

**BY ORDER OF THE COMMANDER
AIR FORCE DISTRICT OF
WASHINGTON**



**AIR FORCE INSTRUCTION 10-2501
AIR FORCE DISTRICT OF WASHINGTON
Supplement**

30 APRIL 2010

Certified Current on 18 March 2013
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.af.mil/e-publishing

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFDW/A7X

Certified by: HQ AFDW A4/7
(Col Brian C. Bellacicco)

Pages: 19

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, is supplemented as follows. This supplement implements Air Force District of Washington (AFDW) policy by supplementing specific processes and procedures that are unique to this command and it applies to all AFDW Active Duty units. It applies to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units when noted. Non-AF tenant organizations with an EM program requirement will coordinate with Host EM Program Manager to ensure compliance with DOD policy. Installation commanders will publish local EM program requirements in base supplements and plans as necessary. Send comments and suggested improvements to this supplement on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ AFDW/A7X, 1535 Command Drive, Suite D309, Andrews AFB MD 20762. This supplement is numbered to match the AFI. The word –ADDED” indicates addition of new paragraphs, tables, or attachments not listed in the basic AFI. 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 Air Force Records Information Management system (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.myaf.mil/gcss-af61a/afirms/afirms>.

1.4. The HQ AFDW Readiness and Emergency Management Division (HQ AFDW/A7X) is the office of primary responsibility (OPR) for the AFDW EM program and for developing AFDW guidance to this instruction.

1.4.1. EM program waiver requests from AFDW installations will be submitted under the signature of the process owner. Those processes related to Civil Engineering, Prime BEEF, or Readiness & Emergency Management (R&EM) Flight program management will be signed by the CES/CC. Installation processes (i.e. unit SAV program, CBRNE Defense Training, shelter programs, etc) must be submitted under the signature of the Installation Commander. Submit waivers to HQ AFDW/A7X.

2.3.1. AFDW EM planning and management structure is supported by and supports the AFDW Corporate Structure which is led by the Corporate Council, managed by the Corporate Board, and consists of numerous working groups including the Threat Working Group (TWG), the Anti-Terrorism Working Group (ATWG), and the combined Emergency Management/Counter-Chemical, Biological, Radiological, and Nuclear Working Group, called the EM/CWG. AFDW EM program requirements will be addressed in conjunction with the EM/CWG.

2.3.1.2. The AFDW Corporate Council and Board are the executive-level groups with AFDW-level responsibilities similar to those of the AF FPSG. See AFI 10-245, *Air Force Antiterrorism (AT) Standards*.

2.3.1.3. Within AFDW the EM/CWG is co-chaired by HQ AFDW/A7X and A5Q. Items that need to be elevated will be staffed through the appropriate directorate for senior leader attention/resolution and/or raised through the AFDW Corporate Structure for resolution. AFDW EM/CWG includes representation from the following [Note, membership below supersedes existing AFDW EM/CWG Charter]:

Table 2.1. Membership in AFDW EM/CWG.

A1S Services	A7X Fire Emergency Services
A2 Intelligence	A7X Explosive Ordnance Disposal
A3Y Exercise and Training	A8 Programs and Financial Management
A3O Current Operations	A9 Lessons Learned
A4R/M Logistics	Surgeon General
A5X Plans & Programs	Inspector General
A5Q Special Missions (Co-Chair)	Public Affairs
A6 Communications	Safety
A7X Emergency Management (Co-Chair)	AFOSI
A7S Security Forces	Judge Advocate

2.3.1.4. The AFDW ATWG is required IAW AFI 10-245 and supports the AFDW Corporate Council/Board on FP enterprise management. The ATWG works AT/FP issues assigned or proposed through the Corporate Structure, and agreed upon by the members. The AFDW ATWG coordinates efforts with the AFDW EM/CWG to prevent duplication of effort. The HQ AFDW/A7S chairs the ATWG. The AFDW ATWG is an action officer group that meets to work AT/FP issues.

2.3.2. AFDW Instruction 10-2, *AFDW Command Center*, details the roles and responsibilities of AFDW during Homeland Operations and exercises. Crisis, contingency, exercise, and wartime operations require continuous HQ AFDW attention as well as timely response to Joint Forces Headquarters National Capitol Region (JFHQ-NCR) requirements.

