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Operations

CRISIS ACTION SYSTEM



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Certified by: 35 FW/CC
(Colonel Terrence J. O'Shaughnessy)

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This instruction implements AFD 10-2, *Readiness*. Defines conditions of warning and readiness, provides procedures for warning and placing units in an appropriate readiness posture to meet any emergency and establishes actions to prepare for general war or contingency operations. It applies to all units assigned to the 35th Fighter Wing and Misawa AB associate units, as defined by the Commander, 35th Fighter Wing.

SUMMARY OF CHANGES

This revision updates 35 FWI 10-201 and removes all references to the pyramid recall system now contained in 35 FWI 10-208.

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1. GENERAL

1.1. CONCEPT OF OPERATIONS. The 35th Fighter Wing commander must be able to plan, direct, and control assigned forces in response to taskings from Headquarters United States Pacific Command (HQ USPACOM), Headquarters Pacific Air Forces (HQPACAF), General George C. Kenney Headquarters and Headquarters United States Forces Japan (HQ USFJ) in support of US peacetime activities, as well as, situations or contingencies across the spectrum of conflict. This instruction:

1.1.1. Establishes the 35th Fighter Wing Crisis Action System (CAS) to assist the commander in directing and controlling assigned forces throughout the spectrum of contingency or crisis situations.

1.1.2. Prescribes policies and procedures for 35th Fighter Wing units to plan and execute time-sensitive operations.

2. RESPONSIBILITIES

2.1. The 35th Fighter Wing Command Post is the office of primary responsibility (OPR) for wing Battle Staff and Crisis Action Team (CAT) operations.

3. DEFINITIONS AND ABBREVIATIONS

3.1. BATTLE STAFF. The installation commander and key staff members who have overall responsibility for command and control of base functions. At a minimum, this staff includes the unit/wing commander, and the operations, maintenance, mission support, and medical group commanders or equivalent. The Battle Staff normally forms and operates out of the Command Post.

3.2. CONTINGENCY SUPPORT STAFF (CSS)/CAT. Essential personnel convened by the commander, to direct actions in support of the unit's assigned mission. The CSS/CAT is composed of members of the Battle Staff, Survival Recovery Center, and other personnel designated by the commander.

3.3. WING OPERATIONS CENTER (WOC). The WOC is the wing commander's facility used in support of contingencies (real world/exercise). It includes the Command Post, Battle Staff, CSS/CAT, SRC, and other planning/support elements as required to support the mission.

3.4. SURVIVAL RECOVERY CENTER (SRC). The SRC monitors and directs actions before, during and after an attack. It also directs recovery operations during and after an emergency, accident, or natural disaster.

3.5. COMMAND POST (CP). The facility from where the commander and staff direct actions to support the unit's assigned mission. It is the focal point of the unit's operation. It receives, analyzes, displays, and disseminates orders, information, and requests pertinent to the assigned task.

3.6. UNIT CONTROL CENTER (UCC). The control center at the unit level. The UCC serves as the liaison between the CSS/SRC and operating forces.

4. BATTLE STAFF

4.1. CONCEPT OF OPERATIONS. The Battle Staff forms to assess a developing situation. The initial task is to evaluate the scope of the situation and activate all or selected cells of the WOC in

response. Once initial response is accomplished, the Battle Staff concentrates on determining a course of action and applies the assigned resources to attain that objective.

4.1.1. The 35th Operations Group representative on the Battle Staff serves as commander in the absence of the 35th Fighter Wing Commander (35FW/CC) or Vice Commander (35 FW/CV).

4.1.2. Through the Battle Staff, the 35 FW/CC controls all assigned resources, receives operational plans and tasking orders, and directs the operations of wing agencies and resources.

4.2. ORGANIZATION. The CAS consists of the Battle Staff, CP, CSS/CAT and SRC. These four elements together are known as the WOC and provide the means for information flow between base agencies and the wing commander in response to a broad spectrum of events ranging from minor peacetime incidents to war. The 35 FW/CC or his/her duly appointed representative may activate the entire CAS or individual components as required to respond to a particular situation (war, natural disaster, aircraft loss, civil disturbance, etc.).

4.3. FUNCTION & RESPONSIBILITIES. The function of the Battle Staff is to support the commander and develop a course of action in response to a higher headquarters tasking or contingency situation.

