

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION 10-
2501**



8 JULY 2015

Operations

**AIR FORCE EMERGENCY MANAGEMENT
(EM) PROGRAM PLANNING AND
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 8 CES/CEX

Certified by: 8 CES/CC
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Pages: 15

This instruction implements Air Force Policy Directive (AFPD) 10-25, *Emergency Management*, Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program*

Planning and Operations, and Kunsan Air Base (AB) Installation Emergency Management Plan (IEMP) 10-2. It establishes responsibilities and procedures for the 8th Fighter Wing (8 FW) EM program. It provides guidance on how unit commanders manage their unit EM program in support of the 8 FW EM program. This instruction applies to all personnel assigned and attached to the 8 FW. 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 the AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (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). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Emergency Management Program:

1.1. **Purpose.** The purpose of the EM program is to support the 8th Fighter Wing to ensure Kunsan AB can effectively return to normal operations following a major accident, natural disaster or terrorist use of Weapons of Mass Destruction (WMD). The Kunsan AB IEMP 10-2 is the driving document for installation response to major accidents, natural disasters,

and terrorist use of Chemical, Biological, Radiological, and Nuclear (CBRN) weapons systems.

1.2. Organization. The EM program is organized according to AFI 10-2501, *Air Force Emergency Management (EM) Planning and Operations*, and relating supplements. Principle elements of the program are as follows:

1.2.1. The 8th Civil Engineer Squadron (8 CES) Readiness and Emergency Management Flight (/CEX) manages the 8 FW EM program in support of the 8 FW Commander (8 FW/CC).

1.2.2. The Kunsan AB Disaster Response Force (DRF) consists of the Crisis Action Team (CAT), Emergency Operations Center (EOC), Group and/or Unit Control Centers (GCC/UCC), Emergency Communications Center (ECC), and specialized teams.

1.2.3. All units assigned or attached to the 8 FW give functional support to the 8 FW installation's EM program, to include unit planning, training and operations.

1.3. Wing Commander Responsibilities. The 8 FW/CC will support this program. 8 FW/CC responsibilities include:

1.3.1. Receive an EM briefing on responsibilities, training status, and program status from the 8 CES/CEX within 30 days of arrival to the wing.

1.3.2. Ensure 8 FW and unit EM representatives maintain the unit EM program according to AFI 10-2501 and this instruction.

1.3.3. Keep up to date on EM issues, to include but not limited to, training, emergency procedures and Staff Assistance Visit (SAV) trends.

1.3.4. Appoint in writing EM Flight senior leadership as Installation Emergency Manager.

1.3.5. Appoint in writing EOC Director and EOC Manager.

1.4. Unit Commander Responsibilities. Unit commanders will support the program. Unit commander responsibilities include:

1.4.1. Request an EM briefing within 30 days of arrival to the unit. Before the briefing, review unit EM representative Manager's Internal Control Toolset (MICT) checklist and previous SAV results. Completion of briefing is documented by the unit EM rep.

1.4.2. Ensure all personnel assigned to unit attend the installation Base Emergency Preparedness Orientation Course (BEPO) within 30 days of arrival.

1.4.3. Appoint unit EM representatives (as a minimum a primary and alternate) to manage and coordinate unit aspects of the EM program. Appointment of the EM representatives must be documented using the Monthly Emergency Management Report (MEMR)

1.4.4. Ensure unit EM representatives are reassigned prior to their departure date.

1.4.5. Assign EM duties according to the criteria contained in AFI 10-2501 and this instruction.

1.4.6. Keep up to date on EM issues, to include but not limited to, training statistics, emergency procedures, and SAV trends through quarterly briefings from assigned unit EM representatives.

1.4.7. Ensure EM representatives complete unit MEMR by close of business (COB) the first duty day of the month or within 48 hours of position, personnel, and/or resource changes.

1.4.8. Ensure EM representatives conduct semi-annual self-inspections utilizing the HQ Air Force Unit Level Emergency Management Self-Inspection Checklist via MICT. SAVs will be scheduled and accomplished according to the annual schedule published by 8 CES/CEX.