3.5.2. HQ AFDW/A7X is the command OPR for WMD funding (PEC 27574) and CBRN defense funding (PEC 27593).

3.6.1. Director of Logistics, Installations and Mission Support (A4/7). HQ AFDW/A7X is the OPR for the AFDW EM Program, performing all MAJCOM-level EM functional area management.

3.6.1.5. AFDW installations will use the CEMP 10-2 template developed by AFCESA and available through the AFCESA EM Community of Practice (CoP): <https://wwwd.my.af.mil/afknprod/ASPs/CoP/OpenCoP.asp?Filter=OO-EN-CE-A9>.

3.6.1.7. Attachment 8 outlines AFDW contingency response organizations and procedures.

3.6.1.13. HQ AFDW/A7X will develop, review, and consolidate any EM assessment criteria.

3.6.1.18. See Attachment 9 (Added) for staff assistance visit program guidelines and criteria.

3.10.3.1. (Added) Each installation will develop an installation instruction or Wing supplement to 10-2501 to codify, at a minimum, the elements of the installation EM program identified in this Supplement for inclusion in an installation instruction or Wing supplement.

3.10.3.2. (Added) Each installation will identify the units required to maintain EM programs to include unit EM representatives, EOC representatives, UCCs, shelter-in-place programs, specialized team members, and unit training schedulers. Installations will also address in an installation instruction or Wing supplement to 10-2501 specific requirements or exemptions for individual tenants, when applicable.

3.10.9. Installation commanders will ensure primary and alternate EOCs are established and meet the requirements stated in AFI 10-2501, para 3.11.15, as supplemented.

3.10.16. 316th Wing will ensure COLPRO operations are addressed in appropriate installation guidance.

3.10.25. (Added) Ensures R&EM Flight personnel (3E9X1) and assigned RST members are not subject to additional duties or details conflicting with their ability to prepare for and respond to emergencies. Emergency Management becomes an RST member's primary duty when scheduled for training, exercises, or during actual emergencies. This policy applies during peacetime and wartime contingencies. Bioenvironmental Flight personnel should not have duties or details conflicting with their ability to prepare for and respond to emergencies.

3.10.26. (Added) In conjunction with unit commanders, will ensure installation adopts Emergency Management Common Output Level Standards in accordance with OSD-directed joint basing implementation schedule.

3.11.1. AFDW installations will use their installation instruction or Wing supplement to identify units responsible for EM Representatives. Units will appoint both primary and alternate EM representatives.

3.11.1.1. Both primary and alternate representatives must meet training requirements.

3.11.1.2.4. Units will also keep training records for all appropriate unit personnel in their EM program folder. AFDW R&EM Flights will use their installation instruction or Wing supplement to identify additional unit EM program folder requirements.

3.11.3. AFDW installations will use their installation instruction or Wing supplement to identify units responsible for EOC members. The commander/flight chief of those organizations/units who have functional OPRship for an Emergency Support Function (ESF) (e.g., CEF, CEO, CEV, CEX, CS, LRS, MDG, PA, SF, SVS) is the primary ESF representative. Alternates will be appointed in writing giving them the full authority of the commander/flight chief to commit unit resources in support of contingency/emergency situations.

3.11.4. AFDW installations will use their installation instruction or Wing supplement to identify team requirements and team composition required in support of their installation CEMP 10-2.

3.11.5. AFDW installations will use their installation instruction or Wing supplement to identify the requirements to establish and maintain a UCC in support of CEMP 10-2.

3.11.9. R&EM Flight will provide attendance feedback to unit commanders. Attendance data will be briefed at the EMWG.

3.11.12. As part of the Installation EM program, units will display, at a minimum, the following information on unit bulletin boards: EM representative(s) name and contact information, AFVA 10-2510, *USAF Emergency Notification Signals*, and appropriate facility shelter information.

3.11.13. Logistics Readiness Squadrons and Life Support functions will send CBRN defense budget requirements (C-Bags and D-Bags, respectively) through the R&EM Flight to HQ AFDW/A7X for funding from PE 27593. HQ AFDW/A3OH will validate aircrew individual protective equipment (IPE) requirements prior to POM submissions. WMD response budget requirements will be consolidated by the R&EM Flight and forwarded to HQ AFDW/A7X for funding from PE 27574.

3.11.15. "Interoperable communications" is defined as the ability of emergency response providers and relevant Federal, State and local government agencies to communicate with each other as necessary, using information technology systems and radio communications systems; and exchange voice, data, or video with each other on demand, in real time, as necessary. Primary ICC and EOC must have this capability, to include video tele-conferencing.

