

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION 10-2501**

**14 JANUARY 2015**



**Operations**

**45TH SPACE WING EMERGENCY  
MANAGEMENT (EM) PROGRAM  
PLANNING AND OPERATIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 45 CES/CEX

Certified by: 45 CES/CC  
(Lt Col Kyle Brown)

Supersedes: 45SWI10-2501,  
24 February 2011

Pages: 38

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This instruction implements AFPD 10-2, *Readiness*; AFI 10-2501, *Air Force Emergency Management (EM) Planning and Operations*; AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedures* and AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operations*. This Instruction outlines the requirements for the management of the 45th Space Wing (45 SW) Emergency Management Program. It outlines how all 45 SW organizations and Mission Partners assigned to the 45 SW will manage a unit level Emergency Management Program. This instruction is applicable to all 45 SW organizations and Mission Partners. This instruction also provides a training guide and certification plan for personnel selected to serve as the Launch Emergency Operations Center (LEOC) Director in support of launch operations conducted on the Eastern Range (ER). The purpose is to ensure that the LEOC Director is thoroughly familiar with the processes and procedures that the LEOC provides in support of all launches and is properly trained and prepared to command the LEOC and direct operations in connection with a launch anomaly. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records outlined in this instruction are Title 10, United States Code (U.S.C.), Section 8013 and Executive Order 9397. Individuals will show, or on request, provide a Privacy Act Statement prior to collecting personal information. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) *Records Disposition Schedule (RDS)*. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of

command. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

**SUMMARY OF CHANGES**

Attachment 6 and Attachment 7 are new for this publication. Attachment 6 provides a systematic process through which units/organizations may request/plan special events to be held at Patrick Air Force Base (PAFB) or Cape Canaveral Air Force Station (CCAFS). Attachment 7 provides units a copy of the Unit Emergency Management Staff Assistance Visit (SAV) checklist to prepare for a SAV from

45 CES/CEX. Each Emergency Support Function (ESF) must now identify two primary and two alternate personnel. A new Emergency Operations Center (EOC) composition for PAFB and CCAFS is included. New class scheduling procedures, equipment requirements and training prerequisites for the Chemical, Biological Radiological Nuclear (CBRN) Survival Skills class have been provided. Modification of Specialized Teams (to include elimination of the Hurricane Evacuation Site Staff) has occurred. Membership of the Emergency Management Working Group (EMWG) has been modified. Glossary of references and supporting information has been updated.

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## Chapter 1

### 45 SW EMERGENCY MANAGEMENT PROGRAM

**1.1. Purpose.** The purpose of the 45 SW Emergency Management (EM) Program is to ensure the 45 SW can return to normal operations following a major accident, natural disaster, or terrorist use of CBRN weapons. 45 SW Installation Emergency Management Plan (IEMP) 10-2, outlines the installation procedures for response to disaster situations. There are two 45 SW IEMP 10-2 products, one for PAFB and one for CCAFS.

**1.2. Organization.** The base EM Program is organized in accordance with AFI 10-2501, Table A4.12, “*Readiness and Emergency Management Flight*” and AFMAN 32-1007.

**1.3. Commander Responsibilities.** All unit commanders and agency chiefs will support the 45 SW EM Program. In addition to responsibilities listed in AFI 10-2501, paragraph 3.11, unit commanders of the 45 SW are responsible to:

1.3.1. Appoint a primary and alternate Unit EM Representative.

1.3.2. Appoint unit personnel to EM additional duties using the 45 SW EM Report.

1.3.3. Provide space for all individual and specialized team equipment required by applicable directives and 45 SW IEMP 10-2, PAFB and CCAFS, as applicable.

1.3.4. Commanders will, through their respective Unit EM Representatives or unit training section:

1.3.4.1. Ensure personnel identified in AFI 10-2501, Table 6.2 are provided the opportunity to take the CBRN Awareness course available through the Advanced Distributive Learning Services web page <https://golearn.csd.disa.mil/kc/login/login.asp>.

1.3.4.2. Ensure unit personnel attend all training required by AFI 10-2501.

1.3.4.3. Ensure specialized teams conduct in-house training and participate in exercises to remain proficient.

1.3.5. Ensure respective Unit EM Representatives provide unit EM briefings or newsletters semiannually to keep informed on current EM issues to include training statistics.

1.3.6. Ensure Unit EM Representatives maintain the unit program IAW this instruction and applicable directives.

1.3.7. Establish and maintain EM support requirements in the unit self-inspection program.

#### **1.4. Emergency Operations Center (EOC).**

1.4.1. The EOC is activated on an as needed basis during major accidents, natural disasters, and other contingencies determined necessary by the 45 SW/CC. The EOC coordinates and directs operations and support requirements with the Crisis Action Team (CAT), Command Post, unit control centers, specialized teams, and coordinates with civil and governmental authorities. Each member's unit will furnish checklists, professional equipment, and supplies.

1.4.2. The 45th Mission Support Group Commander (45 MSG/CC) is the Primary EOC Director for the 45 SW (PAFB & CCAFS). Units must identify personnel to perform EOC duties to 45 CES/CEX using the 45 SW EM Report. As a minimum, each function listed in Table 1.1 must appoint two primaries and two alternates as EOC members. Primary and alternate EOC members must be functional experts and given the authority to commit unit resources during disaster responses. The 45th Mission Support Group Deputy Commander (45 MSG/CD) serves as the alternate EOC Director. The Base Civil Engineer and Security Forces commander will also be trained as alternate EOC Directors. All EOC members will be aware of the ESF for which they are the Office of Primary Responsibility (OPR) or an Office of Coordinating Responsibility (OCR) as identified in Attachment 2 of AFI 10-2501.

**Table 1.1. PAFB EOC members**

EOC Director	EOC Manager (45 CES/CEX)	45 LRS (ESF 1 & 7)
45 SCS (ESF 2)	45 CES (ESF 3, 9, 10, 12, 14)	45 CES/CEF (ESF 4)
45 CES/CEX (ESF 5)	45 FSS (ESF 6)	45 MDG (ESF 8 & 11)
45 SFS (ESF 13)	45 SW/PA (ESF 15)	Mission Partners

1.4.3. Response time for an EOC recall is 30 minutes after notification during normal duty hours and 90 minutes during non-duty hours. EOC personnel will respond with items listed in Attachment 5 of this publication.

1.4.4. PAFB EOC members will ensure they have access to updated unit specific checklists in support of 45 SW IEMP 10-2.

1.4.5. At CCAFS, the Detachment 1, 45th Mission Support Group Commander (Det. 1, 45 MSG/CC) is the Primary EOC Director for CCAFS as the 45 MSG/CC representative. Units must identify personnel to perform EOC duties to CCAFS Emergency Management. At a minimum, each function listed in Table 1.2 must appoint two primaries and two alternates as EOC members. Primary and alternate EOC members must be functional experts and given the authority to commit unit resources during disaster responses. The Detachment 1, 45th Mission Support Group Deputy Commander (Det. 1, 45 MSG/CD) serves as the alternate EOC Director. The Chief, Cape Engineer Flight (45 CES/CEZ) and Detachment 1, 45th Mission Support Group Director of Operations (45 MSG Det. 1/DO) will also be trained as alternate EOC Directors. **NOTE:** During launch support operations there will be two (2) certified LEOC Directors on station as a minimum. All EOC members will be aware of the ESF for which they are the OPR, or an OCR if identified in Det. 1, 45 MSG, EOC Designation and Recall Roster.

