

**BY ORDER OF THE COMMANDER
419 FIGHTER WING**

419 FIGHTER WING INSTRUCTION 10-2501

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Operations

EMERGENCY MANAGEMENT PROGRAM

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, AFPD 10-25, *Emergency Management (EM)* and Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management Program Planning and Operations*. It provides guidance on how unit commanders manage their unit EM program in support of the 419th Fighter Wing (419 FW) EM program. This instruction defines the 419 FW (Hill AFB) Emergency Management (EM) Program as a cross-functional program that integrates procedures and standards for planning, logistical requirements, emergency response actions, emergency response guidelines, exercises and evaluations, personnel training, warning, and notification. It clarifies policies and procedures unique to the 419 FW at Hill AFB regarding the EM Program, consequence management, and Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRN-E) training. It identifies the 419 Readiness and Emergency Management Flight (REMF) as the Wing Emergency Management and the 775 Readiness and Emergency Management Flight as the Installation Office of Emergency Management (IOEM). It applies to all personnel assigned and attached to the 419 FW. An annual review of this plan will be conducted. Any unit requesting an update or change will submit comments to the 419 Readiness and Emergency Management Flight (419 CES/CEX) for consideration. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) will coordinate using the Air Force IMTs 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

This instruction applies to all units and members assigned or attached to 419 FW.

1. Incident Response Structure:

1.1. Air Force Incident Management System (AFIMS) Structure:

1.1.1. AFIMS will be implemented by the following bodies: Crisis Action Team (CAT), Emergency Operations Center (EOC), Incident Commander (IC), Emergency Communications Center (ECC), Fire Alarm Communications Center (FACC) and all Emergency and First Responders. This collective capability is termed the Disaster Response Force (DRF).

1.1.2. During real world response and normal operations, all incident response and support functions will be handled by the host installation organization for Hill AFB (75 Air Base Wing), and directed support agencies.

1.1.3. During Operational Readiness Exercise's (ORE) or Operational Readiness Inspections (ORI), the 419 Fighter Wing will run all incident response structure for exercise purposes only.

1.1.4. The EOC will operate as the C2 support element that directs, monitors, and supports the installation's action before, during, and after an incident. The EOC provides a flexible and scalable capability, tasked to provide support and coordination. During ORE/ORI the EOC will form using Emergency Support Functions (ESFs) as shown in **Table 1**.

Table 1. Emergency Support Function (ESF) and Associated OPR's for ORE/ORI.

ESF-1 Transportation	OPR: 419 LRS
ESF-2 Communications	OPR: 419 FSS/SCO
ESF-3 Public Works & Engineering	OPR: 419 CES
ESF-4 Firefighting	OPR: 419 CES/CEF
ESF-5 Emergency Management	OPR: 419 CES/CEX
ESF-6 Mass Care, Housing, & Human Services	OPR: 419 FSS
ESF-7 Resource Support	OPR: 419 LRS
ESF-8 Public Health and Medical Services	OPR: 419 MDS
ESF-9 Urban Search & Rescue	OPR: 419 CES
ESF-10 Oil & HAZMAT Response	OPR: 419 CES
ESF-11 Agriculture & Natural Resources	OPR: 419 MDS
ESF-12 Energy	OPR: 419 CES
ESF-13 Public Safety and Security	OPR: 419 SFS
ESF-14 Long Term Community Recovery/Mitigation	OPR: 419 CES
ESF-15 External Affairs	OPR: 419 PA

1.1.5.1. The EOC will include representatives from the organizations listed below in **Table 2**.

Table 2. Permanent EOC representatives during ORE/ORI.

419th Civil Engineer Squadron (419 CES)	419th Mission Support Group (419 MSG/CC)
419th CES Fire and Emergency Services (419 CES/CEF)	419th Medical Squadron (419 MDS)
419th Explosive Ordnance Disposal (419 CES/CED)	419th Logistics Readiness Squadron (419 LRS)
419 CES Emergency Management (419 CES/CEX)	419th Force Support Squadron (419 FSS)
419th Security Forces Squadron (419 SFS)	419th Communications (419 FSS/SCO)
419th Bioenvironmental (419 MDS/BEE)	

1.1.5.2. Squadron commanders (or equivalent), for the units listed in **Table 2**, will fill this EOC representative tasking. Other units may be tasked to provide EOC representatives as situations require. The unit EM Quarterly Report is the mechanism for EOC appointments supporting OREs/ORIs.