3.11.21. Use SAV checklist located in the AFDW folder on the Readiness and Emergency Management Flight CoP. This checklist may be amended by a base instruction or installation supplement.

3.11.22. (Added) All required representatives, special team members, and alternates, including but not limited to, EM reps, EOC reps, EET members, and unit training schedulers, will be appointed in writing. Letter of appointed individuals should be signed by unit commander and kept in the Unit EM binder as part of their support to the Wing EM program.

3.12.1. AFDW installations will use their installation instruction or Wing supplement to identify team requirements and team composition required in support of CEMP 10-2.

3.12.1.1. Each AFDW installation will identify the number of RST required to support EM operations based on the mission. This will be included in the installation instruction or Wing supplement. These teams are for in-garrison response, not deployed operations.

4.3. The installation should analyze what resources are made available under MOAs or MOUs. An installation can augment its resources through cooperation with local or regional agencies, other nearby Air Force and DoD resources. These additional support elements might include HAZMAT teams, fire departments, emergency medical services, public health offices, law

enforcement agencies, environmental agencies, communications capabilities, and contracted response and remediation companies. 11th Wing and 316th Wing will coordinate their CEMP 10-2 to determine response support and distances of travel for initial response requirements. AFDW installations will ensure HQ AFDW/A7X receives a copy of their CEMP 10-2 and corresponding checklists on CD-ROM. Copies will be provided annually at a time corresponding to the installation CEMP 10-2 review cycle.

4.3.2. Each AFDW R&EM Flight will include in their installation instruction or Wing supplement guidance for the following areas at a minimum: R&EM Flight Operations, EM Branch Program Management, Prime BEEF Program Management, EM SAV Program Administration, and Readiness Proficiency Training Program Administration.

4.3.3. HQ AFDW uses the 316 WG CEMP as their EM plan and maintains checklists as required by the host Wing's EM program.

4.3.7.3. Annex C is not required in the CEMP 10-2 for AFDW installations.

4.9.5. (Added) CEMP 10-2 will include procedures for contacting the nearest FBI office to report any CBRNE incidents.

5.5. AFDW installations will include specific guidance on unit EM response equipment in their installation instruction or Wing supplement. This will include all supplies/materials used for shelter-in-place (SIP) activities as well as procedures for establishing shelters.

5.5.3. (Added) The R&EM Flight Chief establishes inspection intervals for all EM equipment and supplies maintained by the R&EM Flight IAW applicable technical data. When technical data is not available, establish a 180-day inspection interval to ensure resource serviceability and accountability. Inspections must be documented.

5.7.2.1. Each AFDW installation will develop local procedures for storage and issue of operational IPE.

5.7.2.6. Each AFDW installation will develop local procedures for storage and issue of CBRNE training assets.

5.8.1. The Mobility Inventory Control and Accountability System (MICAS) will be used to account for all groundcrew MOBAGS. Aircrew bags are tracked using either the Automated Life Support Management System (ALSMS) or the Aircrew Life Support Equipment and Records Tracking System (ALERTS). Units that issue cold weather gear to individuals and do not bulk store B-bags will develop local procedures to show that the gear has been issued to unit personnel and is being tracked and managed.

5.8.2.1. (Added) MOBAG reporting will be accomplished quarterly to applicable MAJCOMs IAW AFMAN 23-110, Vol II, Part Two, Chap 26, Section F). The host base supply unit will report AD tenant MOBAG totals to HQ AFDW/A4R/M. The latest version of MICAS will be used for the roll-up reporting. MAJCOMs will tailor their reports for Air Staff using the current reporting format. Installations will send reports via email attachment to HQ AFDW/A4R/M, who will then consolidate the reports and send a single report to HQ USAF/A4RM.

5.8.2.2. (Added) The one base, one report concept is used for active duty units for funding requirements. A-bags (general purpose) and B-bags (cold weather) components will continue to come from unit O&M funds. C-bags and D-bags components will continue to be centrally funded using program element 27593 and dispersed to HQ AFDW/A7X for allocation to

individual bases. All active duty units, including tenant units, report their funding requirement through the host base R&EM Flight for reporting to HQ AFDW/A7X. Active Duty tenant units will no longer report their funding requirements to their respective MAJCOMs. For example, if a base has a funding requirement for 100 C-bags, that total will be reported to HQ AFDW/A7X, regardless of how many of those bags are required by tenant units (one base, one report).