**Table 1.2. Cape Canaveral AFS EOC/LEOC members**

EOC Director (Note 1)	EOC Manager (FEMS EM) (Note 1)	45 LRS (ESF 1) (Note 2)
45 RMS/RMRC (ESF 2)	45 CES/CEZ (ESF 3, 12, 14)	FEMS II Fire (ESF 4, 9, 10) (Note 1)
FEMS II EM (ESF 5) (Note 1)	45 FSS (ESF 6) (Note 2)	45 CONS (ESF 7)
45 MDG (ESF 8) (Note 2)	45 CES/CEIE (ESF 11)	45 SFS (ESF 13) (Note 1)
45 SW/PA (ESF 15) (Note 2)	Pad Safety/Pad 1 (CSSC) Note 1	45 CES/CED (Note 1)
45 SW/JA (Note 2)	45 SW/SEG	45 SW/SEA, 45 SW/SEAL (Note 1)
5 SLS (Note 1)	MESC EHS (Note 1)	Propellants South (ISC)
NRO Safety (Note 1 for NRO missions)		
<b>Note 1:</b> Denotes a launch support role. Assembles at Fallback as required.		
<b>Note 2:</b> Denotes PAFB support. Assembles at PAFB EOC when notified in support of CCAFS unless notified to respond to CCAFS EOC.		

1.4.6. Response time for a CCAFS EOC recall is no later than 30 minutes after notification during normal duty hours and no later than 90 minutes or as contractor statement of work/job description specifies during non-duty hours. EOC personnel will respond with items listed in Attachment 5 of this publication.

1.4.7. EOC members will ensure their response binders contain updated unit checklists and other support material as outlined in paragraph 2.4 of this instruction.

## Chapter 2

### UNIT EMERGENCY MANAGEMENT PROGRAMS

**2.1. Purpose.** Address the responsibilities of Unit EM Representatives and the management of the unit EM program. Unit EM Representatives are the primary link between the unit and 45 CES/CEX to work EM issues. Table 2.1 below lists units who will appoint Unit EM Representatives through the Unit EM Report and will maintain a Unit Emergency Management Program.

**Table 2.1. Mandatory Unit Emergency Management Programs**

45 SW Staff	1 ROPS
45 SW/SE	45 OSS
45 CPTS	45 RMS
45 MSG Staff	45 WS
45 LRS	45 SCS
45 FSS	45 OG, Det 1 (Antigua)
45 CONS	45 OG, Det 2 (Ascension)
45 CES	45 LCG Staff
45 SFS	45 LCSS
920 RQW	5 SLS
45 OG Staff	AFTAC
DEOMI	114 SPCS
45 MDG	45 MSG, Det 1

**2.2. Policy.** Unit EM Representatives should have at least one-year retainability on their current assignment and should attend training within 30 days of appointment. The unit commander or functional agency chief must appoint personnel on the Unit EM Report.

### **2.3. General Responsibilities of Unit EM Representatives.**

2.3.1. Represent the unit commander on issues involving EM planning and operations. The Unit EM Representatives should meet with their respective commanders at least quarterly to provide a briefing on the status of their EM programs. At a minimum, the following issues should be briefed:

2.3.1.1. Status of unit CBRN Awareness and Survival Skills Training statistics, to include percent of unit currently trained, mask fit status and status of Task Qualification Training.

2.3.1.2. Status of follow-up actions to correct identified deficiencies noted during inspections, self-assessments or SAVs.

2.3.1.3. Status of unit EM specialized teams, team members, and required equipment/training. Status of unit HAZMAT training for required personnel, if applicable.

2.3.1.4. Status of Shelter in Place (SIP) program.

2.3.1.5. Meeting with the unit commander will be documented on the unit EM report.

2.3.2. Unit EM Representatives will maintain the following documents and review them at least annually or sooner and upon changes, revisions, or updates. A paper or electronic copy of publications and documents is an acceptable format and the utilization of a cross reference sheet is acceptable; however, the cross reference sheet must reference a location within the office such as a book case, compact disk or other location that does not require on-line access.

2.3.2.1. AFI 10-2501, AFMAN 10-2502, AFMAN 10-2602.

2.3.2.2. 45 SW IEMP 10-2, (PAFB and/or CCAFS as appropriate)

2.3.2.3. EM information program pamphlets and/or handouts for managing unit EM program to include the following:

2.3.2.3.1. 45 SW SIP Guide

2.3.2.3.2. 45 SW Family Disaster Planning Guide

2.3.2.3.3. 45 CES/CEX Quarterly Newsletter

2.3.3. Unit EM Report. Unit EM Representatives for Tier I units will submit reports quarterly. Unit EM Representatives for Tier II units will submit an annual report. The format will be provided by 45 CES/CEX. Reports are due by the 10th of Jan, Apr, Jul and Oct and will reflect the status of the unit EM Program as of the last day of the quarter. The unit commander or staff agency chief will sign the report. EM Reports will take the place of all EM appointment letters. When significant changes occur within a unit an Interim report should be prepared and the word "Interim" will be placed in the reporting period block. An Interim report should still be a complete report.

2.3.4. Unit EM self-assessments. Units are required to conduct a unit EM self-assessment every six months using the checklist in Attachment 7. Discrepancies will be tracked via MICT.

**2.4. Unit Implementing Checklists.** Units assigned to the 45 SW will develop and maintain checklists to support emergency responses as specified in 45 SW IEMP 10-2, and this instruction. Checklists will be reviewed and updated within 60 days after a new 45 SW IEMP 10-2 is published. The 45 CES/CEX will review these checklists prior to implementation. Unit EM Representatives will ensure functional experts review checklists at least annually and upon changes in unit tasking or source documents. Unit EM Representatives will document the review dates and forward a copy of the review, to include any changes to 45 CES/CEX.

**2.5. Unit Information Program.** The purpose of a unit information program is to ensure all unit personnel receive current EM information. Unit personnel with family members are responsible to inform their families on local conditions and other information to react to emergencies or disasters that might affect the family if the military spouse is not available. The 45 CES/CEX distributes information and the Unit EM Representatives can supplement the information to address unit specific requirements. Unit EM Representatives will do the following:

2.5.1. Provide a unit EM briefing within 30 days of members' assignment to the unit.

2.5.2. Brief the following topics annually using briefings or read files:

2.5.2.1. Individual actions to take in response to major accidents, natural disaster, or terrorist use of CBRNE.

2.5.2.2. SIP procedures for home, work or office; and emergency operations activities for assigned personnel. Briefing will be conducted in coordination with the facility manager.

2.5.2.3. Actions unit personnel must take when away from home in the event of war.

2.5.3. Document all training conducted and maintain in the Unit EM Report in the appropriate block (e.g., information presented, date, and number of personnel trained and dissemination method).

**2.6. Unit Control Centers.** Unit Control Centers (UCCs) support EM operations and are responsible for dispatching and controlling unit resources during contingency operations. UCCs are required for all organizations tasked to provide EOC representation and will be activated when the EOC is recalled. UCCs must remain in 24-hour operation until termination of the emergency or until released by the Installation Commander. Each control center must have a primary and alternate location identified with telephone numbers and provide 45 CES/CEX with this information.

2.6.1. Unit Control Centers will maintain the following:

2.6.1.1. Unit specific checklists that address unit operations during major accidents, natural disasters, and terrorist incidents involving CBRNE, shelter in place, relocation plus activation and deactivation of the unit control center.