1.4.9. Ensure the EM representatives participate in an annual EM SAV conducted by 8 CES/CEX according to AFI 10-2501.

1.4.9.1. Address any responses to SAV findings in writing, as well as in MICT, no later than 30 days after the completion of the SAV. The response should include corrective action along with an estimated completion date.

1.4.10. Appoint GCC or UCC representatives (reference paragraph 2.6.6 to determine if GCC or UCC representatives are needed) to manage and coordinate the unit's response during an installation emergency. Members must be appointed in writing and trained within 60 days.

2. Unit EM Program Management. This section addresses the responsibilities of the unit EM representatives and management of the unit EM program. Unit EM representatives are the link between the unit commander and 8 CES/CEX Installation Emergency Manager.

2.1. Units assigned or tenant to the 8 FW will appoint EM representatives utilizing the MEMR and upload current appointment letters to MICT. These individuals will be Senior Airman or above and must have at least 9 months retainability. The individuals must be knowledgeable about all aspects of the unit's mission.

2.1.1. Unit EM representatives will complete the Air Force Emergency Management Program Course (AFEMPC) and Emergency Management Representative Computer-Based Training (CBT) modules found on the Advanced Distributed Learning System (ADLS), as well as localized EM representative training conducted by 8 CES/CEX. Training will be completed within 30 days of appointment.

2.2. Unit EM Representatives Responsibilities:

2.2.1. Represent the commander in matters involving EM and readiness issues and brief him/her monthly on the status of the unit program. Issues to be briefed are as follows:

2.2.1.1. Status of the unit's CBRN Awareness and Survival Skills and BEPO training.

2.2.1.2. Status of EOC, GCC, UCC, Shelter Management Team (SMT), and specialized teams training for appointed personnel.

- 2.2.1.3. Maintenance and inspection of unit's response equipment (e.g., Collective Protection System (CPS) supplies, Post Attack Reconnaissance (PAR) equipment, Self-Aid Buddy Care items).
- 2.2.1.4. Status of the unit's emergency response checklists in support of Kunsan AB IEMP 10-2.
- 2.2.1.5. Any findings from most recent unit EM program self-inspection and status of any follow up actions to correct identified deficiencies.
- 2.2.2. Complete the MEMR by COB the first duty day of the month.
 - 2.2.2.1. Brief the MEMR to the unit commander.
- 2.2.3. Review the following plans and directives annually or upon changes/revisions.
 - 2.2.3.1. AFI 10-2501, AFI 10-2501_PACAFSUP and this instruction.
 - 2.2.3.2. Kunsan AB IEMP 10-2.
 - 2.2.3.3. Kunsan AB Shelter Management Guide.
 - 2.2.3.4. EM Program pamphlets and newsletters (distributed by 8 CES/CEX).
- 2.2.4. At least one unit EM representative, either primary or alternate, must attend the semi-annual representative meetings held by 8 CES/CEX.
- 2.2.5. Serve as the focal point for the unit's EM SAV. The objective of the SAV program is to identify deficiencies and strengths within the unit program and provide assistance to resolve problems.
 - 2.2.5.1. Required to conduct semi-annual self-inspections on the unit's EM program utilizing the HQ Air Force Unit Level Emergency Management Program Self-Inspection Checklist located on MICT.
 - 2.2.5.2. The unit commander will be notified at least one month before the scheduled SAV with the names of visitors, purpose of the visit and what will be reviewed. Commanders are also invited to identify specific areas for review.
 - 2.2.5.3. The primary EM representative must be present for the scheduled annual EM SAV. EM representative must have access to training records, manning documents, GCC/UCC checklists, SMT checklists, and budget for passive defense.
 - 2.2.5.4. Access to the unit's shelter-in-place room, UCC and/or GCC is required to complete the EM SAV.
 - 2.2.5.5. 8 CES/CEX will provide written results of the SAV to unit commander and EM representatives within 2 weeks of inspection. Following receipt of the SAV report, the EM representative will provide a written response to any SAV findings to the 8 CES/CEX within 30 days. The response should include corrective action along with an estimated completion date. Deficiencies will be tracked in MICT until closed. Status of deficiencies will be briefed during the EM Working Group (WG).
- 2.3. **Unit Information Program.** The purpose of the unit information program is to ensure all unit personnel receive current EM information. Unit EM representatives will do the following:

2.3.1. Ensure newly assigned unit personnel have received a Kunsan Ability to Survive and Operate (ATSO) Guide. ATSO Guides are created by 8 CES/CEX and distributed by the unit EM representative or Unit Deployment Manager. The ATSO Guide identifies local hazards to our installation and recommended preparation and response procedures. ATSO Guide is reviewed annually, approved by 8 FW/CC, and directive in nature.