6.4.1. Each AFDW R&EM Flight will ensure a minimum of two assigned 3E9X1 personnel in the flight have attended formal training course J3AZP3E971-005, CBRN Cell Operations. Request training quotas through HQ AFDW/A7X. Any exemptions to this must be approved by HQ AFDW/A7X.

6.4.3.1. (Added) Unit commanders will ensure personnel attending EM training at the R&EM Flight complete pre-requisite requirements. Documentation will be maintained in the unit and reviewed during annual EM SAVs. Unit training schedulers are responsible to provide attendance/no-show information to their respective commanders.

6.4.3.2. (Added) Unit schedulers, to include supported units, will provide R&EM Flight with the total number of personnel requiring CBRNE Defense Training. R&EM Flight will use this "baseline" information to establish their training schedule and program sufficient quotas to ensure all personnel are trained within the required time frame.

6.6.1. R&EM Flight Superintendents will ensure that the training section develops an annual (at a minimum) CBRNE Defense Training schedule which identifies training days, dates, projected class duration, and instructors. Base number of CBRNE Defense classes required on the total number of personnel requiring training plus an additional 10%. Allocate sufficient quotas to each unit to ensure all personnel requiring training are accommodated.

6.6.1.13. Units will ensure individuals are trained to operate vehicles in chemical warfare gear, as required. See AFI 24-301, paragraph 8.19.4 for further guidance. Installation functional SMEs will identify the mission critical vehicles their respective functional area is required, as an additional training task, to drive in Chemical Warfare Defense Equipment (CWDE). Supervisors should keep record of TQT completion in their Unit's EM Binder.

6.6.5.2. The unit EM representative will document and track all required DRF training course completion, including ERO, and exercise or actual response participation for required unit personnel.

6.6.5.3. (Added) HQ AFDW Staff members who are assigned as primary or alternates to the following groups are required to complete the knowledge-based ERO CBT located at <https://golearn.csd.disa.mil>: AFDW Command Center, Contingency Support Center, EM/CWG, AFDW Exercise Team, and IG personnel. Personnel will complete this requirement NLT 45 days after assignment in that function. Certificates of completion will be maintained by each AFDW directorate and forwarded to the AFDW EM Program representative, who will forward to 316 CES/CEX.

6.6.6. Each AFDW installation will identify the number of RST members required to support R&EM operations as well as the tasked units in their installation instruction or Wing supplement.

6.6.7. On AFDW installations, shelter management training will address shelter-in-place (SIP) and natural disaster shelter requirements. Shelter programs will be reviewed as part of the

annual EM SAV 6.6.11. Within AFDW, requests for the AFIM Course will adhere to priorities in Table 6.5.

Table 6.5. (Added) AFDW AFIM Course Priorities.

Priority	Individual/Function
1	EOC Director
2	Alternate EOC Director(s)
3	EOC Managers (RFO/Readiness Superintendent (3E9X1))
4	Senior Fire Officials (Fire Chiefs, Assistant Chief of Operations and Readiness, and Assistant Fire Chief for Operations)
5	EET Chief or other EET member who will evaluate EOC Director, EOC Manager, or IC
6	MSG/CC
7	BCE, Security Forces Commander, and SF Operations Officer

6.9. (Added) R&EM Flight Proficiency Training. Proficiency training (~~in~~ "in-house training") for R&EM Flight members is crucial for preserving technical proficiency.

6.9.1. (Added) R&EM Flights will develop a training plan delineating at least 8 hours of in-house training per week. The 3E9X1 CFETP is a good source for training topics.

6.9.2. (Added) Flights will obtain BCE signature of their in-house training schedules. Proficiency training plans and schedules will be forwarded with the EM Quarterly Report to HQ AFDW/A7X by the 15th of the first month of each quarter.

Table 7.1. AFDW Emergency Management (EM) Program Exercise Requirements – Installation Exercises.

