

**BY ORDER OF THE COMMANDER
908TH AIRLIFT WING**

**908TH AIRLIFT WING INSTRUCTION
10-2501**



11 AUGUST 2015

Operations

**EMERGENCY MANAGEMENT PROGRAM
PLANNING AND OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, AFPD 10-25 *Emergency Management (EM)*, Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, Maxwell Air Force Base (AFB) Installation Emergency Management Plan (IEMP) 10-2. It establishes responsibilities and procedures for the 908th Airlift Wing (AW) EM program. It provides guidance on how unit commanders manage their unit EM program in support of the 908 AW EM program. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Submit waiver requests to guidance in this publication to the OPR through appropriate chain of command channels. 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 disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims/cfm>. This OI applies to all military and civilian personnel assigned to the 908 AW. 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.

This document represents an initial publication to implement AFI 10-2501 with local 908 AW Emergency Management program instruction. Specifically, this instruction identifies locally

approved Emergency Management program organization, responsibilities, and management procedures.

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1. Emergency Management Program:

1.1. **Purpose.** The purpose of the Emergency Management (EM) program is to support the 42nd Air Base Wing (ABW) to ensure Maxwell AFB can effectively return to normal operations following a major accident, natural disaster, or terrorist use of weapons of mass destruction (WMD). The Maxwell AFB IEMP 10-2, *Installation Emergency Management Plan*, 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 Planning and Operations* and relating supplements. Principle elements of the program are as follows:

1.2.1. The 908th Civil Engineer Squadron Readiness and Emergency Management Flight (908 CES/CEX) manages the 908 AW EM program in support of the host installation EM program for the 908 AW Commander (908 AW/CC).

1.2.2. The Maxwell AFB Disaster Response Force (DRF) consists of the Crisis Action Team (CAT), Emergency Operations Center (EOC), Unit Control Centers (UCC), Emergency Communications Center (ECC), and specialized teams.

1.2.3. The 908 AW DRF consists of the 908 AW Wing Control Center (908 WCC), 908 AW CAT, and UCCs as well as wing representatives assigned to the Maxwell AFB CAT and EOC.

1.2.4. All units assigned or attached to the 908 AW give functional support to the 908 AW and Maxwell AFB installation's EM program, to include unit planning, training, and operations. **Table 1** outlines the organizations that will manage a unit EM program for the respective unit/group.

Table 1. 908 AW Unit Emergency Management Programs.

908th Aeromedical Staging Squadron	908th Operations Group (includes 357 AS & 908 OSS)	908th Aeromedical Evacuation Squadron
908th Maintenance Group	25th Aerial Port Squadron	908th Force Support Squadron (includes 908 AW Wing Staff)
908th Civil Engineer Squadron	908th Logistics Readiness Squadron	908th Security Forces Squadron (includes 908 Mission Support Group Staff)

1.3. **Wing Commander Responsibilities.** The 908 AW/CC will support this program. 908 AW/CC responsibilities include:

1.3.1. Receives an EM briefing from the 908th Readiness and Emergency Management flight (908 CES/CEX) within 60 days of arrival to the wing.

1.3.2. Ensures 908 AW commanders and unit EM representatives maintain the unit EM program according to AFI 10-2501, Air Force Reserve Command Supplement (AFRCSUP), *Air Force Emergency Management Program Planning and Operations*, 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. Appoints in writing 908 AW representatives to the 908 AW WCC, 908 AW CAT, 42 ABW CAT, and 42 ABW EOC.

1.4. **Unit Commander Responsibilities.** Unit commanders will support the program. Commander's responsibilities include:

1.4.1. Unit commanders will receive an EM briefing within 60 days of arrival to the unit. Briefing is completed and documented by 908 CES/CEX.

1.4.2. Appoint unit EM representatives (as a minimum a primary and alternate) to manage and coordinate unit aspects of the EM program. At least one EM representative must be a full-time employee. These individuals must be SrA or higher (or civilian equivalent) and must have retainability of at least two years.

1.4.3. Ensure unit EM representatives maintain the unit program according to AFI 10-2501, AFI 10-2501_AFRCSUP, and this instruction.

1.4.4. Assign EM duties according to the criteria contained in AFI 10-2501 and this instruction using the 908 AW Form 5, *Unit Quarterly Emergency Management Report*.

Completed and signed quarterly reports will be emailed to 908ces.cex.workflow@us.af.mil.

1.4.5. 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.

1.4.6. Ensure EM representatives complete EM quarterly reports using the 908 AW Form 5 by close of business (COB) on the 1st of February, May, August, and November. Quarterly reports are completed for the quarter prior (the 1st of February quarterly report covers October through December). Completed and signed quarterly reports must be emailed to 908ces.cex.workflow@us.af.mil.