2.6.1.2. Communications capabilities necessary to support tasked mission requirements (e.g., cell phone, radio, etc.). All 45 SW units will also maintain the ability to log into Defense Connect Online (DCO).

2.6.1.3. Listing of unit facilities, with primary and alternate phone numbers of personnel to be notified for each main occupied facility or a method of notifying all unit personnel. This will also be used during shelter in place operations.

2.6.1.4. Recall Rosters of key personnel and specialized teams. EOC and specialized team rosters will be separate from the squadron recall or other rosters.

2.6.1.5. Procedures to activate emergency power and lighting.

2.6.1.6. Log of Events, to record information and response actions.

2.6.1.7. Military Grid Reference System (MGRS) maps with unit work centers, unit control centers, and shelters highlighted. Maps will be obtained from 45 CES/CEX.

2.6.1.8. Highway and Road Maps or Topographical Maps of the state and local area.

**2.7. Unit Emergency Management Binder.** All units identified in Table 2.1 will prepare a unit Emergency Management Continuity Binder using Table 2.2 (below) as a guideline.

**Table 2.2. Unit Emergency Management Continuity Binder**

Tab	Description
1	EM Reports
2	EM Quarterly Newsletter
3	Copy of SAV Reports
4	Shelter in Place Program
5	Unit Checklists in support of the 45 SW IEMP 10-2
6	Unit EM Self-Assessment Program
7	Unit Recall Procedures
8	Publications (see paragraph 2.3.2. of this instruction)
9	General Correspondence

## Chapter 3

### EMERGENCY MANAGEMENT TRAINING

**3.1. Purpose.** Establish local requirements for CBRNE Training at the Awareness and Survival Skills level and specialized EM training.

**3.2. Policy.** Unit commanders and agency chiefs must ensure assigned personnel attend scheduled training. Students arriving late or without the required equipment will not be permitted to attend and will be listed as a no-show.

**3.3. Scheduling Procedures for CBRNE Training.**

3.3.1. Unit Schedulers and alternates must be identified through the Quarterly EM Report to 45 CES/CEX and are the only individuals, besides the unit commander or his/her designated representative that may cancel or request additional class seats.

3.3.2. Unit schedulers will use the Automated Civil Engineer Squadron – Personnel Readiness (ACES PR) system to schedule personnel for class at <https://aces30.csd.disa.mil/> Classes may be cancelled during exercises or emergencies. Unit schedulers will submit DD Form 2875 to the Civil Engineer computer room for access to the ACES database.

3.3.3. Unit schedulers or Unit Deployment Managers will issue training gear identified below from existing stock or will ensure personnel have training gear checked out from 45 LRS mobility [45LRS.Mobility@us.af.mil](mailto:45LRS.Mobility@us.af.mil) , DSN 854-4915). Appointments must be scheduled at least 2 weeks in advance. Items required: JSLIST suit (top and bottom); green vinyl overboots (GVO) or black vinyl overboots (BVO); gloves and inserts; canteen and protective mask and carrier. Students that do not have any one of these items will be sent away and reported as a no-show.

3.3.4. CBRNE awareness course must be accomplished within 60 days prior to personnel being scheduled to attend the CBRNE Survival Skills Course through ADLS at <https://golearn.csd.disa.mil/>. The CEX will record course completion on AF form 1098, *Special Task Certification and Recurring Training*.

3.3.5. Twenty-four hour notice is required for any cancellations and/or changes to the class roster. All no-shows will be reported to each respective unit commander.

**3.4. Base Emergency Preparedness Orientation (BEPO).** Newcomers must attend BEPO training as part of the Newcomers Orientation Briefing. Unit EM Representatives will provide recurring training in respective units and will utilize the material provided by 45 CES/CEX and other applicable material such as newspaper articles, etc.

## Chapter 4

### EMERGENCY MANAGEMENT EQUIPMENT

**4.1. Purpose.** This chapter establishes local procedures and identifies responsibilities for management of CBRNE defense and specialized EM team equipment.

**4.2. Training CBRNE Defense Equipment.**

4.2.1. Refer to para. 3.3.3 for required equipment and how to obtain it.

4.2.2. The protective mask is used for both training and operational requirements. There is no such thing as a “training only” mask.

**4.3. Specialized Team Equipment.** Units with EM equipment will maintain equipment IAW applicable directives.

**4.4. Specialized Team Member Supplies and Equipment.** Organizations and members will maintain a response kit and checklists to meet their response needs (see Attachment 5). Units will budget for, and procure, their respective Specialized Team equipment. Specialized Teams include all Disaster Response Force (DRF) members identified in the 45 SW IEMP 10-2.

## Chapter 5

### DISASTER RESPONSE FORCE TEAMS

**5.1. Purpose.** DRF teams are formed from existing base resources to support disaster and contingency operations. 45 SW is responsible for supporting all Air Force resources in areas of Florida that may be up to and exceed a 150-mile radius depending on the situation and the neighboring installation capabilities. Predefined response areas are outlined in 45 SW IEMP 10-2, and have been coordinated with MacDill AFB and Homestead ARB; however, a response could be in support of, or in lieu of, a response from the closest military installation as directed by higher authority.

#### **5.2. Specialized DRF Teams.**

**5.2.1. Emergency Management Support Team (EMST).** The EMST augments 45 CES/CEX. EMST members work with 45 CES/CEX and perform selected and critical operational tasks where staffing is insufficient. EMST operations will include, but are not limited to, performing CBRN monitoring, contamination control station (CCS) operations, CBRN control center tasks, Emergency Operations Center support and responding to a full spectrum of incidents/accident/disasters to include exercises and training. Units tasked to appoint personnel to the EMST must ensure personnel appointed meet the following minimum requirements:

5.2.1.1. Personnel assigned to the EMST will respond to the 45 CES/CEX when recalled. Response time will be 30 minutes during duty hours and 90 minutes during off duty hours.

**5.2.2. Emergency Operations Center (EOC).** The EOC is a peacetime disaster command, control, and communications element that provides functional support and expertise to an Incident Commander (IC). It coordinates operations and support requirements with the base and provides liaison with civil authorities and response elements, directs and coordinates the activities of organizational resources, coordinates functional support with their unit control center, coordinates with civilian counterparts, advises the IC and provides timely updates to 45 SW leadership on the CAT.

**5.2.3. Shelter Management Teams (SMT).** SMTs will be used to protect personnel during major accidents, natural disasters, or terrorist use of CBRNE agents. Shelter Management Teams are under the control of unit commanders but will receive training as requested or required by the 45 CES/CEX office. All primary occupancy facilities in the 45 SW should have personnel familiar with Shelter in Place procedures.

**5.2.4. Hurricane Recovery Team (HRT).** The HRT is formed from organizations throughout the 45 SW. PAFB will have a HRT formed every year prior to the onset of the official hurricane season (1 June – 30 November). The purpose of the HRT is to provide an initial survey of the base after a hurricane and to begin restoration of essential base functions such as water, sewer, electric and other necessary functions.

**5.2.5. Hurricane Response Team (HRT1)** HRT1 is formed from organizations throughout the 45 SW. CCAFS will have a HRT1 formed every year prior to the onset of the official hurricane season (1 June – 30 November). The purpose of the CCAFS HRT1 is to secure the

installation and maintain a presence throughout a storm up to and including a category three hurricane. Once “Weather Safe” has been declared by the 45 SW/CC, HRT1 will provide an initial survey of CCAFS and begin restoration of essential base functions such as water, sewer, electric and other necessary functions.