1.1.5.3. Units listed in **Table 2** are required to maintain a Unit Control Center (UCC) capability to support response operations and their EOC representatives. The UCC does not need to be operational during normal day-to-day business, but it must be able to activate during OREs/ORIs to support to the EOC.

1.1.5.4. Organizations tasked in **Table 2** to provide EOC representatives will have a minimum of two personnel (one primary and one alternate) assigned. The 419 FW Readiness and Emergency Management Flight will conduct initial and refresher training for EOC appointees as required. The EOC appointee will be thoroughly knowledgeable with the unit's assets, capabilities, and functional response tasking. If the appointed representative is not the unit commander, he/she must have sufficient authority to commit unit resources as directed by the EOC Director or CAT Director and must be authorized to fill the EOC tasking in place of the unit commander.

1.1.5.5. IAW AFI 10-2501, the EOC Director is the MSG Commander or other senior representative designated. The EOC Director provides support and coordination for emergency response to incidents. Additionally, the EOC Director will provide the CAT Director with regular updates during responses involving the EOC. Before leaving the EOC, the EOC Director must appoint and brief a replacement. IAW AFI 10-2501, the replacement must meet the same training requirements as the EOC Director.

1.1.5.6. IAW AFI 10-2501 the EOC Manager will be the EM Flight Officer or Superintendent and will be trained IAW AFI 10-2501, Chapter 6. During periods of minimal manning, or as otherwise directed by the EOC Director, a 3E9 Non-Commissioned Officer (NCO) will fill this tasking. The EOC Manager assists and serves as an advisor to the EOC Director, providing information and guidance related

to the internal functions of the EOC and ensures compliance with operational area emergency plans and procedures. During the activation phase, the EOC Manager will assist the EOC Director in determining appropriate staffing for the EOC. The EOC Manager assists and provides advice to the EOC Director, CAT, and for all decisions and/or actions that need attention during the Operational Phase. The EOC Manager ensures smooth EOC operations and provides senior EM subject matter expertise to the EOC Director, IC, and CAT.

1.1.6. IAW Homeland Security Presidential Directive 5, 419 FW will implement the National Incident Management System (NIMS) and the Incident Command System (ICS) as outlined in the National Response Framework (NRF).

2. EM Program Responsibilities:

2.1. 419 FW will follow Chapter 3 of AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, as supplemented by Air Force Reserve Command (AFRC) regarding program responsibilities. The following sections clarify local implementation and constitute local guidance.

2.1.1. IAW AFI 10-2501, para 1.6.1, the host Air Force installation (775th CES REMF) will serve as the Installation Office of Emergency Management (IOEM).

2.1.2. IAW AFI 10-2501, each unit must develop unit-specific checklists to support the installation CEMP 10-2 within 2 Unit Training Assemblies (UTAs) from the date of publication. This includes the following checklist: Shelter-In-Place (SIP), natural disasters, HAZMAT incidents, UCC, and suspicious items. These checklists will be developed using the CEMP 10-2 template sent out by the IOEM. Checklists must describe in detail the who, what, when, where and how actions will be accomplished. Once checklists are complete and before implementation, they must be approved by the unit commander and coordinated through the 419 REMF.

2.1.3. Facility Managers are appointed as Shelter Managers. IAW the Hill AFB Shelter Guide and the CEMP 10-2, the Unit Emergency Management Representatives (UEMR) and facility managers will identify areas in work centers or unit facilities suitable for service as SIP locations. Every work-center must have a SIP program. The UEMRs will ensure personnel are aware of shelter locations and procedures. Additionally, the UEMR will forward applicable shelter information, including exact location of the shelter and number of personnel the shelter can accommodate to the 419 using the standard EM Quarterly Report. Facility managers will ensure the requisite materials and communications assets are available at all times for no-notice shelter operations.

3. Training:

3.1. CBRN-E Defense Skills Demonstration Training:

3.1.1. The 419 REMF will prepare an annual training calendar and post it to the Automated Civil Engineer System (ACES) Unit Scheduler account for classes on UTAs. The schedule will be updated quarterly.