1.4.7. Ensure EM representatives conduct semi-annual self-assessments using the 908 AW Emergency Management Program Self-Assessment Checklist through the Manager's Internal Control Toolset (MICT) in addition to any EM checklists directed by Headquarters Air Force (HAF) and/or Headquarters Air Force Reserve Command (HQ AFRC).

1.4.8. Ensure the EM representatives participate in an annual EM SAV conducted by 908 CES/CEX according to AFI 10-2501_AFRCSUP. SAVs will be scheduled and accomplished according to the 908 CES/CEX schedule.

1.4.8.1. Ensure a written response to any SAV findings is completed and sent to 908 CES/CEX no later than (NLT) two Unit Training Assemblies (UTAs) after the completion of the SAV. The response should include action intended to correct any findings, deficiency cause codes, and an estimated completion date.

1.4.9. Appoint UCC representatives (reference **Figure 1** to determine which units maintain a UCC) to manage and coordinate the unit's response during an installation emergency. At least two full-time personnel must be appointed utilizing 908 AW Form 5.

1.4.10. Ensure only those persons assigned to a "DW" coded Unit Type Code (UTC) are issued a Joint Service General Purpose Mask.

2. Unit Emergency Management 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 908 CES/CEX.

2.1. Unit Emergency Management Representative Appointment and Training.

2.1.1. Units specified in **Table 2** appoint EM representatives using 908 AW Form 5. At least one EM representative must be a full-time employee. These individuals will be Senior Airman or above and must have retainability of at least two years. The individuals must be knowledgeable about all aspects of the unit's mission.

2.1.2. Unit EM representatives will complete the Unit Emergency Management Representative Course (ZZ133062) found on the Advanced Distributed Learning System (ADLS), the Air Force Emergency Management Program Course (ZZ133131) found on ADLS, and localized EM representative training conducted by 908 CES/CEX. Training will be completed within two UTAs of appointment.

2.2. Unit Emergency Management Representative Responsibilities.

2.2.1. Represent the commander in matters involving EM and readiness issues and brief him/her at least quarterly on the status of the unit program. Information to be briefed is as follows:

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

2.2.1.2. Maintenance and inspection of unit's deployable gas masks.

2.2.1.3. Status of the unit's UCC checklists.

2.2.1.4. Status of the most recent unit EM program self-assessment.

2.2.2. Complete EM quarterly reports by COB on the 1st of February, May, August, and November using 908 AW Form 5. Quarterly reports must be maintained according to [Attachment 2](#).

2.2.2.1. Brief the 908 AW Form 5 to the unit commander. This briefing can be counted as the quarterly briefing at the discretion of the unit commander.

2.2.3. EM representatives will maintain the following plans and directives.

2.2.3.1. AFI 10-2501, AFI 10-2501_AFRCSUP, and this instruction.

2.2.3.2. Maxwell AFB Shelter-In-Place Guide.

2.2.3.3. EM Program pamphlets and newsletters (distributed by 908 CES/CEX).

2.2.4. At least one unit EM representative, either primary or alternate, must attend the semi-annual EM representative meetings held by 908 CES/CEX.

2.2.4.1. EM Representative meeting minutes must be maintained according to [Attachment 2](#).

2.2.5. Serve as the focal point for the unit's EM SAV. The objective of the SAV program is to identify deficiencies within the unit program and provide assistance to resolve problems.

2.2.5.1. EM representatives are required to conduct semi-annual self-assessments on the unit's EM program utilizing the 908 AW Emergency Management Program Self-Assessment Checklist created by 908 CES/CEX and located on MICT in addition to any EM checklists directed by HAF and/or HQ AFRC.

2.2.5.2. The unit commander will be notified at least two UTAs before the scheduled SAV including 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. At least one of the unit EM representatives must be present for the scheduled EM SAV. EM SAVs are conducted annually by 908 CES/CEX according to AFI 10-2501_AFRCSUP. SAVs will be scheduled and accomplished according to the 908 CES/CEX schedule.

2.2.5.4. Access to the unit's shelter-in-place room, gas masks, CBRN defense equipment, and UCC is required to complete the EM SAV.

2.2.5.5. Following receipt of the SAV report, the EM representative will provide a written response to any SAV findings to the 908 CES/CEX within two UTAs. The

response should include action intended to correct any findings, deficiency cause codes, and an estimated completion date.

2.2.5.6. Previous year's SAV reports must be maintained according to [Attachment 2](#).

2.3. Administrative Files and Publications. Unit EM representatives will maintain a hard-copy binder and/or an electronic program folder according to [Attachment 2](#).