4.3.1. Wing Operations Center. The WOC is the organization used by the commander and Battle Staff in support of exercise and real-world contingencies.

4.3.2. Senior Battle Staff. This organization is convened by the commander to collaborate and provide information on critical installation decisions for real world contingencies and exercise activities. The Senior Battle Staff has responsibility for command and control of installation operations. The Senior Battle Staff will report to the battle cab located in the command post unless otherwise directed.

4.3.3. Crisis Action Team. A term applied to abbreviated manning of the WOC for responding to and monitoring specific contingency, peacetime or exercise occurrences. The 35 FW/CC may designate a small group of selected staff representatives to form a CAT when full manning of the WOC is not required.

4.3.4. Command Post. The CP consists of the Emergency Action Center (EAC), the CP Chief/Superintendent and the SORTS/Reports Function.

4.3.4.1. Emergency Action Center (EAC). The EAC is a subsection of the CP. It consists of at least two certified emergency action (EA) controllers. An EA controllers' primary responsibility is to process emergency action messages (EAMs) and relay information regarding changes in alert status to the wing commander. The EAC will broadcast MOPP level changes, attack conditions via Ultra Voice and operate the Commander's Access Channel (CAC).

4.3.4.2. Command Post Chief/Superintendent (CP Chief/Super). The CP Chief/Super acts as the WOC Director when the Battle Staff is formed. The WOC Director acts as a conduit for information between the EAC and the 35 FW/CC. The WOC Director also manages the Information Management Element and provides Battle Staff/CAT training.

4.3.5. Mission Director (MADDOG). MADDOG leads and coordinates the efforts of Operations Section, the Maintenance Operations Center and Combat Intelligence Center. MADDOG tracks and ensures proper execution of appropriate wing plans and monitors Battle Staff Directives (BSDs). MADDOG monitors and controls incoming and outgoing operational message traffic and

advises the Battle Staff on operational plans. MADDOG also interfaces with higher headquarters to resolve issues such as coordination of configuration changes, time-on-target slips, target changes, alert taskings and tracking/communicating airfield status to interested parties.

4.3.5.1. Operations Section (OPS). Consists of operational combat plans, operations technicians and logistics liaison section. OPS is responsible to the MADDOG. This section ensures the proper execution of operational wing plans and performs all 35 FW aircraft flight following duties.

4.3.5.2. Maintenance Operations Center (MOC). During contingency operations, the MOC reports to the MADDOG. The MOC is the focal point for coordination of all aircraft maintenance operations.

4.3.5.3. Combat Intelligence Center (CIC). The CIC is the Intelligence Element of the CAS and reports to the MADDOG. The CIC passes time critical intelligence directly to the Battle Staff, when required.

4.3.6. SRC Director (DRAGONSLAYER). Directs all activities of the SRC. The DRAGONSLAYER monitors and controls all incoming and outgoing command and control message traffic and advises the Battle Staff and EAC on alert conditions (LERTCON) attainment and required HHQ reports. The DRAGONSLAYER is also responsible for ensuring BSDs are released in a timely manner.

4.3.6.1. Survival Recovery Center (SRC). The SRC is organized to track LERTCON attainment and monitor and direct survival and recovery actions before, during, and after an attack, natural disaster, or major accident. The SRC is the focal point for controlling and coordinating all support activities.

4.3.7. Information Management Element (IME). The information management support cell of the WOC. IMEs responsibilities include processing incoming/outgoing BSDs, managing the significant events log, message traffic, and performing automated data processing equipment support (coordinated through the DRAGONSLAYER). The IME is also responsible for executing unexploded ordnance and chemical detection sweeps outside the WOC or alternate WOC facility, as applicable. This element reports to the WOC Director. The 35 FW/CP Information Manager (IM) will maintain the IM recall roster and manage the shifts for exercises and contingencies. IME members must have at least 12 months remaining on station before being assigned.

4.3.8. Unit Control Center (UCC). The control cell at the unit level that serves as the liaison between the CSS/SRC and operating forces.

4.3.8.1. UCC Responsibilities. This is the level where the course of action directed by the Battle Staff is actually accomplished. The UCCs main responsibility is to carry out all directed actions and report deviations and completion of tasks back to the CSS/SRC. UCCs will also prepare and coordinate any messages that impact their unit through the CSS/SRC.