## Chapter 6

### EMERGENCY MANAGEMENT PLANNING

**6.1. Purpose.** This chapter establishes procedures and identifies the responsibilities for local EM planning.

**6.2. Primary Objective of Planning:** To support 45 SW operational plans by minimizing the loss of operational capability caused by major accidents, natural disasters and terrorist use of CBRNE.

**6.3. IEMP 10-2.** Provides comprehensive guidance for response to major accidents, natural disasters and terrorist use of CBRNE agents. This plan will not include program management, exercise procedures or administrative information.

6.3.1. The 45 CES/CEX is OPR for the 45 SW IEMP 10-2, PAFB. The CCAFS Office of Emergency Management is the OPR for the 45 SW IEMP 10-2, CCAFS.

6.3.2. The 45 SW IEMP 10-2 will address major accidents, natural disasters and terrorist use of CBRNE that are likely to affect personnel and property under the control of 45 SW.

**6.4. Unit Support Checklists.** Units will develop supporting checklists addressing their general and specific taskings identified in this instruction and the 45 SW IEMP 10-2. Units will address their specific responsibilities. Checklists must be dated and specify who, what, when, and how to perform assigned tasks during any situation that falls under the purview of the 45 SW IEMP 10-2. The R&EM office must review these checklists prior to implementation. Checklist will be provided to the R&EM office in a commonly used electronic format such as Microsoft Word or Excel. Unit Checklists will be updated within 60 days of publication of the 45 SW IEMP 10-2.

## Chapter 7

### EMERGENCY MANAGEMENT WORKING GROUP

**7.1. Purpose.** The purpose of the Emergency Management Working Group (EMWG) is to discuss readiness issues. The EMWG will provide guidance for the future of the EM program. As a decision making body, the EMWG applies its collective judgment and experience to issues brought forth from the wing populace. The EMWG will form subgroups as necessary to work EM related issues. At a minimum, the EMWG will have a subgroup for the All Hazards Response Planning Team.

**7.2. Membership.** The chairman of the EMWG will be the 45 MSG/CC or designated representative. General Membership is listed in Table 7.1. All personnel listed must have the authority to make decisions relevant to their functional area.

**Table 7.1. Emergency Management Working Group General Membership**

Mandatory (voting member)	Special Advisors	Optional
45 CES/CC	45 CES/CED	DEOMI
45 SFS/CC	45 CES/CEF	Naval Ordnance Test Unit
45 LRS/CC	45 LRS/LGRDX	920 RQW
45 FSS/CC	45 MDSS/SGSX	114 SPCS
45 MDG/CC	45 AMDS/SGPB	
45 SW/IG	45 AMDS/SGPM	
45 SW/SE	45 FSS/FSM	
45 SCS	AFOSI Detachment 802	
45 SW/XP	45 OSS/OSA	
45 SW/JA	45 OSS/OSX	
45 CONS	45 WS	
45 CPTS	45 CES/CEIE	
45 SW/PA	45 SW/IGI	
45 SW/CP		
Det. 1, 45 MSG		
CCAFS EM		
AFTAC		
45 LCG/CC		

NINA M. ARMAGNO, Brigadier General, USAF  
Commander

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

AFPD 10-2, *Readiness*, 30 October 2006

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007

AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedures*, 25 September 2009

AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operations*, 30 May 2013

***Abbreviations and Acronyms***

**ACES-PR** - Automated Civil Engineer Squadron – Personnel Readiness

**ADLS**—Advanced Distributive Learning Services

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFS**—Air Force Station

**AFIMS**—Air Force Incident Management System

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**BEPO**—Base Emergency Preparedness Orientation

**BVO**—Black Vinyl Overboots

**CBRN**—Chemical Biological Radiological Nuclear

**CBRNE**—Chemical Biological Radiological Nuclear and high yield Explosive

**CCAFS**—Cape Canaveral Air Force Station

**CCT**—Contamination Control Team

**CSSC**—Consolidated Safety Support Contract

**DCO**—Defense Connect Online

**DRF**—Disaster Response Force

**EHS**—Environmental Health Services

**EM**—Emergency Management

**EMWG**—Emergency Management Working Group

**EMST**—Emergency Management Support Team

**EOC**—Emergency Operations Center

**ESF**—Emergency Support Function

**ER**—Eastern Range

**FEMS II**—Fire Emergency Management and Emergency Medical Services Contract

**FPEC**—Force Protection Executive Council

**FPWG**—Force Protection Working Group

**GVO**—Green Vinyl Overboots

**HRT**—Hurricane Recovery Team (a PAFB term)

**HRT1**—Hurricane Response Team (a CCAFS term)

**IC**—Incident Commander

**IEMP**—Installation Emergency Management Plan

**IOMS**—Infrastructure Operations and Maintenance Services (CCAFS CE Contract)

**ISC**—Institutional Services Contract (NASA)

**LCG**—Launch Group

**LEOC**—Launch Emergency Operations Center

**MESC**—Medical & Environmental Services Contract (NASA)

**MGRS**—Military Grid Reference System

**MICT**—Management Internal Control Toolset

**MSG**—Mission Support Group

**OCR**—Office of Coordinating Responsibility

**OPR**—Office of Primary Responsibility

**PAFB**—Patrick Air Force Base

**RMS**—Range Management Squadron

**R&EM**—Readiness and Emergency Management

**SLS**—Space Launch Squadron

**SMT**—Shelter Management Team

**SW**—Space Wing

**UCC**—Unit Control Center

**UDM**—Unit Deployment Manager

**WIT**—Wing Inspection Team

## Attachment 2

### LAUNCH EMERGENCY OPERATIONS CENTER (LEOC) DIRECTOR TRAINING AND CERTIFICATION PROGRAM

**A2.1. Introduction.** Each individual designated as a LEOC Director at CCAFS must satisfy the requirements of this instruction. All personnel must meet the minimum qualifications for certification, successfully complete the training program, be officially certified by the 45 SW/CC and maintain currency in order to serve as the LEOC Director during launch operations.

**A2.2. General.** This training program involves various functional and technical experts in the fields of Safety, Fire, Emergency Management, Explosive Ordnance Disposal, Environmental Health, and Security. Training will be conducted by classroom briefings, tabletop exercises, and participation as an observer during actual launches with the LEOC. The CCAFS Emergency Management office will coordinate training with the functional experts identified in Attachment 3 and maintain all documented training forms.

#### **A2.3. Responsibilities.**

A2.3.1. The 45 SW/CC will certify each CCAFS LEOC Director.

A2.3.2. The Det 1/CC, 45 MSG will ensure training is scheduled, conducted and documented by the CCAFS EM office.

A2.3.3. The 45 MSG/CC and 45 SW Chief of Safety will coordinate on completed training form prior to 45 SW/CC certification.

A2.3.4. Each training agency listed as an OPR in Attachment 3 will develop, maintain and keep current, a lesson plan of instruction for each subject. Additionally, each agency will appoint a certifying official to signify completion of training.

A2.3.5. CCAFS EM office will act as the OPR for the LEOC Director training program to include development, currency, scheduling and documentation of training.

#### **A2.4. LEOC Director's Certification Plan. Minimum Qualifications for Certification:**

A2.4.1. Exhibit by performance and experience, leadership qualities necessary to serve as LEOC Director.