2.4. 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:

2.4.1. Ensure newly assigned unit personnel have received a Base Emergency Preparedness Orientation (BEPO) pamphlet within two UTAs of arrival. BEPO pamphlets are created by the 908 CES/CEX and distributed during the 908 AW Newcomers Briefing and/or by the unit EM representative. BEPO pamphlets identify hazards and threats to the installation and recommended preparation and response procedures.

2.4.2. Ensure a unit-level initial newcomers orientation is provided to newly assigned personnel by the unit EM representative that includes all information listed in [Table 2](#). It is recommended that the unit add this requirement to their unit in-processing checklist. The orientation must be provided within 2 UTAs of arrival and completion of the orientation must be documented and tracked.

Table 2. Unit-Level Initial Newcomers Orientation

Designated Shelter-in-Place location in assigned facility
Tornado sheltering location in assigned facility
UCC location, responsibility, and contact information
Location of unit bulletin boards containing EM information
How recurring information is provided and the importance of reading this material

2.4.3. Post all applicable Air Force and Maxwell AFB EM visual aids on designated organizational bulletin boards and in work and rest areas on every floor within a facility. Required visual aids include Air Force Visual Aid (AFVA) 10-2510, *USAF Emergency Notification Signals*, Maxwell AFB Visual Aid (MAXWELLAFBVA) 10-2503, *Emergency Management Representatives*, MAXWELLAFBVA 10-2504, *Tornado Warning and Shelter Information*, and MAXWELLAFBVA 10-201, *Shelter-in-Place Information*. Units with multiple buildings assigned to the unit must post all applicable visual aids in each facility. In addition, buildings with multiple stories must have these visual aids posted on each floor.

2.4.4. Distribute read files via email to all unit personnel quarterly utilizing the Quarterly Information Packages created by 42 CES/CEX and distributed by 908 CES/CEX. Document the date the materials were distributed on the 908 AW Form 5.

2.5. Shelter-In-Place Program. Units must designate one or more locations within each building the unit occupies for Shelter-In-Place (SIP) operations 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 *Maxwell AFB Shelter-In-Place Guide* and this publication when creating and/or evaluating their unit shelter-in-place program.

2.5.1. The room used for SIP should be an interior room with no external walls, windows, or doors when at all possible. It should also be located on the highest floor available. The room must be large enough to accommodate the total number of personnel expected to be present during UTAs and weekdays.

2.5.2. The unit must post a sign on the SIP room door, designating the room as the SIP location.

2.5.3. The unit must post MAXWELLAFBVA 10-201, *Shelter-in-Place Information* on designated organizational bulletin boards in work and rest areas on each floor. This visual aid will list the building's SIP locations.

2.5.4. A SIP kit must be maintained. An inventory must be completed during the unit's EM program semi-annual self-assessment and documented in either the EM rep binder or the SIP kit. The unit has the overall funding responsibility to ensure all items are procured for the SIP room. The following items are required in the SIP room as a minimum:

2.5.4.1. Items to secure the room such as duct tape, plastic sheeting, and scissors.

2.5.4.2. Emergency lighting and communication equipment to include flashlights with batteries and a land-line telephone and/or land-mobile radio.

2.5.4.3. Unit-specific checklists for SIP procedures including procedures for shutting down the building heating ventilation air condition (HVAC) system and a sign-in sheet for accountability.