2.3.2. Post all applicable EM visual aids in work and rest areas and/or on a unit EM bulletin board. Required visual aids include Air Force Visual Aid (AFVA) 10-2511, *USAF Standardized Attack Warning Signals for CBRNE Medium and High Threat Areas*, AFVA 10-2512, *Mission-Oriented Protective Postures (MOPP)*, AFVA 10-2510, U.S. *Air Force Emergency Notification Signals*, most recent EM Newsletter (distributed by 8 CES/CEX), building's sector/block location, building's shelter-in-place (SIP) location(s), building's evacuation plan and/or checklist, and a list of the unit's EM representatives. Units with multiple buildings assigned to the unit must post all applicable visual aids in each facility.

2.3.3. Conduct a briefing or distribute read files to unit personnel annually to address individual actions to take in response to fire and Hazardous Materials (HAZMAT) events, including SIP and evacuation procedures.

2.3.4. Document all training conducted (e.g., topic, date, and names of personnel trained).

2.4. Administrative Files and Publications. Unit EM representatives will maintain files and publications in electronic form and on SharePoint with the EM Toolbox. The EM Toolbox can be found at the following location: https://kunsan.eim.pacaf.af.mil/8MSG/8CES/CEX/EM_Toolbox/.

2.5. Shelter Management Program. Units must designate one or more shelter locations within each building in order to allow for expedient sheltering when directed. SIP is designed for expedient sheltering for a short period of time not for extended operations, such as during a natural disaster or nuclear incident. EM representatives will use the most current version of the Kunsan AB Shelter Management Guide and this publication when creating and/or evaluating their unit SIP program.

2.5.1. When possible, the room used for SIP must be an interior room with no external walls, windows, or doors. The room must be large enough to accommodate the total number of personnel expected to be present during normal duty hours.

2.5.2. The unit must clearly post a sign on the SIP room door designating the room as the SIP location. The sign must include the sector/zone, total number of personnel calculated to occupy the room when sheltered and the duration of time those personnel can be sheltered in that room.

2.5.3. The unit must post the SIP location on the unit EM bulletin board, as well as directional signs throughout the building, based on building size.

2.6. A SIP kit must be maintained inside each SIP room and be inventoried quarterly. The unit has overall funding responsibility to ensure all items are procured for the SIP room. The following items are required in the SIP room:

2.6.1. Items to secure the room, such as duct tape, plastic sheeting, scissors, and SIP signs.

2.6.2. Emergency lighting and communication equipment, such as flashlights with batteries, AM/FM radio with batteries, land-line telephone and a Local Area Network (LAN) enabled computer.

2.6.3. Facility specific checklists for SIP procedures, including procedures for shutting down the building's Heating, Ventilation, and Air Conditioning (HVAC) system, a sign-in sheet for accountability and a facility map.

2.6.4. Emergency items, such as a fire extinguisher and a first-aid kit.

2.6.5. Safety items for disposal, such as dust masks, rubber gloves, and trash bags.

2.7. All unit operations, including GCC/UCC operations when applicable, will need to be directed from the designated SIP room, including the ability to communicate with the 8 FW EOC and other unit buildings and/or UCCs.

2.8. Collective Protection System Operations. CPSs enable personnel in designated facilities to operate mission essential functions or obtain vital rest and relief unencumbered by the physical and mental demands experienced with the wear of traditional wartime Personal Protective Equipment (PPE). These systems protect building occupants against contamination through the combination of non-penetrable structural materials, air filtration equipment, air locks, and over pressurization. Kunsan AB has 16 CPSs designed to provide protection to the installation in response to CBRNE attacks. The CPSs and processes are outlined as with the following:

2.8.1. The CPS structure follows a tier structure to assist with continued mission sustainment requirements. There are 10 CPS facilities for mission requirements (e.g., Command and Control, Mission Critical and Flying Operations) and 6 CPS facilities for rest and relief functions.