A2.4.2. Be appointed in writing as LEOC Director by the 45 SW/CC.

A2.4.3. Grade of Major or above or civilian equivalent.

A2.4.4. The local LEOC Director training program is mandatory. In addition to certification requirements listed in this attachment, the CCAFS Launch EOC Director will also meet or exceed training requirements listed in Chapter 6 of AFI 10-2501, with specific emphasis on Tables 6.1 and 6.2.

**A2.5. Certification.** Attachment 3 is a worksheet to record specific training received. As each training requirement is completed, the trainer will enter the completion date and initial the worksheet. If the candidate is determined to be certifiable, the certifying official will fill in and sign the certification at the bottom of the worksheet.

**A2.6. Refresher Training.** To remain certified as a LEOC Director, all personnel must serve as LEOC Director or Assistant LEOC Director a minimum of once every six months, as recorded

on the “CCAFS LEOC Director Launch Experience Worksheet.” If an individual loses certification for this or any other reason, the 45 MSG/CC or 45 SW Chief of Safety shall direct refresher training. Refresher training shall consist of assisting the LEOC Director during a scheduled launch operation at the LEOC Assembly Point starting from L-90 minutes in the capacity of Assistant Launch EOC Director. Refresher training will be documented in his/her “CCAFS LEOC Director Launch Experience Worksheet” reinstating certification.

Attachment 3

CCAFS LAUNCH EOC DIRECTOR TRAINING PROGRESS WORKSHEET

Figure A3.1. CCAFS EOC Director Training Progress Worksheet

NAME: \_\_\_\_\_

1. Mandatory Reading and Briefings:

A. EOC/Fallback Briefs, Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EM

B. 45 SW IEMP 10-2, Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EM

2. Training Briefing (Local or AF Formal Courses) and Orientations:

A. Operations Safety Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_OPESE

B. Area Release to Investigation- Board President Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_SEAL

C. Environmental Health Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EHS

D. Explosive Ordnance Disposal Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EOD

E. Fire Protection Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_FIRE

F. Security Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_SEC

G. AERO Command & Control Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EM

H. AERO Classroom Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EM

I. Emergency Management and LEOC Operations Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EM

J. Incident Management Course Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_EM

K. Toxic Hazards Comp Date: \_\_\_\_\_ Initials: \_\_\_\_\_SELR

L. EOC Launch Tabletop Exercise	Comp Date: _____	Initials: _____EM
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3. LEOC Director Training Launch Experience. Each individual will serve as a Backup LEOC Director for a minimum of two launches prior to certification.

A. First Launch Date: \_\_\_\_\_ Launch Vehicle: \_\_\_\_\_ Initials: \_\_\_\_\_

B. Second launch Date: \_\_\_\_\_ Launch Vehicle: \_\_\_\_\_ Initials: \_\_\_\_\_

4. Official certification of CCAFS LEOC Director: This is to certify the following individual has successfully completed the CCAFS LEOC Director training program and is fully certified to serve as the CCAFS LEOC Director for all launches on the Eastern Range.

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

COORDINATION:

\_\_\_\_\_  
45 MSG Commander

\_\_\_\_\_  
45 SW Chief of Safety

CERTIFICATION:

\_\_\_\_\_  
45 SW Commander



## Attachment 5

**DISASTER RESPONSE FORCE MEMBER EQUIPMENT**

**A5.1.** Units tasked to provide Disaster Response Force (DRF) members are responsible for developing unit response checklists and procuring professional equipment essential to effective DRF response and actions. The minimum essential items required for each DRF member are listed in Table A5.1. below. A 72-hour deployment should be the basis for planning.

**Table A5.1. Minimum Essential Items**

ITEM	RECOMMENDED QUANTITY
<b>Provided by unit:</b>	
Rain Gear	1
Sleeping Bag (through LRS Supply)	1
Canteen	1
Flashlight	1
Spare Batteries	1
Dust Goggles	1
Leather Work Gloves	1 Pair
<u>Administrative Supplies</u>	As required
Writing tablets	
Pens and Pencils	
Unit checklists	
Laptop (recommended if available)	
Florida Road Map	1
Cold Weather Bag (B Bag) (through LRS Supply)	1
<b>Member's responsibility</b>	
Complete Air Battle Uniform (military)	2 sets
Field Jacket or Gortex (military)	1
Civilian Clothing (military)	Minimum one change of clothing
Civilian clothes (non-military)	Minimum 3 changes of clothing
• Rain Gear	1 set
• Cold weather jacket	1
Basic Toiletries	As required for the initial 72 hours (Consider additional supplies)
-Soap	-Shampoo
-Toothbrush	-Toothpaste
-Deodorant	-Razor,
Blades	
-Shaving Cream	-Hand Cream
-Brush and/or Comb	-Lip Balm
-Toilet Paper	-Washcloth
-Sunscreen	-Insect
Repellant	
Medications	As required
Spare Glasses	1 pair
Snacks	As needed

## Attachment 6

### EMERGENCY MANAGEMENT SPECIAL EVENT PLANNING

**A6.1. Introduction.** All units and organizations that desire to sponsor/host a special event on CCAFS must satisfy the requirements of this instruction. The purpose of this instruction is to provide a systematic process through which units/organizations on CCAFS may request/plan special events, in order to mitigate the inherent risks associated with hosting large numbers of people beyond the scope of routine operations.

**A6.2. General.** A special event is defined as a non-routine activity within the 45 SW that brings together a large number of people. Emphasis is not placed on the total number of people attending, but rather the impact on the ability of CCAFS to respond to a large-scale emergency or disaster or the exceptional demands that the activity places on response services. Special events held on CCAFS require additional planning, preparedness and mitigation efforts of first/emergency responders and 45 SW safety agencies. This guide provides a method in order to facilitate special events that would allow large numbers of people access to an installation that contains priority resources as well as inherently dangerous materials due to its space exploration mission. Further, it provides a systematic process in which special events can be conducted in order to protect the lives of 45 SW guests, employees, the space mission, as well as equipment, property and the environment. While this guide provides an approach to Special Event planning, it should not be considered as universally applicable, or without need of modification to the specifics of a particular event.

#### **A6.3. Responsibilities.**

A6.3.1. The Requesting Entity will:

A6.3.1.1. Review and comply with 45 SWI 90-101, *“Commercial Solicitation, On-Base Fundraising, On-Base Private Businesses, Contractor Demonstrations and the Temporary Use of Air Force Property.”*

A6.3.1.2. Submit a request for the special event on a “Cape Canaveral Air Force Station Event/Tour Request Form,” six (6) months prior to the anticipated date that the event is to be held to the DET 1, 45 MSG/DO. NOTE: The form is available in the 45 MSG, Det 1/CC office.

A6.3.1.3. Provide the following information:

A6.3.1.3.1. The Requestor, the Point of Contact (POC) for the organization who has the authority to coordinate the event with the DET 1 45 MSG/DO or their designated representative.

A6.3.1.3.2. The proposed date and time(s) of the event.

A6.3.1.3.3. The anticipated number of guests.

A6.3.1.3.4. A description of the event.

A6.3.1.3.5. A list of 45 SW assets that are being requested for use in support of the event.

A6.3.1.3.6. An explanation of requests for access for unbadged personnel in support of the event.

A6.3.1.3.7. A list of any foreign entities that may be involved with the event requiring access to CCAFS.