Type of Exercise	Frequency	Andrews	Bolling
Major Accident	Two Annual FTXs	The following scenarios must be covered within a 24 month period: air show, aircraft accident, mass casualties, HAZMAT, munitions, off-base ⁷	The following scenarios must be covered within a 24 month period: mass casualties, HAZMAT, off-base ⁷
Natural Disasters	Annually – can be TTX as long as requirements in AFI 10-229 are met	Scenarios should be dictated by threats indicated in installation CEMP 10-2	Scenarios should be dictated by threats indicated in installation CEMP 10-2
Terrorist Use of CBRNE	Two annual FTXs	Within a 24 month period, scenario must cover Chemical, Radiological, and high-yield Explosive at least once. Biological will be exercised in accordance with AFI 10-2603 and	

		10-2604
CBRNE Response Force (CRF)	One Quarterly FTX	<ol style="list-style-type: none"> 1. Can be combined with any other exercise scenario. 2. Must include combined forces from Bolling and Andrews at least twice annually.
<p>Note 6 – AFDW OREs cannot be combined with other types of exercises.</p> <p>Note 7 (ADDED) – Off-base must be covered annually and can mean AFDW forces going off base or off base forces coming on base.</p> <p>Note 8 (ADDED) – At least one exercise annually must include direct interaction with HHQ, such as HQ AFDW and/or HQ JFHQ-NCR</p>		

7.3.1. AFDW/A3Y will be the primary office for planning and coordinating the AFDW Exercise Program.

7.6.4. The EET Chief will ensure all details of off-base exercises will be forwarded to HQ AFDW PA no later than 14 days prior to exercise.

7.6.8. (Added) Installation EET Chiefs will forward a copy of the wing exercise schedule for the following calendar year to arrive at AFDW/A3Y NLT 1 October of each year.

7.7. AFDW/A3Y will help coordinate and monitor the AFDW EET program.

7.8. AFDW/A3/5 will manage the AFDW Remedial Action Program.

7.9. (Added) AFDW/A9 will collect or manage the lessons learned process for all exercises and real world events.

8.2.2.1. AFDW installations will forward their annual report to HQ AFDW/A7X.

8.3. Include HQ AFDW A3/5; A7S; A7X; SG as addressees.

8.3.1. Include HQ AFDW/A7X as an addressee. If the incident involves HAZMAT, include HQ AFDW/A7A as well.

8.3.1.1. (Added) Notification of AFDW. The appropriate AFDW offices will be notified of any release that meets one or more of the following criteria:

8.3.1.1.1. (Added) Results in injury or loss of life.

8.3.1.1.2. (Added) Results in loss of aircraft or facility.

8.3.1.1.3. (Added) Causes interruption of flying operations.

8.3.1.1.4. (Added) Causes environmental contamination extending beyond installation boundaries.

8.3.1.1.5. (Added) Creates financial impact exceeding \$50K.

8.3.1.1.6. (Added) May result in litigation, publicity or media coverage.

8.3.1.1.7. (Added) Other reasons, as specified by local commander.

8.3.2. Include HQ AFDW/A7X as an addressee.

8.4. AFDW/A9 will work with exercise/real world event participants to capture lessons observed and forward after action report to AFDW/A7X.

8.5. (Added) AFDW EM Program Reporting Requirements. Installation R&EM Flights will provide HQ AFDW/A7X with quarterly reports detailing the Wing EM program to include tenant participation. Quarterly reports will be submitted to HQ AFDW/A7X on the 15th of the first month of each quarter. The template for the AFDW Quarterly EM Report can be found in the AFDW folder on the Readiness and Emergency Management Flight CoP.

8.5.1. (Added) All units and tenants will follow the EM program quarterly reporting requirements as outlined in AFI 10-2501 and their installation/host wing instruction or supplement to AFI 10-2501.

8.5.2. (Added) 316 CES/CEX will provide monthly operational status updates on the Installation Protection Program (IPP) capability on Andrews AFB to 316 CES. HQ AFDW/A7X will be copied on all of these reports. For any IPP systems that are not fully operational, report will annotate the cause as well as the status of system repairs.

9.3. AFDW installations will use LAN over-ride messages, commander's access channel, public address systems, and telephone/cell phones in addition to other warning methods as needed.