2.8.2. Shelter Management Team (SMT). CPS facilities are managed by SMT members. Team members assist with the functions of shelter management and are versed in fallout shelter operations when threats dictate. Teams are appointed by the unit commander and trained by 8 CES/CEX. **Note:** Additional information regarding SMT responsibilities can be found in the Kunsan AB Shelter Management Guide.

2.8.3. CPS Relocation Plan. The 8 CES Housing Management Office, at the direction of the 8 CES Commander (8 CES/CC), serves as the OPR for the CPS relocation plan items for Kunsan AB.

2.8.3.1. CPS Relocation Preparation.

2.8.3.1.1. The 8 CES Housing Management Office will:

2.8.3.1.1.1. Maintain ownership of all CPS room assignments.

2.8.3.1.1.2. Compose a CPS roster of available rooms and notify squadron leadership of rooms available to the unit. The roster will be utilized by the UCCs/GCCs and SMT Leads for accountability of personnel during all exercise and real-world events.

2.8.3.2. Units will:

2.8.3.2.1. Conduct monthly reviews of the CPS roster via SharePoint and ensure all personnel have a CPS room assignment.

2.8.3.2.2. Ensure CPS facilities are staffed IAW with augmentation board assigned manning. Commanders that utilize CPS facilities for contingency mission operations will be responsible for providing SMT manning and support equipment to include checklists, bleach, weapons, radios and Contamination Control Area (CCA) equipment.

2.8.4. CPS Relocation Execution.

2.8.4.1. CPS will be activated via Senior Staff Directive by the 8 FW/CC and implemented by SMT members.

2.8.4.2. UCCs/GCCs will validate the accuracy of their respective CPS rosters and communicate changes to the 8 CES Housing Management Office liaison within the 8 CES UCC.

2.8.4.3. 8 CES Housing Management Office liaison will forward the CPS roster to the SMT members at the 6 rest and relief dormitories.

2.8.4.4. SMT members will report accountability of assigned personnel to their respective UCCs.

2.8.4.5. At a minimum, CPS occupants will ensure the items in [Attachment 3](#) are with them during the relocation.

2.8.4.6. Units will forward changes through their respective UCC during contingency operations to facilitate accountability.

2.9. Group and Unit Control Centers (GCC/UCCs). Each unit will have a fully functioning GCC/UCC established to complete the functions outlined in AFI 10-2501 and this publication. The purpose of the GCC/UCCs is to provide a focal point within the unit to maintain unit command and control, relay information to and from unit personnel, provide expertise when requested, maintain accountability of all unit personnel, and leverage unit resources when directed. The EM representative must:

2.9.1. Ensure the current MEMR identifies GCC/UCC personnel.

2.9.2. Ensure assigned GCC/UCC personnel complete training within 30 days of appointment. GCC/UCC personnel are required to complete the AFEMPC and Control Center Operations CBTs found on ADLS as well as localized training conducted by 8 CES/CEX. Replacements should be trained prior to appointment.

2.9.3. Ensure primary and alternate GCC/UCC locations are identified and that each contains the resources and capabilities identified in paragraph 2.13. Locations must, at a minimum, be 2,000 feet from each other, preferably in a different sector/block.

2.9.4. Ensure GCC/UCCs maintain the following:

2.9.4.1. Current Kunsan AB Disaster Preparedness 0-3 map.

2.9.4.2. Communications capability necessary to maintain tasked mission requirements (e.g., land-line telephones, radios).

2.9.4.3. Computer with Non-Secure Internet Protocol Router Network (NIPRNET), Secure Internet Protocol Router Network (SIPRNET), Combined Enterprise Regional Information Exchange System-Korea (CENTRIXS-K) access, Internet, and e-mail capabilities.

2.9.4.4. Squadron and key personnel recall rosters.

2.9.4.5. Listing of unit facilities with primary and alternate contact information.

2.9.4.6. Most current version of the 8 FW Staff Directory for Emergency Reporting.

2.9.4.7. As needed, administrative supplies and AF Form 4377, *Events Log*.

2.9.5. Ensure 8 CES/CEX has the most current contact information for the GCC/UCCs, 8 FW CAT representative, 8 FW EOC representative and unit GCC/UCCs is available on the 8 FW EM Toolbox SharePoint site.