4.4. ACTIVATION. The Battle Staff, CP, CSS/CAT and the SRC are formed when directed by the commander or designated alternate and/or higher headquarters. CP will implement the 35FW/CC's directed recall in accordance with 35 FWI 10-208, *Pyramid Recall*.

4.5. MANNING. All positions in the CSS/SRC must be identified with primary and alternate members and a list of these members must be sent to 35 FW/CP, ATTENTION: CP, Chief. Updates to this list must be provided as members and on-call personnel change. This list will include member's name,

rank, CSS/SRC position, duty section, duty phone, home phone, beeper number (if applicable) and date estimated return overseas (DEROS). Note: Each member must have a USAF Restricted Area Badge for access to the Command Post.

4.6. SECURITY. It is the responsibility of each commander to ensure all WOC-assigned personnel possess a SECRET or higher security clearance, basic chemical warfare training and gear, WOC orientation training, a GOV driver's license and a Theater Battle Management Core System (TBMCS) password before being assigned to the WOC.

4.6.1. Entry Control Point (ECP). 35 SFS is responsible for command post entry control and the posting of an armed entry controller whenever the Battle Staff/CSS/SRC formation has been directed. The off-going guard will brief the on-coming guard on command post entry control procedures prior to being relieved of duty. Additionally, as new ECP guards come on duty, they must notify the EAC controllers and receive an evacuation procedures briefing.

4.6.1.1. Personnel not possessing the proper restricted area badge must be signed into the CP by an authorized escort official and released into custody of an appropriate WOC member.

4.7. CONTINUITY. All members will develop and maintain position continuity books with job descriptions, checklists, and responsibilities for individual CSS/SRC positions. These books will be written with the inexperienced member in mind and must address all requirements associated with each position.

5. INFORMATION FLOW

5.1. GENERAL. The success of the WOC is dependent on the rapid flow of information. Whenever possible, secure communications will be used.

5.2. BATTLE STAFF DIRECTIVES (BSDs). DRAGONSLAYER generates BSDs. Once approved by the Senior Battle Staff, they are passed to the IME for distribution via TBMCS or by the next available secure means to the UCCs. Upon receipt of a BSD, each UCC must ensure the widest degree of dissemination. There are two types of BSDs: pre-positioned and situational.

5.2.1. Pre-Positioned Battle Staff Directives (Pre-BSDs). Provide established guidance for all exercises and contingencies. 35 FW/XPP is the wing OPR for Pre-BSDs. Each organization must ensure current Pre-BSDs are maintained at their respective CSS/SRC and UCC positions.

5.2.2. Situational BSD. BSDs distributed throughout the duration of an exercise or contingency to address Battle Staff actions. BSDs activate Pre-Battle Staff Directive (Pre-BSDs) and provide further guidance for personnel in response to changes in readiness conditions or contingencies. Time critical BSDs such as LERTCON or Force Protection Condition changes will be coordinated through the Senior Battle Staff only before release to ensure a timely base response.

5.3. WOC EVENT REPORTS OR **35 FW form 107, WOC Event Report** . These reports are generated by CSS/SRC members as notifications and are received from UCCs or any agency that becomes aware of an incident warranting WOC action or consideration. CSS/SRC members will use these reports to record information of interest to the DRAGONSLAYER, MADDOG, CP, or Senior Battle Staff. The originator may retain one copy and the remaining copies are taken to the DRAGONSLAYER for coordination and dissemination.

5.4. POST-ATTACK REPORTS. Upon receipt of damage or casualty information, attack reports must be up-channeled to the WOC as soon as possible. Size, Activity, Location, Unit, Time, Equipment (SALUTE) reports and Post-Attack damage and casualty reports will be used.

5.4.1. SRC Responsibilities. The information contained in an attack report is critical to base survival and recovery operations. It is critical that this information is communicated accurately and quickly to the other SRC representatives and to the Battle Staff.

5.4.2. UCC Responsibilities. UCCs must report as quickly as possible after an attack. This allows the WOC representatives to prioritize and begin recovery operations quickly. If all of the desired information is not available, file an initial attack report and follow it up with update reports as the situation becomes clearer.