A6.3.1.3.8. A list and explanation of any special equipment that is being requested to be allowed to be a part of the event (e.g., vendor displays, kid's rides, interactive games etc.).

A6.3.1.3.9. A description of any special considerations such as the event providing access near sensitive areas or in close proximity to hazardous commodities.

**A6.3.2. The DET 1 45 MSG Director of Operations will:**

A6.3.2.1. Review the Special Event Request and determine if the event is to be approved as a non- special event, approved with coordination through the EM Office as a "Special Event," or denied with comment.

A6.3.2.2. If "Approved with Coordination through the EM Office" the DO will forward the request to the Director of Emergency Management for coordination.

A6.3.2.3. Upon receipt of the Special Event Operations Plan from the EM Office, review and submit changes/recommendations to the Director of Emergency Management.

A6.3.2.4. Coordinate with the 45 SW/CC or other senior leadership if required.

**A6.3.3. The CCAFS Emergency Management Office will:**

A6.3.3.1. Review the Special Event request and assign an Emergency Management (EM) Analyst as the lead for the project.

A6.3.3.2. Schedule the Special Event Planning Meeting with the appropriate Point of Contacts (POC) for each unit/organization potentially impacted as a result of the event being approved, i.e. Fire, Security, Safety, host organization, food services, etc.

A6.3.3.3. During the Special Event Planning Meeting distribute the appropriate Special Event Planning checklists to all affected POCs and have them coordinate with their facility managers with a suspense date to return to the Emergency Management Office.

A6.3.3.4. Task Security with reviewing the Integrated Defense Plan 31-1. Security will attend the Special Event Operations Plan Review meeting and be prepared to discuss the following:

A6.3.3.4.1. CCAFS Ingress/Egress – Placards or Special Event Badging, addressing use of the South, West and North Boundaries and Emergency Evacuation Routes.

A6.3.3.4.2. Visitor control – escorts

A6.3.3.4.3. Crowd control based on anticipated numbers

A6.3.3.4.4. Traffic control

A6.3.3.4.5. Lost children

A6.3.3.4.6. Vehicle inspections

A6.3.3.4.7. Personnel accountability, addressing area patrols conducted during the event and security sweeps conducted after the event

A6.3.3.4.8. Monitoring of beach/fishing area access

A6.3.3.4.9. OPSEC/COMSEC

A6.3.3.5. Task Ground Safety with writing a Safety Plan and submitting it to the EM office prior to the Special Event Operations Plan Review meeting. At a minimum, this will include:

A6.3.3.5.1. Severe weather actions

A6.3.3.5.2. Construction areas

A6.3.3.5.3. Hazardous material/operations

A6.3.3.5.4. Land and aquatic wildlife (snakes, alligators, etc.)

A6.3.3.5.5. Water related hazards (Banana River, Atlantic Ocean and retention ponds)

A6.3.3.6. Task Fire and Emergency Services with writing the Emergency Plan and submitting it to the EM office prior to the Special Event Operations Plan Review meeting. At a minimum, this will include:

A6.3.3.6.1. Instructions for reporting emergencies - Dial 911 from any hardline phone on CCAFS (853-0911 via cell phone), or pull the closest fire pull station.

A6.3.3.6.2. Instructions for obtaining first aid - Emergency medical care/transport on CCAFS is available by calling 911 (853-0911 via cell phone). Locations where first aid will be available and a specific treatment plan for common complaints such as heat related illnesses, cuts/bruises and bug bites will be included in this portion of the plan.

A6.3.3.6.3. HAZMAT incident actions.

A6.3.3.6.4. Fire use concerns relating to grills and special equipment.

A6.3.3.7. Solicit Risk/Hazard Analysis from POCs working in unison with Facility Managers.

A6.3.3.8. Develop a Communication Plan.

A6.3.3.8.1. Operational Radio Nets.

A6.3.3.8.2. Security Forces.

A6.3.3.8.3. Fire Services.

A6.3.3.8.4. Safety.

A6.3.3.8.5. Emergency Net in response to Special Event = "EMG MGT1."

A6.3.3.8.6. Email Distribution Lists.

A6.3.3.8.7. Cell Phone List.

A6.3.3.8.8. EOC Activation Procedure.

A6.3.3.8.9. Pre-identify those who will respond to the EOC during the hours the Special Event is being conducted.

A6.3.3.8.10. Identify EOC Location(s).

A6.3.3.9. Task the host unit/organization along with the DET 1 45 MSG/DO with developing the Logistics Plan. This plan should address as a minimum:

A6.3.3.9.1. Special equipment being utilized, to include supplier(s), access requirements for Special Event set-up and take-down, location(s), electrical/water requirements and safety requirements/inspections.

A6.3.3.9.2. Outside vendors being invited, to include installation access before/during/after event, location(s), electrical/water requirements, safety requirements, safety inspections/permits and water distribution.

A6.3.3.9.3. Special Event advertisement, to include coordination with 45 SW Public Affairs and 45 SW Protocol Office, Daily Bulletin and other printed materials.

A6.3.3.10. Consolidate checklists, Security Plan, Safety Plan, Emergency Plan, Risks and Hazards Analysis, Communications Plan and Logistics Plan; assemble the Special Event Operations Plan for presentation and coordination at the Special Event Review Meeting.

A6.3.3.10.1. This meeting will be held with the original members to review the Special Event Operations Plan and make any final adjustments prior to submitting the plan to the DET 1 Office for approval.

A6.3.3.11. Submit the Special Event Operations Plan to the DET 1 45 MSG/DO for approval.

A6.3.3.12. Coordinate any changes/recommendations made by the DET 1 45 MSG/DO.

A6.3.3.13. Coordinate the final Special Event Operations Plan through the Staff Summary process.

A6.3.3.14. If the Special Event Operations Plan requires approval from the 45 SW/CC, be prepared to brief the final plan on behalf of the DET 1 Office.

A6.3.3.15. Schedule the Special Event Coordination Meeting (pending 45 SW/CC approval).

A6.3.3.15.1. This meeting will be for ALL the POCs and their volunteers, coordinators, vendors, etc. that will be in direct support of the event.

A6.3.3.15.2. Review the Special Event Operations Plan with the team in detail. Address any concerns raised; list and track action items as required.

A6.3.3.15.3. Task each unit/organization with their support for the event. Provide a suspense date.

A6.3.3.16. Track organization's/agency's status in regard to their preparations for the event.

A6.3.3.16.1. Keep DET 1 45 MSG/DO briefed on the status of Special Event preparations.

A6.3.3.17. Conduct Final Special Event Coordination Meeting.

A6.3.3.18. Support Special Event according to Special Event Operations Plan.

A6.3.3.19. Solicit “After Action” reports from each supporting unit/organization. Provide a suspense date.

A6.3.3.20. Consolidate “After Action” report data.

A6.3.3.21. Conduct a Special Event “Hot Wash” and prepare an “After Action” report.

A6.3.3.22. Submit and brief the Special Event “After Action” report to the DET 1 45MSG/DO.

A6.3.3.23. If the event is an annual event, make appropriate changes to the Special Event Operations Plan and title it as a “Draft” for the following year.

**A6.3.4. Supporting Organizations/Agencies will:**

A6.3.4.1. Provide a POC to represent the unit/organization through the planning and execution of the special event.

A6.3.4.2. Submit their portions of plans, checklists, and risk/hazard analysis as required in the format requested.