DARRELL D. JONES, Maj Gen, USAF
Commander

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

AFDWI 10-2, *AFDW Command Center*, 15 October 2007

AFI 10-245, *Antiterrorism (AT)*, 30 March 2009

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

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

AFI 10-229, *Responding to Severe Weather Events*, 15 October 2003

AFI 10-2603, *Emergency Health Powers On Air Force Installations*, 7 December 2005

AFI 10-2604, *Disease Containment Planning Guidance*, 6 April 2007

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFMAN 23-110, *USAF Supply Manual*, 1 April 2009

Abbreviations and Acronyms

AEW—Air Expeditionary Wing

AFDW—Air Force District of Washington

AFIMC—Air Force Incident Management Course

ALERTS—Aircrew Life Support Equipment and Records Tracking System

ALOHA—Areal Locations of Hazardous Atmospheres

ALSMS—Automated Life Support Management System

BCE—Base Civil Engineer

BEE—Bioenvironmental Engineering

C2—Command and Control

CAMEO—Computer-Aided Management of Emergency Operations

CATS—Consequence Assessment Tool Set

CHARM—Chemical Hazard Assessment and Risk Management

CoBRA—Chemical Biological Response Aid

COOP—Continuity of Operations

CoP—Community of Practice

CRC—Contingency Response Cell

CRF—CBRNE Response Force

EM/CWG—Emergency Management and CBRNE Working Group

EPA—Environmental Protection Agency
FTX—Field Training Exercise
GPS—Global Positioning System
HAF—Headquarters Air Force
HHQ—Higher Headquarters
HPAC—Hazard Prediction and Assessment Capability
IHT—In-House Training
IWS—Installation Warning System
JWARN—Joint Warning and Reporting Network
JOA—Joint Operations Area
LAN—Local Area Network
MOA—Memorandum of Agreement
MOBAGS—Mobility Bags
MOU—Memorandum of Understanding
NCR—National Capitol Region
NFPA—National Fire Protection Association
OPCON—Operational Control
OSC—On-Scene Commander
PEC—Program Element Code
RAM—Random Antiterrorism Measure
SFO—Senior Fire Official
SIP—Shelter In-Place
TACON—Tactical Control
TTX—Table Top Exercise
VLSTRACK—Vapor, Liquid, Solid Tracking

Attachment 4**INSTALLATION FUNCTIONAL SUPPORT**

Table A4.9, Item 2. Serves as the HAZMAT emergency program manager, and oversees the installation HAZMAT emergency planning and response activities.

Table A4.12, Item 3. Provides CBRN-related RAM actions to Wing AT/FP OPR for inclusion in installation AT/FP plan. As a minimum include:

Table A4.12, Item 3.1. (Added) Detection network set-up and activation.

Table A4.12, Item 3.2. (Added) Installation entry point detection protocols.

Table A4.12, Item 3.3. (Added) Biological sampling protocols.

Table A4.12, Item 3.4. (Added) Increased contact with local emergency management agencies.

Table A4.12, Item 23. AFDW installations will prepare and use a CBRN sector/zone map. If the map is already sectorized for another purpose (e.g., security or evacuation), these sectors may be used for CBRN events, or new sectors may be developed.

Table A4.12, Item 31. Submits training funding as a separately identified line item to HQ AFDW/A7X for PE 27593 POM submission.

Table A4.12, Item 45. Base the checklist on areas identified for review in Attachment 9 of this supplement.

Table A4.24, Item 11. Assessments will be coordinated with the R&EM Flight.

Table A4.34, Item 1. Use 48 to 72 hours as the sheltering time for peacetime planning purposes.

Attachment 8 (Added)**AFDW CONTINGENCY RESPONSE**

A8.1. Command and Control. HQ AFDW organizations with major roles in contingency response include the AFDW Command Center, AFDW Contingency Support Center (CSC), AFDW TWG, and other AFDW Directorates and contingency cells as necessary to support installations during an EM situation. Further guidance is included in AFDWI 10-2, *AFDW Command Center*. Guidance in this supplement supersedes the *AFDW Chemical, Biological, Radiological, Nuclear and High-Yield Explosive Response Force (CRF) Concept of Operation*, signed 17 Mar 08.

A8.2. CBRNE Response. CBRNE response within AFDW is based on an organizational construct called the CBRNE Response Force (CRF). The CRF aligns the major non-medical care, operational components of AFDW CBRNE response under a “one-force” employment concept. The concept covers how existing AFDW first and emergency responders organize, train, equip and deploy in support of AFDW missions. The AFDW CRF matrixes the organizations with a direct response role in the Warm/Hot Zone of a CBRNE incident scene into an integrated response force. These organizations include Bioenvironmental Engineering (BE), Emergency Management (EM), Explosive Ordnance Disposal (EOD), and Fire Emergency Services (FES). The purpose of the CRF construct is to enable and support a more flexible and efficient CBRNE response capability that will enhance AFDW’s ability to continue its core missions. The CRF construct does not include the acceptance of any missions beyond the scope of existing AFDW or AF response missions and guidelines.