5.5. INFORMATION DISSEMINATION. It is the responsibility of all agencies within the WOC to pass voice and TBMCS information. Dissemination of hardcopy traffic is the responsibility of the IME and CSS/SRC members. Information is disseminated in the following ways:

5.5.1. Classified e-mail is available via the TBMCS network and should be used whenever possible. LERTCON attainment information is classified and will be relayed between UCCs and the SRC via secure means.

5.5.2. Classified Waste. Outdated classified must be destroyed as needed to reduce build up and to expedite WOC evacuation security sweeps. All paper products will be treated as if it were classified and be shredded. No paper will be thrown in the trash bins.

5.6. SITUATION REPORTS (SITREP). The Battle Staff will accomplish SITREPs IAW AFMAN 10-206, *Operational Reporting* and AFI 10-206 PACAFSUP1, *Operational Reporting*.

5.7. SITUATION BRIEFING (SITBRIEF). MADDOG is the OPR for putting together the SITBRIEF. SRC/UCC representatives are responsible for updating their respective slides. All SITBRIEF slide briefings are due to MADDOG and the IME NLT 45 minutes prior to the scheduled brief time.

5.7.1. Periodic Situation Briefings. These briefings occur after the initial SITBRIEF and occur as specified by BSD. As much as possible, subject area experts should brief their own material. In their absence, the MADDOG may cover their information. The briefing should be presented quickly and tailored to inform oncoming WOC personnel of the current base status.

5.7.2. Generation Briefing. The Generation Briefing will be given at R-hour 1+30. The purpose is to disseminate guidance and information in accordance with the planned generation.

5.7.3. Deployment Concept Briefing. Time will be announced during the initial SITBRIEF. It is scheduled IAW the Installation Deployment Plan (IDP) and presented by the 35 FW Installation Deployment Officer (IDO). The purpose of this briefing will be to inform the Battle Staff and unit commanders of upcoming deployment operations.

6. BATTLE STAFF TRAINING

6.1. GENERAL. Training and exercise participation are the means by which a high state of readiness is achieved. Battle Staff personnel perform functions that may be dissimilar to their normal duties. They must receive training in their assigned wing Battle Staff/CAT functions.

6.2. REQUIREMENTS

6.2.1. Each unit must pre-identify Battle Staff/CAT members in writing and ensure they are knowledgeable of, and able to operate in, the Battle Staff environment.

6.2.2. Establish UCCs at subordinate units. When established, provide written guidance to subordinate units specifying training requirements.

6.3. TRAINING. The WOC Director (CP, Chief) will develop a general training program to ensure Battle Staff/CAT personnel are proficient in the functions and operations of the Battle Staff/CAT.

6.3.1. Training will be divided into two types:

6.3.1.1. Initial Training. This is comprehensive training for all newly assigned Battle Staff/CAT/UCC personnel. Initial training should be accomplished as soon as possible after personnel are assigned to a Battle Staff/CAT/UCC position.

6.3.1.2. Recurring Training. This training is for existing members of the Battle Staff/CAT/UCC and should be a refresher. It is recommended that exercise "lessons learned" be included. Recurring training should be conducted at least semi-annually.

6.3.2. The following will be included in Battle Staff/CAT/UCC training:

6.3.2.1. Battle Staff/CAT/UCC activation procedures.

6.3.2.2. LERTCON/INFOCON/FPCON attainment procedures.

6.3.2.3. OPLAN taskings.

6.3.2.4. Battle Staff Directive (BSD) and Letters of Instruction (LOI) processing procedures.

6.3.2.5. Construction of applicable Battle Staff briefings.

6.3.2.6. SITREP reporting procedures.

6.3.2.7. Evacuation procedures.

6.3.2.8. TBMCS/SIPERNET use.

6.3.2.9. Other Communication systems (FAX, STU-III/STE, etc.): office machines, and computer software. Each functioning Battle Staff/CAT/UCC should ensure an appropriate number of people are available to operate these systems.

6.3.2.10. Maps. All personnel should be familiar with a standard base map format.

7. EMERGENCY EVACUATION PROCEDURES.

7.1. GENERAL. The WOC may be forced to relocate due to hostile action, facility degradation, or natural disaster. Emergency evacuation will be directed by the Battle Staff commander.

7.2. PRE-EVACUATION PREPARATION. Preparation for evacuation includes pre-packaging of all material to the greatest extent possible. Each position must keep a relocation case, with an inventory of all materials to be placed within it, at each position.