A6.3.4.2.1. Each Facility Manager will be required to submit the particulars in regard to:

A6.3.4.2.1.1. Security – any special requirements for accessing or moving around or throughout their facility, to include parking and traffic control.

A6.3.4.2.1.2. Safety – any special concerns for the safety of personnel, chemicals, fuels, construction, fall/tripping hazards, etc.

A6.3.4.2.1.3. Special Needs – any special requirements necessary in order for the facility to be utilized.

A6.3.4.3. Attend each meeting prior to the event and the “Hot Wash” after the event.

## Attachment 7

**45TH SPACE WING UNIT EMERGENCY MANAGEMENT (EM) PROGRAM SELF-ASSESSMENT AND STAFF ASSISTANCE VISIT (SAV) CHECKLIST**

**Figure A7.1. 45th Space Wing Unit Emergency Management (EM) Program Self-Assessment and Staff Assistance Visit (SAV) Checklist**

<b>45TH SPACE WING UNIT EMERGENCY MANAGEMENT (EM) PROGRAM SELF-ASSESSMENT AND STAFF ASSISTANCE VISIT (SAV) CHECKLIST</b>				
<b>UNIT/AGENCY:</b>	<b>UNIT EMERGENCY MANAGEMENT REPRESENTATIVE:</b>			
<b>DATE:</b>	<b>SAV CONDUCTED BY:</b>			
Unit EM Representatives should complete semi-annual self-inspections in accordance with AFI 10-2501 <i>AIR FORCE EMERGENCY MANAGEMENT (EM) PROGRAM PLANNING AND OPERATIONS</i> .				
<b>REFERENCES:</b> AFI 10-2501; 45 SW IEMP 10-2; AFMAN 32-1007; 45 SWI 10-202; PAFB EM Rep Guide; and PAFB Shelter in Place Guide				
COMMANDER SUPPORT		YES	NO	N/A
1. Has the unit commander established effective recall procedures to use during increased alert? (AFI 10-2501, 4.8.3.1)				
2. Does the unit commander participate in the installation Emergency Management Working Group (EMWG) and All-Hazards Response Planning Team (AHRPT), if required? (AFI 10-2501, 2.4.1.2)				
3. Are current emergency warning signal posters, related visual aids, etc. located on unit bulletin boards/high visibility areas within each unit building? (AFI 10-2501, 6.7.2.1.)				
<ul style="list-style-type: none"> <li>• “Your EM Rep is” visual aid</li> <li>• AFVA 10-2510</li> <li>• AFVA 10-2511</li> <li>• AFVA 10-2512</li> <li>• Shelter-in-Place map w/SIP locations marked</li> </ul>				
4. Does the unit EM Representative create and maintain a unit EM program folder, either hard copy or electronic, include as				

a minimum: (AFI 10-2501, 3.11.1.2)			
<ul style="list-style-type: none"> <li>• The four most recent EM Quarterly Reports</li> <li>• Current/Previous year's SAV and Self-Assessment Reports</li> <li>• Correspondence concerning EM SAV report – Discrepancies tracked until closed</li> <li>•</li> </ul>			
5. Does the unit commander provide the EM Quarterly Report to the Emergency Management Flight in a timely manner? (AFI 10-2501, 3.11.)			
6. Are the unit EM Representatives trained and is the training documented? (AFI 10-2501, 3.11.1.1.)			
7. Does the unit commander actively support the unit information program (IAW) AFI 10-2501? (AFI 10-2501, 3.11.)			
8. Has the unit commander been briefed on EM policies and responsibilities by the Emergency Management Flight? (New Commander's EM In-Brief)? (AFI 10-2501, 3.11.2)			
<b>Notes:</b>			
<b>EM PLANNING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Has the unit tailored its response capabilities to the installation's mission(s) and threat assessments? (AFI-10-2501, 4.2.1)			
2. Has the unit commander ensured planning to provide unity of effort, allocate resources, and identify shortfalls? (AFI 10-2501, 4.2.1)			
3. Does the unit participate in installation EM planning and exercises? (AFI 10-2501, 3.11.8)			
4. Has the unit developed detailed 45 SW IEMP 10-2 supporting checklists for each specialized team they control?			
5. Has the unit coordinated unit specific 45 SW IEMP 10-2-supporting checklists through the Emergency Management Flight before implementation?			
6. (AFI 10-2501, 4.3.2)			
7. Do unit-specific 45 SW IEMP 10-2-supporting checklists include all of the unit taskings listed in AFI 10-2501, Attachment 3 and Attachment 4?			
8. Do unit-specific 45 SW IEMP 10-2-supporting checklists tell who, what, when, where, and how tasks will be accomplished?			
<b>Notes:</b>			
<b>EM TRAINING (Unit Scheduler)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Are unit personnel scheduled and trained IAW the Air Force			

EM program training requirements? (AFI 10-2501, 3.11.9.)			
2. Does the unit schedule, track, and document EM training for their personnel? (AFI 10-2501, 6.4.2.)			
3. Do unit training schedulers use the Automated Civil Engineers System – Personnel Readiness (ACES-PR), Unit Scheduler Module to schedule personnel for EM training courses? (AFI 10-2501, 6.4.3)			
4. Has the unit commander ensured all personnel can access computers to accomplish computer-based training? (AFI 10-2501, 3.11.17.)			
5. Are all hard tasked military personnel current or scheduled to attend CBRN Defense Survival Skills in accordance with the most current Tier 2A Expeditionary Skills Proficiency Training provided by AEF Online? (AFI 36-2201, 8.4.2.)			
6. Are all military members current in the CBRN Awareness CBT for the prescribed frequency? (AFI 10-2501, 6.6.1.2.2)			
7. Are unit schedulers verifying that computer-based training is completed before individuals are scheduled for the corresponding localized/hands-on course?			
8. Do supervisors document completion of EM training on AF Form 1098 or through other appropriate records? (AFI 10-2501, 6.4.2.)			
9. Are Disaster Response Force (DRF) members participating in at least one exercise per year and is this training being documented? (AFI 10-2501, 6.6)			
10. Are Unit Schedulers maintaining all pre-requisite computer-based training certificates? (AFI 10-2501, 3.11.9.)			
<b>Notes:</b>			
<b>SELF-INSPECTION AND SAV PROGRAM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Does the unit EM representative use the Staff Assistance Visit (SAV) checklist provided by the Emergency Management Flight to perform semi-annual internal EM program self-inspections? (AFI 10-2501, 3.11.21. and AFI 32-4001, 5.4.2.)			
2. Does the unit provide follow-up action(s) pertaining to observations or findings identified during unit EM SAVs? (AFI 10-2501, 3.11.7.)			
3. Does the unit track open EM program SAV deficiencies until closed? (AFI 10-2501, 3.11.1.2.3.)			
4. Is there a copy of the current and previous year's SAV report			

