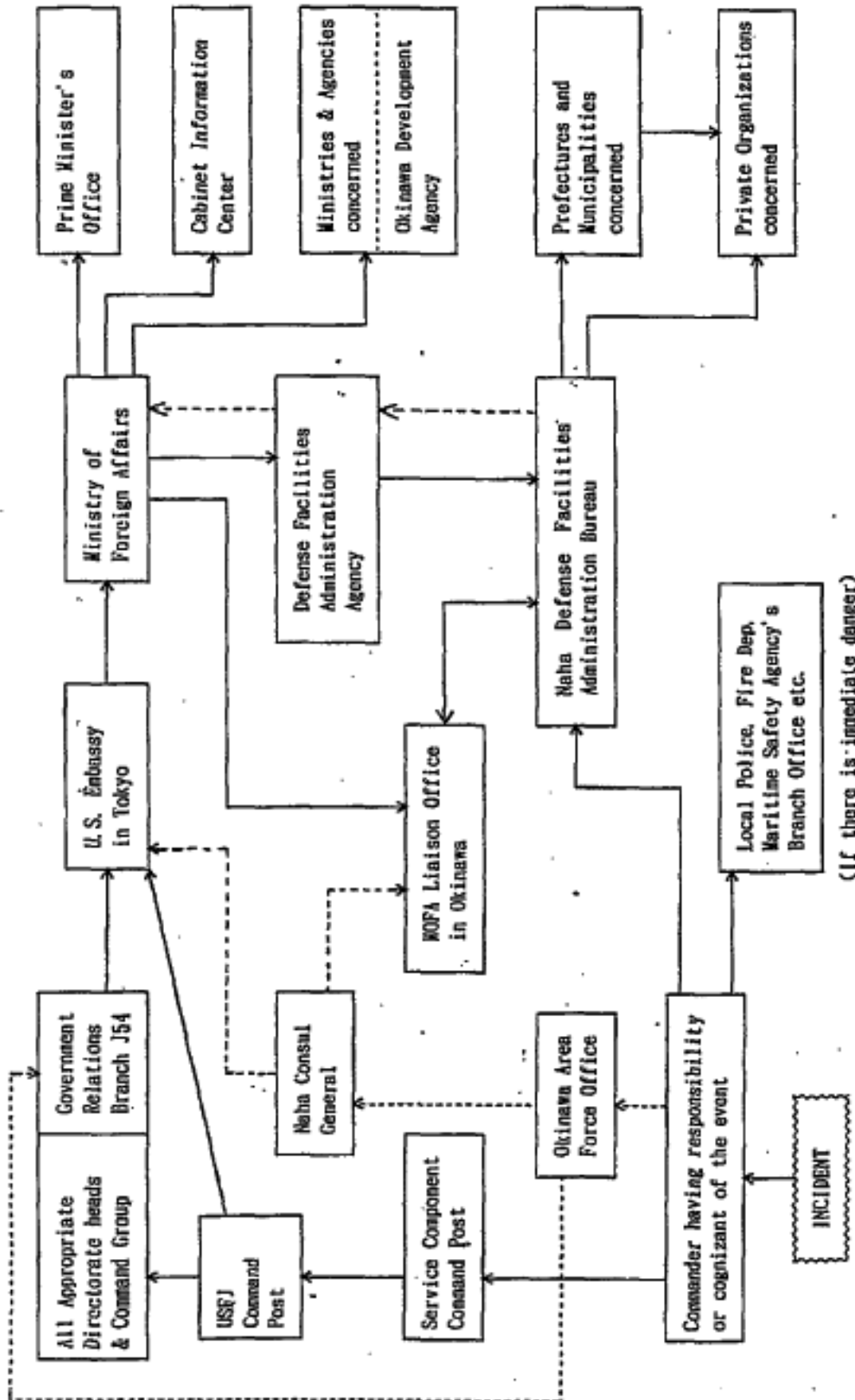
\* Solid lines indicate official notification channels; dotted lines indicate supplementary channels.

\*\* Immediately after receiving information from the US side, MOFA, DFPA and DFAB will check each other's information.

\*\*\* This chart does not preclude Japanese agencies other than MOFA to pass information, as necessary, to the Prime Minister's Office.

These minutes are considered as official documents pertaining to both Governments and will not be released without mutual agreement

Attachment 1-2



\* Solid lines indicate official notification channels; dotted lines indicate supplementary channels.