7.3. EVACUATION RESPONSIBILITIES. All WOC personnel must be knowledgeable on evacuation procedures, checklists, emergency exits and primary/alternate evacuation methods.

7.3.1. SRC LRS Representative. When the Battle Staff/SRC/CSS is formed, 35 LRS will make provisions to expeditiously transport the WOC personnel to the alternate command post during

evacuations. 35 LRS will accomplish this by having two 44-passenger buses on a 15-minute response, on-call basis. If vehicles are pre-positioned, they should be parked nose out next to building 755 (35th Maintenance Squadron, Wheel & Tire Facility) in the Office of Special Investigations parking lot. Vehicles must be locked and the keys are to be left with the SRCD. Any deviations from this plan must be coordinated through the SRCD.

7.3.2. SRC CS Representative. Send a 35 CS telephone/radio/network technician to the alternate command post to ensure all communications equipment is operational. Operational checks will be performed on a regular basis until the Alternate Command Post is manned.

7.3.3. 35 SFS. Ensure the alternate command post, rally points/facilities, and pre-positioned vehicles are swept by 35 SFS personnel and a military working dog. Part of the sweep will include checking to ensure the facilities are locked, or occupied and ready for evacuations. 35 SFS will sweep rally facilities and pre-positioned evacuation government owned vehicles every 12 hours as directed by the local threat or threat working group.

7.3.4. MOC. Ensure the primary rally facility, Bldg 755 (Wheel and Tire Shop), is available and that the WOC has keys or codes to enter the facility. 35 MXS must provide keys and/or codes to the SRCD.

7.4. EVACUATION PROCEDURES. When the actual evacuation occurs, secure all laptops and classified material not relocating in the SRC safe. All chemical and field gear must be carried or worn as directed. The SFS SRC Representative will call the WOC entry controller (PAPA 1) and Security Forces Control Center (SFCC) to ensure dissemination of the evacuation type and time initiated. Personnel will normally exit the building in teams, keeping a low profile (i.e. minimum noise, lights, etc.) and taking evasive action as necessary enroute to the rally facility and relocation vehicles.

7.4.1. Base Notification. SRC members will notify their corresponding UCCs of the relocation to the alternate command post by directing them to "Implement Pre-BSD 131." Pre-BSD 131 details the relocation procedures and provides a means of notifying the base that the Battle Staff/CSS is relocating without stating so in the clear.

7.4.2. Transportation. Once the vehicles are swept and underway with 35 SFS escort, drivers will proceed to the alternate command post and follow safety directives to the degree dictated by mission requirements. Drivers and passengers will respond to all MOPP and alarm condition changes.

7.4.3. Alternate Command Post Entry. Upon arrival at the alternate command post, each team will offload separately to avoid congestion. Each team leader or accountable officer will be checked for identification and authorization to enter using a validated Entry Authorization Listing. The team leader or accountable officer will be responsible for vouching for every member on his/her team and should check each one as they come in with the guard. The entry controller will verify USAF Restricted Area Badges if time permits.

Terrence J. O'Shaughnessy, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

AFPD—AIR FORCE POLICY DIRECTIVE
BSD—BATTLE STAFF DIRECTIVE
CAC—COMMANDER'S ACCESS CHANNEL
CAS—CRISIS ACTION SYSTEM
CAT—CRISIS ACTION TEAM
CEX—CIVIL ENGINEER (READINESS)
CIC—COMBAT INTELLIGENCE CENTER
CIS—COMBAT INTELLIGENCE SYSTEM
CP—COMMAND POST
CS—COMMUNICATIONS SQUADRON
CSS—CONTINGENCY SUPPORT STAFF
IDRC—INTEGRATED DEPLOYMENT READINESS CELL
DCG—DISASTER CONTROL GROUP
DEROS—DATE ESTIMATED RETURN OVERSEAS
EAC—EMERGENCY ACTION CENTER
EAL—ENTRY AUTHORITY LIST
EAM—EMERGENCY ACTION MESSAGE
ECP—ENTRY CONTROL POINT
EOD—EXPLOSIVE ORDNANCE DISPOSAL
FPCON—FORCE PROTECTION CONDITION
FWI—FIGHTER WING INSTRUTION
GOV—GOVERNMENT OWNED VEHICLE
HHQ—HIGHER HEADQUARTERS
IAW—IN ACCORDANCE WITH
IDO—INSTALLATION DEPLOYMENT OFFICER
IDP—INSTALLATION DEPLOYMENT PLAN
IME—INFORMATION MANAGEMENT ELEMENT
INFOCON—INFORMATION CONDITION
JASDF—JAPAN AIR SELF DEFENSE FORCE