2.5.4.4. A ladder as necessary to reach vents.

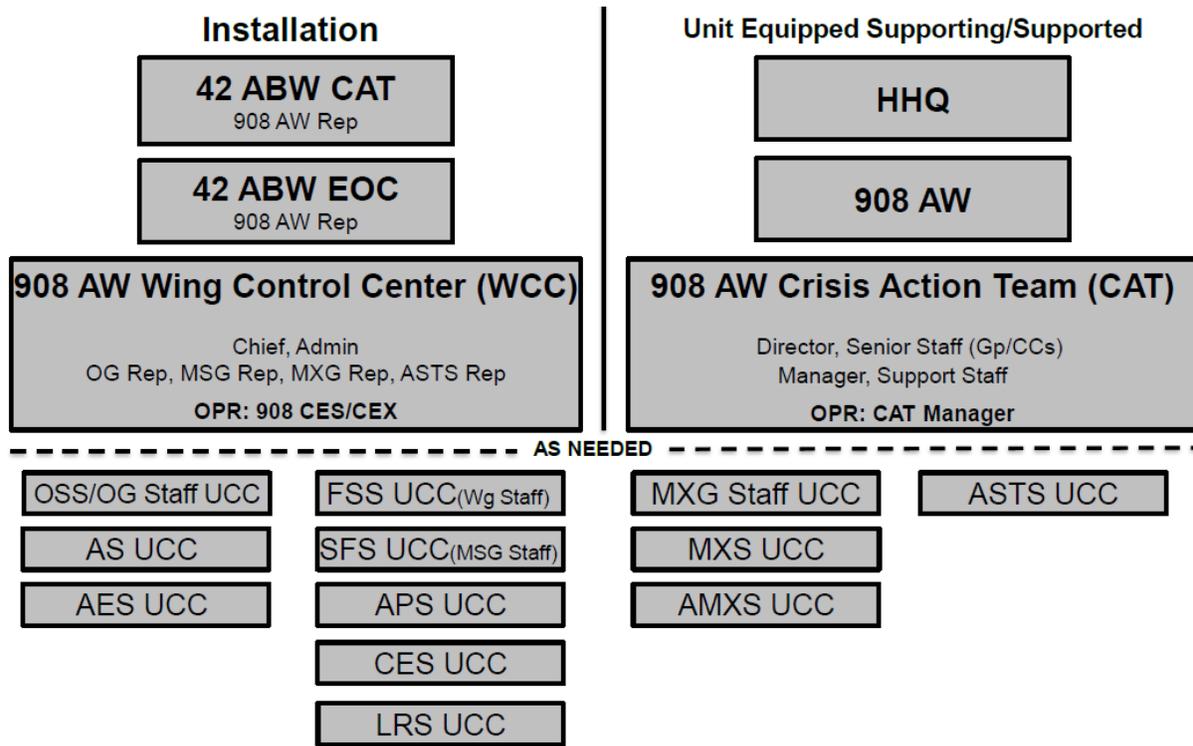
2.5.4.5. Optional items include an AM/FM radio with batteries, fire extinguisher, first aid kit, computer, and safety items for disposal such as dust mask, rubber gloves, and trash bags.

2.5.5. All unit operations including UCC operations, when applicable, will need to be directed from the designated SIP room including the ability to communicate with the 908 AW WCC, 908 AW CAT, and/or other UCCs.

2.5.6. SIP exercises and/or training must be conducted annually. SIP exercises and/or training must be documented and maintained according to [Attachment 2](#).

2.6. 908 AW Emergency Management and Crisis Action Team Command Structure. The 908 AW EM/CAT command structure is outlined in [Figure 1](#) The design of this structure is based on the fact that the 908 AW is the only unit equipped mission partner on Maxwell AFB. Therefore, there are two different reporting structures. Which structure is activated will be situation dependent. The 908 WCC will be activated when the situation affects the entire installation. The 908 AW CAT will be activated when the situation affects the 908 AW, as a unit equipped wing separate from the host, and is reportable to Higher Headquarters (HHQ).

Figure 1. 908 AW Emergency Management and Crisis Action Team Command Structure.



2.7. **908 AW Wing Control Center.** The 908 WCC is the wing focal point that maintains command and control, coordinates information and resources, and oversees the mission operations of the 908 AW during an emergency affecting the installation.

2.7.1. The 908 WCC will be activated when the 42 ABW activates its UCCs and/or upon direction of the 908 AW/CC or designated alternate. The Maxwell AFB Command Post (CP) is responsible to notify 908 WCC appointees of activation.

2.7.2. The 908 WCC positions include the WCC Chief, Administrator, Operations Group (OG) representative, Maintenance Group (MXG) representative, Mission Support Group (MSG) representative, and an Aeromedical Staging Squadron (ASTS) representative. Functional areas that can fill these positions are outlined in [Table 3](#)

Table 3. 908 AW Wing Control Center Manning.

Position	Primary	Alternate	Alternate
Chief	908 AW/CC 908 AW/CV	908 OG/CC	908 MXG/CC
Administrator	908 CES/CEX	908 OSS/OSX	908 OSS/OSX
OG Rep	908 OG/CC	357 AS/DO	908 OG/CCE
MXG Rep	908 MXG/CC	908 MXG/CD	908 MXG/MOO
MSG Rep	908 MSG/CC	908 MSG/CCE	908 LRS/LGRR
ASTS Rep	908 ASTS/CC	908 ASTS/CCE	908 ASTS/SGN