3.1.2. Each unit scheduler will schedule their personnel using ACES Unit Scheduler. Individuals will be scheduled to attend classes no later than one day prior to the scheduled training date.

3.1.3. IAW AFI 10-2501 AFRCSUP, para 6.6.3.1, the Reserve Emergency Management personnel will not conduct more than one CBRN Defense Training class per calendar year.

3.2. CBRN-E Defense Training Requirements:

3.2.1. CBRN-E Awareness Course Computer Based Training (CBT). Military personnel and Emergency Essential (E-E) civilians in Air Expeditionary Force (AEF) tempo bands A, B, C, M, N, and X are required to complete the current version of CBRN-E Awareness and Explosive Ordnance Reconnaissance (EOR) within 12 months prior to entering their assigned AEF vulnerability period.

3.2.2. Military personnel and E-E civilians in AEF tempo bands D, E, and those identified as Enablers are required to complete the current version of CBRN-E Awareness and EOR every 2 years.

3.2.3. CBRN-E Survival Skills Hands-On Training. Military personnel once TASKED TO DEPLOY AEF Tempo Bands A, B, C, M, & N are required to complete CBRN-E Survival Skills within 12 months prior to deployment departure.

3.2.4. Military personnel in TASKED TO DEPLOY AEF Tempo Bands D, E, and those identified as Enablers will maintain proficiency by completing CBRN-E Survival Skills every 2 years.

3.3. CBRN-E Survival Skills Pre-requisite:

3.3.1. All members attending CBRN-E Survival Skills must complete the Awareness CBT and EOR CBT on Advanced Distribution Learning Service (ADLS) prior to attending. Unit Training Managers (UTM)/Unit Deployment Managers (UDM) are required to validate completion of CBTs prior to registering a member for Survival Skills Training. Once CBTs are verified, UDM/UTMs will register the member for CBRN-E Survival Skills training using ACES Unit Scheduler.

3.3.2. All members attending CBRN-E Survival Skills must bring all Chemical Warfare Defense Ensemble (CWDE) gear. This includes; protective mask (with canister and carrier), chemical protective overgarment, chemical protective gloves with inserts, chemical protective overboots, canteen with cap, and AFPAM 10-100.

4. EM Program Implementation:

4.1. Each Commander/Director of a unit listed in [Table 3](#), will appoint a primary and alternate UEMR to act as the focal point for EM matters for their organization. Those listed in [Table 3](#) will receive UEMR designation and an annual Staff Assistance Visit (SAV).

Table 3. 419 FW Units Requiring a UEMR:

419 Security Forces Squadron (419 SFS)	419 FW Staff Agencies (419 FW)
419 Logistics Readiness Squadron (419 LRS)	419 Recruiting (419 FW/RS)
419 Medical Squadron (419 MDS)	67 Aerial Port Squadron (67 APS)
419 Civil Engineer Squadron (419 CES)	419 Operations Group (419 OG)/466 Fighter Squadron (466 FS)
419 Force Support Squadron (419 FSS)	419 Aircraft Maintenance Squadron (419 AMXS)
419 Maintenance Group (419 MXG)/419 Maintenance Operations Flight (419 MOF)	

4.2. EM quarterly reports are required from each unit listed in **Table 3**. The EM quarterly reports are due on the 15th of January, April, July, and October. The following tiered system will be utilized by the 419 REMF if unit reports are not submitted in a timely manner.

Table 4. EM Quarterly Report system for late submittals:

If report is not submitted by:	This action will occur:
15th beginning a new quarter	UEMRs will be sent a reminder to submit their EM quarterly report.
1 UTA after the 15th beginning a new quarter	Courtesy call will be made to the UEMR to submit the EM quarterly report.
2 UTA after courtesy call	IOEM Superintendent will notify the UEMRs supervisor of late submittal.
3 UTA after supervisor notification;	Group Commander will be notified of late submittal.

4.3. The IOEM will develop the Hill AFB SAV checklist and distribute it to the 419 REMF who will intern distribute it to all 419 Unit Emergency Management Reps. The 419 REMF will notify units of the tentative SAV schedule at the beginning of each calendar year. Predetermined SAV dates will be sent to affected units on a quarterly basis. Units wishing to reschedule a SAV must notify the 419 REMF at least 1 week prior to the scheduled date.