LAN—LOCAL AREA NETWORK
LERTCON—ALERT CONDITION
LMR—LAND MOBILE RADIO
LOI—LETTER OF INSTRUCTION
LOS—LETTER OF SIMULATION
LRS—LOGISTICS READINESS SQUADRON
MAB—MISAWA AIR BASE
MADDOG—MISSION DIRECTOR
MOC—MAINTENANCE OPERATIONS CENTER
MOPP—MISSION ORIENTED PROTECTIVE POSTURES
MPC—MISSION PLANNING CELL
MXS—MAINTENANCE SQUADRON
NAF—NAVAL AIR FACILITY
NSGA—NAVAL SECURITY GROUP ACTIVITY
OPS—OPERATIONS SECTION
OPR—OFFICE OF PRIMARY RESPONSIBILITY
POC—POINT OF CONTACT
SITBRIEF—SITUATION BRIEFING
SORTS—STATUS OF TRAINING AND RESOURCES SYSTEM
SFS—SECURITY FORCES SQUADRON
SRC—SURVIVAL RECOVERY CENTER
SFCC—SECURITY FORCES CONTROL CENTER
SRCD—SURVIVAL RECOVERY CENTER DIRECTOR
SVS—SERVICES SQUADRON
TBMCS—THEATER BATTLE MANAGEMENT CORE SYSTEM
UCC—UNIT CONTROL CENTER
UXO—UNEXPLODED ORDINANCE
WOC—WING OPERATIONS CENTER
35 FW/CC—35th FIGHTER WING COMMANDER
35 FW/CV—35th FIGHTER WING VICE COMMANDER
35 OG/CC—35th OPERATIONS GROUP COMMANDER
35 MSG/CC—35th MISSION SUPPORT GROUP COMMANDER

35 MXG/CC—35th MAINTENANCE GROUP COMMANDER

35 MDG/CC—35th MEDICAL GROUP COMMANDER

Attachment 2**WOC EVACUATION CHECKLISTS**

A2.1. GENERAL. Personnel manning the Battle Staff/SRC/CSS will be assigned to teams to allow for accountability during WOC evacuations.

A2.2. EVACUATION TEAMS**A2.2.1. Team 1 :**

- a. 35 FW/CC (Team Leader)
- b. 35 MDG/CC (Alt Team Leader)
- c. MADDOG
- d. SFS (PAPA 1A)
- e. LRS 1 (Driver)
- f. MOC Senior
- g. EOD
- h. COMM (Accountable Officer)
- i. CEX 1 (CERE/CERI only)

A2.2.2. Team 2 :

- a. MSG/CC (Team Leader)
- b. INTEL 1
- c. MXG 1 (Accountable Officer)
- d. MXG 2
- e. LRS 2 (Driver)
- f. 14th MOC
- g. CEO 2
- h. IME 1
- i. IME 5
- j. MOS 2 (CES) (CERE/CERI only)
- k. CEX 2 (CERE/CERI only)

A2.2.3. Team 3 :

- a. 35 MXG/CC (Team Leader)
- b. 35 FW/JA (Accountable Officer)
- c. MDG/SRC

- d. MSS/SRC (Driver)
- e. SRCD/DRAGONSLAYER 2
- f. 13th MOC
- g. IME 2
- h. INTEL 3
- i. MOC Super

A2.2.4. Team 4 :

- a. SRCD/DRAGONSLAYER (Team Leader)
- b. SFS/SRC (Driver)
- c. SFS (PAPA 1-B)
- d. IME 3
- e. SVS/SRC (Accountable Officer)
- f. CEX 3 (CERE/CERI only)
- g. CEO 1
- h. MOS 1 (CES)
- i. INTEL 5
- j. INTEL 4
- k. EAC 2 (Junior Controller)
- l. EAC 1 (Senior Controller)