- 2.7.2.1. During a 908 WCC full activation, all 908 WCC positions will be manned and operational.
- 2.7.2.2. During a 908 WCC partial activation, at least one of the 908 WCC Administrators will be present and will manage WCC operations.
- 2.7.3. The 908 CES/CEX is the OPR for 908 WCC appointment, training, and emergency response checklists/plans.
 - 2.7.3.1. 908 WCC appointment will be completed using the MAFB Form 5, *Unit Quarterly Emergency Management Report*. 908 CES/CEX will populate this form for 908 AW/CC signature.
 - 2.7.3.2. 908 WCC training will include completion of the Air Force Emergency Management Program Course found on ADLS, the Control Center Operations Course found on ADLS, and local training provided by 42 CES/CEX in conjunction with 908 CES/CEX. Completion of this training is required within 60 days of appointment.
 - 2.7.3.3. The 908 WCC will maintain and utilize checklists in support of the Maxwell AFB IEMP 10-2. The checklists will be derived from the Maxwell AFB IEMP 10-2 and the host's Quick Response Checklists (QRCs) and will be maintained in the primary and alternate WCC locations.
- 2.7.4. A primary and alternate WCC location must be identified and will be at least 500 feet apart and in a different facility.
- 2.7.5. The 908 CES/CEX is responsible for ensuring the 908 WCC maintains the following at a minimum:
 - 2.7.5.1. Current Maxwell AFB map.
 - 2.7.5.2. Communications capability necessary to maintain tasked mission requirements (land-line telephones, radios, etc.).
 - 2.7.5.3. Computer with Non-Secure Internet Protocol Router Network (NIPRNET) access, Local Area Network (LAN), internet, email, and up-to-date Microsoft Office software.
 - 2.7.5.4. Emergency lighting (flashlights and/or a backup generator).
 - 2.7.5.5. WCC and key personnel recall rosters.
 - 2.7.5.6. Master listing of all 908 AW facilities with primary and alternate contact information.
 - 2.7.5.7. Most current version of the *908 AW Staff Directory for Emergency Reporting*.
 - 2.7.5.8. Hard copy WCC binders that include all 908 AW QRCs.
 - 2.7.5.9. As needed administrative supplies and ICS Form 214, *Activity Log*.
- 2.7.6. When the 908 AW UCCs are activated, the 908 AW WCC may use Defense Collaboration Services (DCS) as it's Common Operating Picture (COP).
 - 2.7.6.1. All 908 WCC appointees must have a DCS account.

2.7.7. 908 WCC administrators must maintain the capability to access the 42 ABW COP.

2.7.8. All 908 WCC appointees must ensure the most current contact information is updated in the AtHoc Installation Warning System (IWS) Alerts. In addition, after-hours contact information must be updated in AtHoc IWS Alerts.

2.8. 908 AW Crisis Action Team. The 908 AW CAT is a command and control function activated to oversee the mission operation of the unit equipped 908 AW during a supported and/or supporting event that is reportable to HHQ.

2.8.1. The 908 AW CAT will be activated only by the direction of the 908 AW/CC and/or designated alternate. The Maxwell AFB CP is responsible to notify 908 AW CAT appointees of activation.

2.8.2. The 908 AW CAT positions include the CAT Director, Senior Staff, Manager, and Support Staff.

2.8.2.1. The CAT Support Staff will consist of the OG commander and/or designated alternate(s), the MSG commander and/or designated alternate(s), the MXG commander and/or designated alternate(s), and the ASTS commander and/or designated alternate(s).

2.8.2.2. The CAT Manager and Support Staff will be appointed by the 908 AW/CC.

2.8.3. The CAT Manager is the OPR for 908 AW CAT appointment, training, and emergency response checklists/plans.

2.8.3.1. 908 AW CAT training will include completion of the Air Force Emergency Management Program Course found on ADLS and local training provided by 908 CES/CEX. Completion of this training is required within two UTAs.

2.8.4. The 908 AW CAT Manager is responsible for identifying and procuring resources needed for CAT operations.

2.8.5. When the 908 AW UCCs are activated, the 908 CAT may use DCS as its COP.

2.8.5.1. All 908 AW CAT appointees must have a DCS account.

2.8.6. All 908 AW CAT appointees must ensure the most current contact information is updated in AtHoc IWS Alerts. In addition, after-hours contact information must be updated in AtHoc IWS Alerts.

2.9. Unit Control Centers. Each unit will have a fully functioning UCC established to complete the functions outlined in AFI 10-2501 and this publication. **Figure 1** outlines 908 AW UCCs. The purpose of the UCC is to provide a focal point within the unit to maintain 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. UCCs will either report to the 908 WCC or the 908 CAT, situation dependent. The EM representatives must ensure the following:

2.9.1. Ensure UCC appointment is included on the 908 AW Form 5 and identifies at least two full-time personnel for manning of the UCC during weekdays and UTAs.