4.4. UEMRs will perform semi-annual EM self-assessments using the checklist provided by the 419 REMF. A copy of self-assessment results and remedial actions will be forwarded to the 419 REMF with get-well dates for discrepancies noted. Units must retain SAV documentation (i.e., checklists, reports, and corrective action plans) for a minimum of 2 years.

4.5. UEMRs Responsibilities:

4.5.1. Each unit identified in **Table 3** is responsible for ensuring the following is accomplished for their unit EM Program:

4.5.1.1. Serve as the unit focal point for the 419 REMF.

4.5.1.2. Establish and maintain a unit EM program using guidance provided in the Hill AFB Emergency Management Representative Guide.

4.5.1.3. Conduct internal self inspections.

4.5.1.4. Maintain a continuity file.

4.5.1.5. Disseminate any/all information passed from the IOEM in support of the Installation EM Information Program.

4.5.1.6. Ensure coordination with all unit facility managers to oversee completion of all SIP measures for each unit owned facility.

4.5.1.7. Ensure coordination with subject matter experts on completion of annual coordination of the Hill AFB CEMP 10-2.

4.5.1.8. Ensure coordination with subject matter experts on completion of unit specific CEMP 10-2 checklists including final coordination through the IOEM.

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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-2501_AFGM1, *Air Force Emergency Management Program, Planning and Operations*, 26 February 2010

AFI 10-2504, *Air Force Incident Management Guidance for Major Accidents and Natural Disasters*, 1 December 2009

AFMAN 10-2507, *Readiness and Emergency Management Flight Operations*, 14 May 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 33-3, *Information Management*, 28 March 2006, IC-1, 20 September 2007, Certified Current 23 April 2010

Abbreviations and Acronyms

ACES—Automated Civil Engineer System

ADLS—Advanced Distribution Learning Service

AEF—Air Expeditionary Force

AEMR—Associate Emergency Management Representative

AFCESA—Air Force Civil Engineer Support Agency

AFMC—Air Force Material Command

AFIMS—Air Force Incident Management System

AF-IMT—AF Information Management Tool

AFOSI—Air Force Office of Special Investigation

CAT—Crisis Action Team

CAT—D- Crisis Action Team Directive

CBRNE—Chemical Biological Radiological Nuclear Explosives

CBT—Computer Based Training

CEMP—Comprehensive Emergency Management Plan

CoP—Community of Practice

CRS—Corporate Readiness Structure

CWDE—Chemical Warfare Defense Ensemble

DCO—Defense Connect Online

DoD—Department of Defense

DoE—Department of Energy

DRF—Disaster Response Force

DSCA—Defense Support to Civil Authorities
E-E—Emergency Essential
EM—Emergency Management
EMRG—Emergency Management Representative Guide
EMWG—Emergency Management Working Group
ECC—Emergency Communications Center
EOC—Emergency Operations Center
EOR—Explosive Ordnance Reconnaissance
EPA—Environmental Protection Agency
ESF—Emergency Support Function
FACC—Fire Alarm Communications Center
FBI—Federal Bureau of Investigation
HCCP—Hill Consolidated Command Post
HHQ—Higher Headquarters
HEPT—HAZMAT Emergency Planning Team
Hill AFB—Hill Air Force Base
IAW—In Accordance With
IC—Incident Commander
ICS—Incident Command System
INWS—Installation Notification and Warning System
IOEM—Installation Office of Emergency Management
IRB—Installation Readiness Board
IRC—Installation Readiness Council
MAA—Mutual Aid Agreement
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
NCO—Non-Commissioned Officer
NDA—National Defense Area
NFPA—National Fire Protection Association
NIMS—National Incident Management System
NORTHCOMM—United States Northern Command
NRF—National Response Framework

OCR—Office of Collateral Responsibility

OPR—Office of Primary Responsibility

PMR—Program Management Review

REMF—Readiness and Emergency Management Flight

RDS—Records Disposition Schedule

ROC—Recovery Operations Chief

SAV—Staff Assistance Visit

SIP—Shelter in Place

SJA—Staff Judge Advocate

UCC—Unit Control Center

UDM—Unit Deployment Manager

UEMR—Unit Emergency Management Representative

UTA—Unit Training Assembly

UTM—Unit Training Manager