contained within the unit EM binder? (AFI 10-2501, 3.11)			
<b>Notes:</b>			
<b>DISASTER RESPONSE FORCE (ESF Member)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Does the unit provide Emergency Support Function(s) (ESF) to the Emergency Operations Center (EOC), as tasked by the 45 SW IEMP 10-2? (AFI 10-2501, 3.11.3.)			
2. Are ESF members appointed in writing on an appointment letter or EM quarterly report by the unit commander or designated representative? (AFI 10-2501, 3.11.3.)			
3. Does the unit provide required office of collateral responsibility (OCR) support to Emergency Support Functions? (AFI 10-2501, 3.11.)			
4. Does the unit provide First Responders and Emergency Responders, as tasked by the 45 SW IEMP 10-2? (AFI 10-2501, 2.4.2.)			
5. Are unit personnel who direct ESFs given decision-making authority for their function? (AFI 10-2501, 2.4.2.8.)			
<b>Notes:</b>			
<b>UNIT CONTROL CENTERS (UCC Team Chief)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Primary Location: _____ Alternate Location: _____			
a. Has the unit commander assigned primary and alternate UCC members to include highly knowledgeable personnel? Do these appointments provide ample manpower to support 24 hour operations? (AFI 10-2501, 2.4.2.10.)			
b. Have UCC members been trained on UCC operations and how they apply to the C2 structure of the CP, EOC, CAT and DRF providing mission support to the Incident Commander as directed by the EOC Director? Is the training documented? (AFI 10-2501, 2.4.2.10.)			
c. Does the UCC have a continuity book to ensure program integrity? <ul style="list-style-type: none"> <li>• UCC SAV Results</li> <li>• All required publications, references and checklists</li> <li>• Appointment Letters for:                 <ul style="list-style-type: none"> <li>(1) Facility Manager</li> <li>(2) EM Representative</li> <li>(3) AT Monitor</li> <li>(4) Plans Representative</li> </ul>                 (AFI 10-2501, 5.2.)             </li> </ul>			

<p>d. Does the UCC have:</p> <ul style="list-style-type: none"> <li>• Log of Events</li> <li>• Status Board             <ul style="list-style-type: none"> <li>○ Critical Facilities Listing</li> <li>○ Personnel Supporting DRF Operations</li> <li>○ Items in Work</li> </ul> </li> <li>• Administrative Supplies</li> <li>• Communication equipment (LMR, telephone, computer, etc.)</li> <li>• MGRS base map(s) and overlay(s) for plotting</li> <li>• Expedient evacuation supplies (AFI 10-2501, 5.2.)</li> </ul>			
<p>2. Does the UCC provide mission support to the Incident Commander as directed by the EOC Director? (AFI 10-2501, 2.4.2.10.)</p>			
<p>a. Do UCCs have unit-specific 45 SW IEMP 10-2 supporting checklists and resources necessary to maintain command and control (C2)? (AFI 10-2501, 2.4.2.10.)</p>			
<p>b. Are communication tools/equipment in place to support both the Emergency Operations Center and Incident Commander directly if needed? (AFI 10-2501, 5.2.)</p>			
<p>c. Do UCC personnel maintain a current copy of the facility manager's building evacuation plan? (AFI 10-2501, 2.4.2.10.)</p>			
<p>3. Do the UCCs have all applicable checklists? (AFI 10-2501, 2.4.2.10.)</p> <ul style="list-style-type: none"> <li>• Activation and Deactivation</li> <li>• Relocation</li> <li>• Shift Change</li> <li>• Shelter-in-Place Checklist</li> <li>• FPCON Checklists</li> <li>• 24 Hour Operations</li> </ul>			
<p>4. Does the UCC continuity binder have the following?</p> <p>a. TAB 1</p> <ul style="list-style-type: none"> <li>• Unit recall roster</li> <li>• Unit phone book</li> <li>• Unit call signs</li> <li>• Wing phone book</li> <li>• EOC phone numbers</li> </ul> <p>b. TAB 2</p> <ul style="list-style-type: none"> <li>• 45 SW IEMP 10-2 (PAFB or CCAFS as appropriate)</li> <li>• Unit-specific 45 SW IEMP 10-2-supporting checklists</li> </ul> <p>c. TAB 3</p>			

<ul style="list-style-type: none"> <li>• Squadron asset listing(s) (i.e vehicles/equipment)</li> </ul> <p>d. TAB 4</p> <ul style="list-style-type: none"> <li>• Events log</li> </ul> <p>e. TAB 5</p> <ul style="list-style-type: none"> <li>• Miscellaneous</li> </ul>			
<p>5. Has the UCC established written procedures for tenant unit or mission partner notification and building security during real world/exercise situations?</p>			
<p>6. Do UCCs understand their duties, roles and responsibilities for both recall/strength reporting and other personnel accountability procedures? (45 SWI 10-202, 4.5)</p> <p>a. Does the UCC maintain access to appropriate DCO Connect Rooms and AtHoc IWS Alerts? (45 SWI 10-202, 4.5.6)</p> <p>b. Does the UCC have access to unit recall rosters and key personnel?</p> <ul style="list-style-type: none"> <li>• Unit Personnel</li> <li>• Specialized Teams</li> <li>• UCC members</li> <li>• Emergency Operations Center Members</li> <li>• Civilian Personnel</li> <li>• Contracted Personnel</li> <li>• Facility Managers</li> </ul> <p>c. Have UCC personnel ensured their groups have current pyramid notification rosters when running recall/strength reporting and personnel accountability? “Current” is defined as updated the first working day of each quarter or after any personnel.</p>			
<b>Notes:</b>			
<b>EMERGENCY MANAGEMENT SUPPORT TEAM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<p>1. Does the unit commander notify the CE commander when approving the release of a trained Emergency Management Support Team (EMST) member for reasons other than permanent change of station, retirement, discharge, or medical disqualification? (AFI 10-2501, 3.11.4.2.)</p>			
<p>2. Does the unit ensure support and recovery teams are adequately staffed, trained, and equipped to provide 24-hour coverage when activated? (AFI 10-2501, 3.11.11.)</p>			
<p>3. Does specialized team duty become a team member’s primary duty during response, exercises, and training? (AFI 10-2501, 3.12.1.)</p>			
<p>4. Does the appointed member have 18 months retainability?</p>			

(AFI 10-2501, 3.11.4.1.)			
5. Are members trained or scheduled for training within 60 days of assignment to team? (AFI 10-2501, 6.6.15.5)			
<b>Notes:</b>			
<b>SHELTER PROGRAM (Facility Manager)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Does the unit have threat-based shelter management capabilities? (AFI 10-2501, 3.10.15.)			
2. Can unit personnel implement shelter-in-place procedures if an incident occurs with little or no warning? (AFI 10-2501, 3.10.15.)			
3. Are SIP locations physically identified within the unit and on a facility floor plan?			
4. Does the unit have map/facility layout depicting evacuation rally points? (AFI 10-2501, 4.8.4.6.)			
5. Are unit funded SIP supplies on-hand and available for use real-world and exercise? (10-2501, 3.11.13)			
6. Are all shelter supplies such as flashlights, radios etc. operational?			
7. Has the unit tested their SIP program utilizing the roster provided by the Emergency Management Flight? (10-2501, 3.11.13)			
8. Does the unit include shelter operations checklists in the 45 SW IEMP 10-2? (AFI 10-2501, 4.8.4.6.)			
9. Do shelter operations checklists include <b>facility-specific</b> HVAC shutoff procedures? (AFI 10-2501, 3.11.13)			
<b>Notes:</b>			
<p>I acknowledge receiving the Emergency Management out-brief on _____. I acknowledge the results of the Emergency Management SAV and will work to fix any observations/findings within 30 days of the signed SAV report, _____.</p>			
_____	_____	_____	
(Print)	(Sign)	(Date)	
<b>Emergency Management Flight Representative</b>			
_____	_____	_____	
(Print)	(Sign)	(Date)	

**Unit Emergency Management Representative**

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)

Unit Commander