2.9.2. Ensure assigned UCC personnel complete training within two UTAs of appointment. UCC personnel are required to complete the Control Center Operations

Course (ZZ133123) found on ADLS, the Air Force Emergency Management Program Course (ZZ133131) found on ADLS, and localized training conducted by 908 CES/CEX.

2.9.3. Ensure primary and alternate UCC locations are identified. Primary and alternate UCC locations must be at least 500 feet apart and be in a separate facility. Each UCC must maintain the resources and capabilities that are identified in **paragraph 2.9.4**.

2.9.4. Ensure UCCs maintain the following:

2.9.4.1. Current Maxwell AFB map.

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

2.9.4.3. Computer with NIPRNET access, LAN, internet, email, and up-to-date Microsoft Office software.

2.9.4.4. Emergency lighting (flashlights and/or a backup generator).

2.9.4.5. Squadron pyramid recall roster.

2.9.4.6. Master listing of all unit facilities with primary and alternate contact information.

2.9.4.7. Most current version of the *908 AW Staff Directory for Emergency Reporting*.

2.9.4.8. Hard copy UCC binder maintained according to **Attachment 3**.

2.9.4.9. As needed administrative supplies and ICS Form 214, *Activity Log*.

2.9.5. Ensure the 908 CES/CEX has the most current contact information for the UCC during weekday, UTA, and when sheltered-in-place. Most current contact information for the 908 AW representatives in the 42 ABW CAT and EOC, 908 WCC, 908 CAT, and 908 UCCs is available on the *908 AW Staff Directory for Emergency Reporting*.

2.9.6. Ensure appointed UCC representatives have a DCS account.

2.9.7. Ensure appointed UCC representatives have the most up-to-date contact information in the AtHoc IWS Alerts, as well as after-hours contact information.

2.10. Unit Supporting Checklists. All assigned and attached Maxwell AFB units, including tenants, will develop and maintain current checklists to support the Maxwell AFB IEMP 10-2. 908 CES/CEX reviews these checklists prior to publication and ensures they are reviewed annually and upon changes in unit and/or wing taskings or source documents. 908 CES/CEX shall document 908 AW WCC QRC review dates on the MAFB Form 5, *Unit Quarterly Emergency Management Report*. EM representatives shall document UCC checklist review dates on the 908 AW Form 5.

2.10.1. The 908 AW WCC will maintain and utilize checklists in support of the Maxwell AFB IEMP 10-2. The checklists maintained will be derived from the host's QRCs and will detail who, what, where, when, and how the 908 AW carries out directed taskings. The checklists will coincide with the number and subject title of its parent QRC.

2.10.1.1. The 908 AW WCC will use ICS Form 214, *Activity Log* to record 908 AW actions.

2.10.2. All 908 AW UCCs must have the following unit specific checklist in support of the 908 AW WCC and the 908 AW CAT operations at a minimum. Any additional unit specific checklists based from the Maxwell AFB IEMP 10-2 taskings will be the responsibility of the unit.

2.10.2.1. UCC Activation Checklist

2.10.2.2. UCC Operation Checklist

2.10.2.3. UCC Relocation Checklist

2.10.2.4. UCC Deactivation Checklist

2.10.2.5. Natural Disaster Checklist

2.10.2.6. Terrorist Use of Weapons of Mass Destruction Checklist

2.10.2.7. MAFB 10-245, Appendix 4 to Annex C, Force Protection Condition (FPCON) measures

2.10.3. All UCCs will use ICS Form 214, *Activity Log* when activated to record unit's actions.

2.11. **Emergency Management Working Group.** The 908 CES/CEX will represent the 908 AW at the Maxwell AFB Emergency Management Working Group meetings.

2.12. **Emergency Management Forum (Readiness Working Group).** 908 CES/CEX will ensure a Readiness Working Group (RWG) is held at least semi-annually for the purpose of briefing members on the EM program and other readiness related topics listed in [Table 4](#)

2.12.1. The forum is chaired by the 908 Mission Support Group Commander (908 MSG/CC) or designated alternate and is administered by the 908 CES/CEX. See [Table 5](#) for the 908 RWG recommended composition.

2.12.2. RWG members will be appointed on the 908 AW Form 5.

Table 4. Readiness Working Group Briefing Topics and OPR list.

Topic	OPR
EM SAV Trends	908 CES/CEX
Exercise and Inspection Programs	908 AW/IG
Mobility Equipment Status	908 LRS
Wing Plans Status	908 OG
EM Training Status	908 CES/CEX
Previous RWG open items	908 CES/CEX
New RWG business	908 CES/CEX

Table 5. Readiness Working Group Membership.