A.8.2.1. Operational Concept. The CRF is a multi-functional, scalable CBRNE response capability providing a functionally integrated response to CBRNE events.

A.8.2.1.1. The CRF combines the CBRNE response assets of the 316 WG, 11 WG, and 79 MDW into a “one-force” employment concept. It allows for the CBRNE first and emergency (non-medical care) responder communities on Andrews and Bolling to operate more efficiently on base, share resources for mutual gain, and respond in a flexible, scalable manner. It will also help ensure that resources are available to respond to concurrent CBRNE incidents, if required.

A.8.2.1.2. The CRF will conduct detection, monitoring, initial identification, crime-scene preservation, sample collection, CRF team immediate decontamination, and consequence management and hazard assessment, to include plume modeling and hazard duration analysis. The CRF will also provide situational analysis to deter and mitigate hazards, recommend protective actions, and present operational and health risk management options to the commander to help manage the effects of the event, minimize the impact on the local populace, and assist in facilitating recovery efforts. EOD will provide explosive support according to their capabilities. FES also provides fire suppression and hazard containment.

A.8.2.2. Organization. The CRF is composed of three functional components: EOD operations, FES HAZMAT operations, and C-CBRN operations. Within AFDW, this involves six flights: 316 CES/CEX, 316 CES/CED, 316 CES/CEF, 11 CES/CEX, 779 AMDS/SGPB and the 579 AMDS/SGPB. The CRF represents less of a procedural shift for these responders, and more of an evolution of the Organize, Train, and Equip standard operating procedures.

A.8.2.2.1. EOD operations will be conducted by the 316th Civil Engineer Squadron Explosive Ordnance Disposal Flight. EOD will follow their normal operating procedures and will carry out

the “E” response of the CRF at the scene of a CBRNE incident as outlined in AFI 10-2501. EOD will exercise with the other elements of the CRF annually, at a minimum.

A.8.2.2.2. FES HAZMAT operations will be conducted by the 316th Civil Engineer Squadron Fire Emergency Services Flight for activities on Andrews. (The Navy District of Washington will provide FES HAZMAT services on Bolling AFB. They are currently not a part of the CRF but will be partnered with the CRF as appropriate.) The FES HAZMAT Team will provide traditional HAZMAT support to include initial identification, plugging, patching, damming, diking, diverting and other containment actions according to established internal and external operating procedures. FES will exercise with the other components of the CRF annually, at a minimum.

A.8.2.2.3. C-CBRN operations will be conducted by a cross-functional pool of CBRN technicians. The C-CBRN component of the CRF will consist of multiple capabilities-based force constructs, the employment of which can be tailored to respond to a specific situation. C-CBRN component members will consist of:

A.8.2.2.3.1. Personnel from BE, EM, and FES.

A.8.2.2.3.2. All EM and BE technicians from the 316 WG, 11 WG, and 79 MDW, as well as a minimum of ten FES personnel, will be trained to be C-CBRN component members.

A.8.2.2.3.3. This “pool” concept allows for flexibility in manning the C-CBRN component capitalizing on the combined manpower strengths of the five flights involved (EM and BE at Bolling, EM, BE, and FES at Andrews).

A.8.2.2.3.4. Personnel will not be assigned duty positions by name to allow for flexibility when staffing CRF operations. In this way, concurrent mission taskings and AEF deployments can still be accomplished in conjunction with CRF response operations.

A.8.2.2.3.5. The C-CBRN component will be organized under a team construct.

A.8.2.2.3.5.1. Teams will be composed of capabilities-based elements, e.g., initial monitoring, sampling, decontamination, etc., and the number of personnel will depend on the nature of the incident.

A.8.2.2.3.5.2. The CRF Playbook, containing CRF TTPs, will further define the composition, functions and operations of the C-CBRN component. The playbook will be produced and maintained as a collaborative effort between the flights involved in the C-CBRN component. 316 CES/CEX will be the OPR and 779 ADMS/SGPB will be the OCR. AFDW/A7X, AFDW/A5Q, and AFDW/SG will facilitate playbook maintenance as needed.

A.8.2.2.3.6. Ancillary support to the C-CBRN component will be requested and provided in accordance with standard operating procedures. This would include, but is not limited to, use of the RST in non-responder specific roles, for example, as a radio operator and/or recorder.