2.10. Unit Supporting Checklists. All assigned and attached 8 FW units will develop and maintain current checklists to support unit tasks in the Kunsan AB IEMP 10-2. EM representatives will ensure 8 CES/CEX reviews these checklists prior to publication and ensures they are reviewed annually and upon changes in unit tasks or source documents. EM representatives shall document review dates and forward copies of documentation to 8 CES/CEX.

2.10.1. The 8 FW EOC will use CENTRIXS-K Defense Connect Online (DCO) and AF Form 4377 to record unit/agency actions.

2.10.2. At a minimum, all 8 FW GCC/UCCs must have the following unit-specific checklists in support of 8 FW EOC operations. Any additional unit-specific checklists based on Kunsan AB IEMP 10-2 tasks will be the responsibility of the unit.

2.10.2.1. GCC/UCC Activation Checklist

2.10.2.2. GCC/UCC Operations Checklist

2.10.2.3. GCC/UCC Relocation Checklist

2.10.2.4. GCC/UCC Deactivation Checklist

2.10.2.5. Natural Disaster Checklist

2.10.2.6. Active Shooter Checklist

2.10.2.7. Shelter-In-Place Checklist

2.10.2.8. Evacuation Checklist

2.10.2.9. Specialized Team

2.10.2.10. Force Protection Condition (FPCON) actions (Alpha-Delta)

2.10.3. All GCC/UCCs will use CENTRIXS-K DCO and AF Form 4377 to record unit actions.

2.11. **Emergency Management Working Group (EMWG).** The 8 CES/CEX will represent the 8 FW at the Kunsan EMWG meetings.

2.12. **Emergency Management Forum (Readiness Working Group).** 8 CES/CEX will hold a Readiness Working Group (RWG) twice a year for the purpose of briefing members on the EM program and other readiness related topics. Topics include, but are not limited to, training goals, installation and wing exercises, SAV trends and EOC/GCC/UCC programs.

2.12.1. The forum is chaired by the 8th Mission Support Group Commander (8 MSG/CC)

3. Wing Augmentation Program.

3.1. Reference 8 FWI 10-243, *Augmentation Duty Program (PA)*, outlines specific requirements for the installation's augmentee program requirements.

4. Training:

This section establishes local EM training requirements as listed in AFI 10-2501, Chapter 6.

4.1. Unit commanders are responsible for ensuring their personnel attend required training according to AFI 10-2501.

4.2. Only the 8 CES/CEX, EM representatives, unit schedulers, and unit commanders may schedule, cancel, or change requests for training (as designated on the unit's EM appointment letter).

4.3. A course certificate is provided upon successful completion of the CBRN Defense Awareness Course. This certificate must be printed out and given to the Unit Scheduler/EM representative before the student can be scheduled for and attend any Kunsan EM Program Course.

4.4. The following list of equipment is part of the Ground Crew Ensemble and required to be on hand in clean, dry, and serviceable condition by all students to receive credit for the CBRN Defense Survival Skills training: gas mask with carrier, filters, outsert (clear), head harness, canteen cap, gas mask inserts (if applicable) individual equipment carrier bag, Joint Service Lightweight Integrated Suit Technology (JSLIST) top and bottom, black butyl rubber gloves with white cotton inserts, and black vinyl over boots.

4.5. Any student arriving late to class or without all required training equipment will not be permitted to attend and will be counted as a no show.

4.6. Units are responsible for scheduling, tracking, and documenting all EM program-related training for personnel assigned to positions in support of the DRF, to include credit for refresher training completed via exercise or real-world accident/incident participation. These positions include 8 FW EOC representative and GCC/UCC representatives.

4.7. Scheduling Procedures.

4.7.1. Unit Schedulers. Units will appoint a unit scheduler to track and schedule personnel for training. The unit scheduler should be a part of the unit's training section, the unit deployment manager, or the unit EM representative.

4.7.2. All CBRN Defense Survival Skills training will be scheduled through the Automated Civil Engineer System (ACES) Unit Scheduler. New ACES Unit Scheduler

accounts will be obtained through 8 CES/CEX after personnel have been appointed on the unit's EM appointment letter.