\*\* Immediately after receiving information from the US side, MOFA, DFMA and Naha DFAB will check each other's information.

\*\*\* This chart does not preclude Japanese agencies other than MOFA to pass information, as necessary, to the Prime Minister's Office.

(If there is immediate danger)

These minutes are considered as official documents pertaining to both Government and will not be released without mutual agreement.

## Notification Procedures In Case of Unusual Occurrences Affecting U.S. Forces in Japan

### 1. Purpose:

(1) The representatives of Japan and the U.S. to the Joint Committee share the view that it is important to provide the U.S. Embassy; Headquarters, U.S. Forces in Japan; and local base/facility commanders with accurate and expeditious information on unusual occurrences affecting U.S. Forces in Japan (hereinafter referred to as "information in case of unusual occurrences") in order to ensure swift response by the U.S. side, thereby minimizing the impact of these occurrences on the U.S. Forces in Japan. Based on the above recognition, these procedures provide for the standards, channels and format with regard to notification procedures in case of unusual occurrences affecting the U.S. Forces in Japan.

(2) These procedures are intended to supplement existing communications channels between U.S. Forces and Japanese authorities, and do not supersede, cancel, or replace any other communications procedures.

### 2. Notification Standards of Information in Case of Unusual Occurrences:

(1) ~~As to the notification to the U.S. side~~ in case of unusual occurrences which may have an impact on the U.S. Forces in Japan, such notification must meet the criteria outlined in paragraph 3.e of the terms of reference of the "Ad Hoc Working Group on Procedures for Unusual Occurrence Notification" (AWGON). MOFA or DFAA will make expeditious notification of unusual occurrences as soon as information on such occurrences becomes available from the relevant authorities. MOFA will make every effort practical to collect information on such occurrences from relevant sources. The examples of unusual occurrences subject to notification are listed below, but note that the list is not exhaustive.

- (a) impending or already occurred hazards or disasters (including explosive ammunition cases) which may cause substantial injury or damage to U.S. Forces personnel or property, or which may disrupt U.S. training or operations;
- (b) significant probability of substantial pollution/contamination resulting from misuse,



These minutes are considered as official documents pertaining to both Government and will not be released without mutual agreement.

abandonment, outflow, or leakage of hazardous, toxic, or radioactive substances;

(c) accidents or incidents (including aircraft and vessel related cases, and alleged criminal acts) which may cause substantial injury or damage to U.S. Forces personnel or property, or which may disrupt U.S. training or operations;

(d) incidents related to JSDF training which may cause substantial injury or damage to U.S. Forces personnel or property, or which may disrupt U.S. training or operations;

(e) impending or already occurred terrorist acts which may impact U.S. force protection;

(2) The two sides agree that when the unusual occurrences referred to in 2(1) above pose imminent danger to U.S. Forces personnel, facilities and areas, the local base commander concerned will be notified expeditiously by appropriate Japanese authorities, as has been done in the past. The two sides pledge to review, and if necessary improve, the notification procedures through the AWGON process.

### 3. Notification Channels for Information in Case of Unusual Occurrences:

The notification channels for information in case of unusual occurrences affecting U.S. Forces will be specified by attachment 1. Attachment 1 will be determined by the AWGON.

### 4. Notification Format for Information in Case of Unusual Occurrences:

The notification format for unusual occurrences will include the following:

(1) *date and time of unusual occurrences*

(2) *location of unusual occurrences*

These minutes are considered as official documents pertaining to both Government and will not be released without mutual agreement.

(3) summary of unusual occurrences

- a. particulars
- b. damage
- c. measures taken so far
- d. possibility of remaining danger
- e. environmental destruction

(4) need for U.S. assistance

(5) incident number

(6) person sending report

(7) person receiving report

(8) local notification completed and base/facility notified

5. Points to be Noted:

- (1) The Japanese and U.S. sides will make unusual occurrence notifications expeditiously without regard to the hour, day, or date.
- (2) The Joint Committee Secretariat of both sides will make efforts to ensure the effectiveness of notification channels by compiling and periodically updating the names and telephone numbers of the personnel concerned.
- (3) The Joint Committee Secretariat of both sides will make efforts in improving communication hardware by securing direct faxing devices, mobile phones for the use of personnel in charge of notification, voice mail, and other devices.
- (4) The notification procedures will be reviewed as necessary at AWGON, as stipulated in the AWGON Terms of Reference.