908 MSG/CC or CD (Chair)	908 LRS Rep	908 AW/CP Rep
908 CES/CEX (Administrator)	908 OG Rep	908 AW/JA Rep
908 ASTS Rep	908 AW/XP Rep	908 AW/SE Rep
908 SFS Rep	908 MXG Rep	908 AW/IG Rep
908 CES Rep	908 FM	908 Readiness Deployment Officer
908 CES/CEF Rep	908 FSS Rep	

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

3.1. Training Requirements.

3.1.1. Unit commanders are responsible for ensuring their personnel attend required training according to AFI 10-2501, other responsibilities include, but are not limited to, the following:

3.1.2. Only the 908 CES/CEX, unit schedulers, and commanders may schedule, cancel, or change requests for EM training (as designated on the unit's most current 908 AW Form 5).

3.1.3. 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 before the student can be scheduled for and attend the CBRN Defense Survival Skills Course.

3.1.4. The following list of equipment are a part of the Ground Crew Ensemble and are 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 Light-Weight Integrated Suit Technology (JSLIST) top and bottom, black butyl rubber gloves with white cotton inserts, and black vinyl over boots.

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

3.1.6. Units are responsible for scheduling, tracking, and documenting all EM program-related training for their personnel assigned to positions in support of the Disaster Response Force, to include credit for refresher training completed via exercise or real world accident/incident participation. These positions include the 908 AW representatives appointed to the 42 ABW CAT and EOC and 908 AW UCC representatives.

3.1.7. Task Qualification Training (TQT) is the responsibility of the unit commander, supervisor, and unit training manager, as applicable. 908 CES/CEX does not conduct TQT for 908 AW units. However, 908 CES/CEX can be made available, upon request, to assist in unit TQT sessions as technical advisors on CBRN defense equipment.

3.2. Scheduling Procedures.

3.2.1. 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.

3.2.2. All CBRN Defense Survival Skills training will be scheduled through the Automated Civil Engineer System (ACES) Unit Scheduler. New Unit Scheduler accounts will be obtained through the 908 CES/CEX after personnel have been appointed on the 908 AW Form 5.

3.2.3. An annual EM training schedule will be provided by 908 CES/CEX. Schedulers will determine and schedule those personnel who need training. Units will manage and utilize assigned quotas. 908 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 by requesting a hard-copy roster from 908 CES/CEX.

3.2.3.1. CBRN Defense Survival Skills classes are offered during the week by the 42 CES/CEX and individuals will be scheduled to attend these classes when at all possible.

3.2.3.2. Unit Schedulers will contact 908 CES/CEX in order to schedule personnel into the 42 CES/CEX CBRN Defense Survival Skills course.

3.2.4. A minimum of 10 students must be scheduled for a class in order for the class to be held over a UTA. If a scheduled class does not meet the minimum requirement, any personnel scheduled for the class may be rescheduled at the discretion of 908 CES/CEX.

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

4.1. Training Chemical, Biological, Radiological, and Nuclear Defense Equipment.

4.1.1. Training Chemical, Biological, Radiological, and Nuclear Defense Equipment (CBRN-DE) consists of the two-piece JSLIST ensemble, one pair of overboots, 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".

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

4.1.3. Commanders, with the assistance of unit deployment managers, must ensure the only unit personnel issued a JSGPM are those assigned to a "DW" coded UTC position. All other JSGPMs must be turned in. Deployers not in a "DW" coded UTC position will be issued a mask when out-processing for deployment.

4.1.4. Any MCU-2P protective masks maintained by a unit must be turned into 908 Mobility Supply.

4.1.5. JSGPMs issued to unit members are centrally stored and maintained. Storage and maintenance procedures will be implemented according to Technical Order (T.O.) 14P4-20-1.

4.1.6. Each individual assigned a JSGPM must ensure it is inspected semi-annually and document the inspection on the individual DD Form 1574.

4.1.7. DD Form 1574s must be properly documented with the protective mask information. Reference T.O. for documentation criteria.

4.1.8. Units who maintain a supply of CBRN-DE will need to be able to produce these items for a spot inspection during SAVs.

4.2. **Technical Orders.** Units that store their own CBRN-DE will maintain technical orders for their assigned items.