4.7.3. An annual refresher training schedule will be provided by 8 CES/CEX. Schedulers will determine and schedule those personnel who need training. Units will manage and utilize assigned quotas. 8 CES/CEX works closely with units to ensure unit EM training needs are met and establishes training schedules to minimize productivity loss. Schedulers can verify attendance by checking ACES Unit Scheduler or rosters uploaded to the 8 CES/CEX EM Management SharePoint site.

4.7.4. A minimum of 10 students must be scheduled for a class in order for the class to be held by 8 CES/CEX. If a scheduled class does not meet the minimum requirement, any personnel scheduled for the class may be rescheduled at the discretion of 8 CES/CEX.

4.7.4.1. Any person who is not scheduled correctly in ACES, shows up late or comes without required equipment can be turned away at the instructor's discretion.

5. Equipment. This section establishes local procedures and identifies responsibilities for management of chemical-biological warfare defense equipment.

5.1. Training Chemical, Biological, Radiological, and Nuclear Defense Equipment (CBRN-DE).

5.1.1. Training CBRN-DE consists of the two-piece JSLIST ensemble, one pair of over boots, and one pair of butyl rubber gloves with cotton inserts. The Joint Service General Purpose Mask (JSGPM) M-50 is used for both training and deployed operational requirements. There is no such thing as a "training only mask."

5.1.2. Units must maintain and/or have access to enough training equipment to support training and exercise objectives.

5.2. **Technical Orders.** Units with equipment will maintain technical orders for their assigned items.

JEREMY T. SLOANE, Colonel, USAF
Commander

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

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

AFI 10-2501 PACAFSUP, *Air Force Emergency Management Program Planning and Operation*, 14 February 2014

AFPD 10-2, *Readiness*, 6 November 2012

AFPD 10-25, *Emergency Management*, 28 Apr 2014

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

8FWI 10-243, *Augmentation Duty Program (PA)*, 25 Oct 2012

Kunsan IEMP10-2, *Installation Emergency Management Plan*, 29 Mar 2013

Kunsan AB Shelter Management Guide, 11 Mar 2104

Kunsan ATSO Guide, February 2014

AFVA 10-2510, U.S. *Air Force Emergency Notification Signals*, 29 Sep 2011

AFVA 10-2511, *USAF Standardized Attack Warning Signals for CBRNE Medium and High Threat Areas*, 5 Aug 2011

AFVA 10-2512, *Mission-Oriented Protective Postures (MOPP)*, 15 Aug 2011

Adopted Forms

AF Form 4377, *Events Log*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AB—Air Base

ACES—Automated Civil Engineer System

ADLS—Advanced Distributed Learning Service

AF—Air Force

AFEMPC—Air Force Emergency Management Program Course

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRCSUP—Air Force Reserve Command Supplement

AFRIMS—Air Force Records Information Management System

AFVA—Air Force Visual Aid

ATSO—Ability to Survive and Operate
BEPO—Base Emergency Preparedness Orientation
CAT—Crisis Action Team
CBRN—Chemical, Biological, Radiological, Nuclear
CBRN—DE —Chemical, Biological, Radiological, Nuclear Defense Equipment
CBT—Computer-Based Training
CCA—Contamination Control Area
CENTRIXS—Combined Enterprise Regional Information Exchange System
COB—Close of Business
CPS—Collective Protection System
DCO—Defense Connect Online
DRF—Disaster Response Force
ECC—Emergency Communications Center
EM—Emergency Management
EOC—Emergency Operations Center
EM Rep—Emergency Management Representative
EMWG—Emergency Management Working Group
FPCON—Force Protection Condition
GCC—Group Control Center
GCE—Ground Crew Ensemble
HAZMAT—Hazardous Materials
HVAC—Heating, Ventilation and Air Conditioning
IAW—In Accordance With
ICC—Installation Command Center
IEMP—Installation Emergency Management Plan
JSGPM—Joint Service General Purpose Mask
JSLIST—Joint Service Lightweight Integrated Suit Technology
LAN—Local Area Network
MEMR—Monthly Emergency Management Report
MICT—Manager’s Internal Control Toolset
MOPP—Mission-Oriented Protective Postures
NIPRNET—Non-Secure Internet Protocol Router Network