A2.2.5. Team 5 : (*Team 5 is designated as the Advanced Team and is the first team to depart.*)

- a. OG/CC (Team Leader)
- b. MADCAT (Accountable Officer)
- c. WOC Director
- d. CP Liaison

A2.2.6. Team 6 :

- a. OSS/SRC (Team Leader)
- b. IME 4 (Accountable Officer)
- c. Visitors (*Note: Consists of all visitors located within the WOC.*)

A2.3. RESPONSIBILITIES. The senior ranking person on each team will assume responsibility for each evacuation team. This person will be designated as Team Lead and will ensure all evacuation actions are completed. The Team Lead will designate an alternate Team Lead and Team Accountable Officer (AO).

A2.4. EVACUATION ROUTES

A2.4.1. The directions for the primary pre-designated evacuation route to the AWOC: Go east on Falcon; turn south at Burger King onto Freedom; turn left at Freedom Circle, which will put the wing HQ building on the right; turn left at next street, AWOC is then ahead on the right.

A2.4.2. The directions for the secondary pre-designated evacuation route to the AWOC: Go east on Falcon; turn south onto Independence; turn left onto Sijan St.; turn right onto Freedom Dr.; turn left onto Fleming St., AWOC is then ahead on the right.

A2.5. EXITS. Whenever possible, evacuations will be through the primary Command Post exit. If this route is not available, the DRAGONSLAYER will direct an evacuation through the primary or secondary emergency exit.

A2.5.1. The primary emergency exit is up the middle stairs by the EA cab to the left through the SORTS / Training Office exiting behind the building.

A2.5.2. The secondary emergency exit is located past the restrooms next to the generator room door.

A2.6. RALLY POINTS

A2.6.1. The primary rally point is inside the Wheel and Tire Shop (Building 755).

A2.6.2. The alternate rally point is inside Fire Station #2 (Building 947)

Attachment 3

WING OPERATIONS CENTER
CHECKLIST**PRE-EVACUATION CHECKLIST****CLASSIFICATION:
UNCLASSIFIED**

DATE/TIME COMPLETE	TASK	OPR
	Call TRANS and ensure procedures in-place for employment of evacuation vehicles.	LRS
	Direct SFCC to conduct sweeps on the building 755 (inside and out) and evacuation vehicles every 12 hours.	SFS
	Print team roster every two hours.	IME
	Distribute team rosters to team AOs.	IME
	Confirm team accountability using team roster.	TEAM AO
	Ensure TBMCS standby person is available if SIPRNET LAN at AWOC needs to be stood-up on short notice	CS
	Verify location of the building 755 shop key, and verify that it works.	MOC

Attachment 4

WING OPERATIONS CENTER
CHECKLIST

EVACUATION CHECKLIST	CLASSIFICATION: UNCLASSIFIED
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DATE/TIME COMPLETE	TASK	OPR
	Announce if Emergency or Normal relocation procedures apply, and identify appropriate exit and which rally point. <i>If Emergency:</i> Evacuation needs to be 30 minutes or less.	SRCD
	Notify the SFCC and PAPA 1 that WOC is evacuating, which exit is appropriate, and which rally point is appropriate. Direct escort to sweep the route, inspect vehicles and escort the vehicles in transit	SFS
	Contact all UCCs-Direct UCCs to "Implement Pre-BSD 131"	All
	Run Position Evacuation Checklist	All
	Secure all classified material. <i>If Emergency:</i> Attempt to secure classified material. If immediate danger to life exists, evacuate without securing classified material.	All
	If required, neutralize computer assets - deny enemy usage.	All
	Go to pre-assigned team assembly point	All
	Confirm AWOC and primary WOC building are secure. <i>If Emergency:</i> Teams do not wait for security escort/sweep unless specifically told by the FW/CC that we will conduct emergency evacuation under security procedures.	SRCD
	Team 1, MOC Senior opens building 755 (W&T shop); if building and pathway to Rally Point are All Clear MOC Senior calls " <i>Weasel Ops, Team 1, Rally Point All Clear</i> "	MOC SENIOR
	Conduct a head count before departure. Conduct search for unaccounted personnel, if possible. After "all clear" from Team 1, direct team out the appropriate exit, Teams 2-4: Wait for "All Clear" call from team ahead of you before exiting CP.	TEAM AO
	Call " <i>Weasel ops, Team ___ is mobile</i> " on the CC Net when vehicle is moving.	TEAM LEAD
	Sweep pit for classified. <i>If Emergency:</i> Team 4 does NOT SWEEP FOR CLASSIFIED.	TEAM 4