ADAM B. WILLIS, Col, 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 AFRCSUP, *Air Force Emergency Management Program Planning and Operation*, 6 February 2009

MAXWELL AFB IEMP 10-2, *Installation Emergency Management Plan*

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

AFPD 10-25, *Emergency Management*, 26 September 2007

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

ICS Form 214, *Activity Log*

MAFB Form 5, *Unit Quarterly Emergency Management Report*

908 AW Form 5, *Unit Quarterly Emergency Management Report*

Abbreviations and Acronyms

ABW—Air Base Wing

ACES—Automated Civil Engineer System

ADLS—Advanced Distributed Learning Service

AF—Air Force

AFB—Air Force Base

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

ASTS—Aeromedical Staging Squadron

AW—Airlift Wing

BEPO—Base Emergency Preparedness Orientation

CAT—Crisis Action Team

CBRN—Chemical, Biological, Radiological, Nuclear
CBRN-DE—Chemical, Biological, Radiological, Nuclear Defense Equipment
COB—Close of Business
COP—Common Operating Picture
CP—Command Post
DCS—Defense Collaboration Services
DRF—Disaster Response Force
ECC—Emergency Communications Center
EM—Emergency Management
EOC—Emergency Operations Center
FPCON—Force Protection Condition
HVAC—Heating Ventilation Air Conditioning
IAW—In Accordance With
IEMP—Installation Emergency Management Plan
IWS—Installation Warning System
JSGPM—Joint Service General Purpose Mask
JSLIST—Joint Service Lightweight Integrated Suit Technology
LAN—Local Area Network
MAFBVA—Maxwell Air Force Base Visual Aid
MICT—Manager’s Internal Control Toolset
MSG—Mission Support Group
MXG—Maintenance Group
NIPRNET—Non-Secure Internet Protocol Router Network
NLT—No Later Than
OG—Operations Group
OPR—Office of Primary Responsibility
QRC—Quick Response Checklist
RDS—Records Disposition Schedule
RWG—Readiness Working Group
SAV—Staff Assistance Visits
SIP—Shelter-In-Place
TQT—Task Qualification Training

T.O.—Technical Order

UCC—Unit Control Center

UTA—Unit Training Assemblies

UTC—Unit Type Code

WCC—Wing Control Center

WMD—Weapons of Mass Destruction

Terms

Office of Primary Responsibility (OPR)—The POC for a publication is assigned to office of primary responsibility. The OPR is not a person, but an office.

Attachment 2

UNIT EM PROGRAM BINDER/ELECTRONIC FOLDER FORMAT

A2.1. The following is a prescribed index for the Unit EM program hard-copy binder/electronic folder.

Table A2.1. UNIT EM PROGRAM BINDER/ELECTRONIC FOLDER FORMAT.

TAB/FOLDER 1: <u>Administration</u>
Unit EM Quarterly (last 4) and Interim Reports EM Rep Training Certificates
TAB/FOLDER 2: <u>Publications</u>
AFI 10-2501 AFI 10-2501 AFRCSUP 908AWI 10-2501 Maxwell AFB SIP Guide Applicable T.O.s
TAB/FOLDER 3: <u>SAV Program</u>
Self-Assessment Checklists (last 2) SAV reports (last 2) SAV replies
TAB/FOLDER 4: <u>Information Program</u>
Quarterly Information Packages (last 4) Visual Aids BEPO pamphlet Newcomer's Orientation
TAB/FOLDER 5: <u>Unit Exercise Participation</u>
Documentation of exercise participation including SIP unit exercises

TAB/FOLDER 6: <u>EM Training</u>
Current FY Training Schedule Training Rosters
TAB/FOLDER 7: <u>Meetings/Miscellaneous</u>
EM Rep Meeting Minutes RWG Meeting Minutes General Correspondence

Attachment 3

UNIT CONTROL CENTER HARD-COPY BINDER FORMAT

A3.1. The following is a prescribed index for the hard-copy UCC binder.

Table A3.1. UCC HARD-COPY BINDER FORMAT.

SECTION 1: <u>Administration</u>
<p>Most Current Unit EM Quarterly Report</p> <p>UCC Training Certificates</p>
SECTION 2: <u>Recall Rosters</u>
<p>Squadron Pyramid Recall Roster</p> <p>Key Personnel Contact List</p> <p>Unit Facilities Listing with contact info</p> <p>908 AW Staff Directory for Emergency Reporting</p>
SECTION 3: <u>Checklists/Plans</u>
<p>UCC Activation Checklist</p> <p>UCC Operation Checklist</p> <p>UCC Relocation Checklist</p> <p>UCC Deactivation Checklist</p> <p>Natural Disaster Checklist</p> <p>Terrorist Use of Weapons of Mass Destruction Checklist</p> <p>MAFB 10-245, Appendix 4 to Annex C, Force Protection Condition (FPCON)</p>
SECTION 4: <u>Events Log</u>
<p>Blank copies of ICS Form 214, <i>Activity Log</i></p> <p>Copies of completed activity logs for the last 2 years</p>
SECTION 5: <u>Miscellaneous</u>