NLT—No Later Than

OPR—Office of Primary Responsibility

PAR—Post Attack Reconnaissance

PPE—Personal Protective Equipment

RDS—Records Disposition Schedule

RWG—Readiness Working Group

SAV—Staff Assistance Visits

SIP—Shelter-In-Place

SIPRNET—Secure Internet Protocol Router Network

SMT—Shelter Management Team

UCC—Unit Control Center

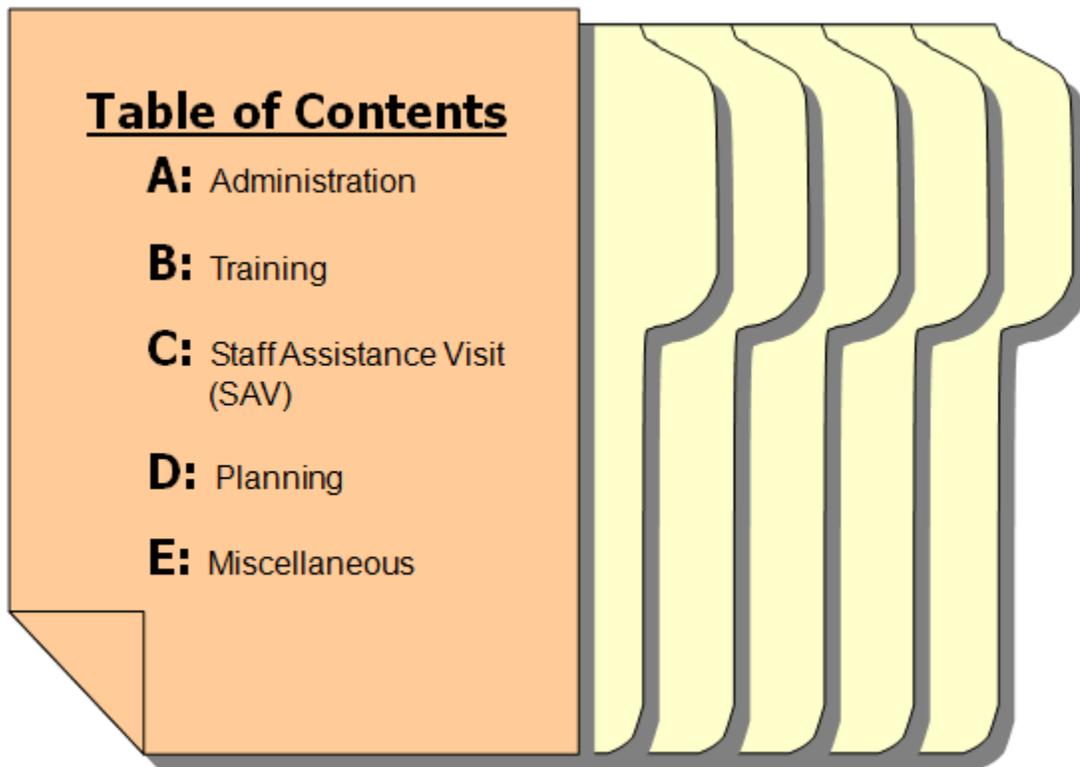
WMD—Weapons of Mass Destruction

Attachment 2

UNIT EM PROGRAM BINDER/ELECTRONIC FOLDER FORMAT

A2.1. The following is a prescribed index for the Unit EM program binder and/or electronic folder.

Figure A2.1. Unit EM Program Binder/Electronic Folder Format



Attachment 3

8TH FIGHTER WING COLLECTIVE PROTECTION SYSTEM RELOCATION CHECKLIST

Figure A3.1. 8th Fighter Wing Collective Protection System Relocation Checklist

Required Items:	
-3 T-shirts	- Soap
-Razor	- Pillow
-Shaving cream	- Shower shoes
-Flashlight	- Feminine Products
-Underwear	- 3 pairs socks
-Toothbrush	- Extra duty uniform
-Toothpaste	
-Towel	
-Blanket	
-Deodorant	
Optional Items	
-Additional Uniform Items	
-Gloves	
-Medicine	
-Batteries	
-Toilet paper	