Attachment 5

WING OPERATIONS CENTER
CHECKLIST

TEAM LEADER/AO EVACUATION CHECKLIST

CLASSIFICATION:
UNCLASSIFIED

DATE/TIME COMPLETE	TASK	OPR
	After DRAGONSLAYER announces relocation type ensure entire team is present at correct assembly point.	TEAM LEAD
	Ensure you have a LMR that is keyed with access to the CC net.	TEAM LEAD
	Ensure team AO conducts a head count before departure. Conduct search for unaccounted personnel, if required.	TEAM LEAD
	Review duress, chemical, and knock codes with team, time permitting.	TEAM AO
	Direct team to evacuate via appropriate exit as identified by DRAGONSLAYER.	TEAM LEAD
	Hold team behind the last blast door until previous team lead announces his team has departed rally point (over LMR).	TEAM LEAD
	Upon departure from the rally point, call "Weasel Ops, this is team xxx, we are mobile" over the CC net on your LMR.	TEAM LEAD
	Upon arrival at AWOC, call "Weasel Ops, this is team xxx, we have arrived at alternate"	TEAM LEAD
	Ensure relocation vehicles are parked across the street from the AWOC main entrance.	TEAM LEAD
	Conduct headcount of personnel on your team using the team roster BEFORE attempting to enter the alternate facility via the ECP	TEAM AO
	Stagger entry into AWOC to avoid congestion.	TEAM LEAD/AO
	Vouch for all team members entering AWOC through ECP. Anyone not vouched for must display USAF Restricted Area Badge and ID card to PAPA 1 before entering AWOC.	TEAM LEAD/AO

Attachment 6

WING OPERATIONS CENTER
CHECKLIST

ALTERNATE WOC START-UP CHECKLIST

CLASSIFICATION:
UNCLASSIFIED

DATE/TIME COMPLETE	TASK	OPR
	Take casualties to CCPs once Team members accounted for.	TEAM LEAD
	Set up position IAW Position Chart.	All
	Establish communication with UCCs.	All
	Check all radios and telephones.	All
	Run your Position-specific arrival checklist.	All
	Collect and submit damage/casualty reports.	All
	Inventory classified; report losses.	All
	NOTIFY the DRAGONSLAYER when actions complete.	All
	Call oncoming shift and notify them of evacuation to AWOC.	All
	Be prepared to move back to Primary Command Post.	All

Attachment 7

WOC Seating Chart and Phone Numbers
 See Red Switch Dialing Procedures posted at each unit position for instruction on phone usage

13th MOC 9839 9939 9840 9940 9841 9842	MOC Senior 9816 9916	LRS 1 9812 9912	LRS 2 9811 9911	CS 9829 9929	MSS 9826 9926	MDG 9818 9918	SVS 9831 9931	
14th MOC 9839 9939 9840 9940 9841 9842	MOC Senior 9839 9939 9840 9940 9841 9842	MXG 1 9839 9939 9840 9940 9841 9842	OSX 9815 9915 9933	SFS 9827 9927	IME 9825 9925	BIO 9831 9931	Legal 9817 9917	IME NO PHONE
MadCat 9808 9814 9813 9914								CEO1 9823 9923
								CEO2 9828 9928
SCIF STUIII 2671		Mad Dog 9802 9902	Dragonslayer 9807 9907					
INTEL CELL STUIII--2848 UNCLAS-2768	MDG 9806 9906	MXG 9805 9905	CC 9801 9901	OG 9803 9903	MSG 9804 9904	CEX 9823 9923	CEX 9823 9923	CEX 9823 9923
						EOD 9821 9921		
						STU-11I FAX 9499	EA CONSOLE 9899 9999 EA ALTERNATE (u) Fax 9694 STU 9129 (u)9698	UNCLASS FAX 4705

AS OF 18 January 2006

(O:35FW35FW STAFF AGENCIESCP Official Files Area ERM File Plan 06-7-Console DisplaysPhone//s)

Attachment 8

AWOC