A.8.2.2.4. Each installation will posture and source as many functional components of the CRF as they have the manpower and specialties to support. Specifically:

A.8.2.2.4.1. Bolling AFB will posture a C-CBRN component comprised of BE and EM personnel. EOD support will continue to be provided by the 316 CES/CED. FES HAZMAT support will continue to be provided by the Navy.

A.8.2.2.4.2. Andrews AFB will posture an EOD component, a FES HAZMAT component and a full C-CBRN component.

A.8.2.3. Equipment.

A.8.2.3.1. All homestation (non-deployable) CBRN response equipment, including 4F9WM mobility packages, and AFDW-purchased response equipment and personal protective equipment, will be used during CBRN responses. AFDW-purchased equipment will be stored,

maintained and sustained by the primary CRF functional user. Accountability of the equipment is the responsibility of the functional user daily, and the senior CRF Logistics member during CRF responses. The CRF response trailer will be stored, maintained and sustained by 316 CES/CEX.

A.8.2.3.2. Homestation CBRNE response equipment/PPE requirements, including replacement equipment and expendables, will be consolidated by the installation R&EM Flight who will forward to HQ AFDW/A7X. HQ AFDW/A7X will advocate for PE 27574 funding based upon these requirements.

A.8.2.3.3. PPE requirements. Include Level A suits with Firehawk mask, Level B suits and other PPE as needed will be maintained, one each per responder. (OSHA/NIOSH approved)

A.8.2.3.4. Detection Equipment. At a minimum, the CRF will maintain and sustain equipment that can detect and identify the presence of radioactive isotopes, chemical warfare agents, biological warfare agents, TICs/TIMs, and explosives.

A.8.2.3.5. CRF Trailer Requirements. The equipment listed in Table A8.1. will be maintained and sustained by the 316 CES/CEX. The communications equipment listed will be used to provide CRF on-scene communications.

Table A8.1. CRF Trailer Minimum Requirements.

Qty	Item(s) and Purpose
1 ea	Reflective stenciling –AFDW CBRNE Response Force”
1 ea	Public address system
1 ea	Mobile weather station with computer data link providing temperature, dew point, wind direction and speed, and atmospheric pressure (WeatherPac or equivalent).
1 ea	Global Positioning System (GPS) navigation receiver
2 ea	Handheld GPS receivers
1 ea	Software. Include current versions of: Windows, Microsoft Office, Joint Warning and Reporting Network (JWARN), including NBC Analysis (only install NBC Analysis on properly marked standalone laptop due to security requirements), VLSTRACK, and HPAC; EPA-certified toxic industrial material plume plotting software, such as ALOHA, CHARM, or equivalent; GEOBASE capability to view on- and off-base digital maps. Consider government off-the-shelf incident management software such as CAMEO and Consequence Assessment Tool Set (CATS); and commercial equivalents such as the Chemical Biological Response Aid (CoBRA).
1 ea	Portable generator(s) capable of providing continuous power to all installed/ supported systems.
2 ea	100 ft extension cord and power strips
1 ea	Sheltered (from weather) work area for IC and key staff
1 set	Area lighting (portable and mounted), capable of 150 sq ft of lighting
1 set	On-base and off-base grid maps and off-base road maps.
1 ea	First Aid Kit
1 ea	Tool box/kit, road kit, jumper cables
1 pr	Night Vision Goggles

1 ea	Laser Range Finder
1 ea	Digital camera to record critical activities. Must be capable of interfacing/downloading photos to laptop computers, if not prevented by AF regulations.
1 pr	Binocular, prism type, individual 7 x 50
	Level A suits with Firehawk mask (OSHA/NIOSH approved) – 1 ea per responder
1 ea	Vehicle capable of safely towing the CRF Trailer
Support items: Admin supplies (paper/pens/pencils/grease pencils/floppy disks/clip boards/plastic trash bags), clock, compass, flagging ribbon, radio and cell phone battery chargers, flashlights or lanterns, AM/FM radio with batteries, water, foul weather gear, sunscreen, and insect repellent.	

A.8.2.3.6. Decontamination. The CRF will be prepared to decontaminate CRF personnel and equipment and may assist in decontaminating first responders, if requested.

A.8.2.4. Training and Exercise.

A.8.2.4.1. All CRF personnel will be trained and certified to conduct the CRF mission as it relates to their functional component (EOD, FES HAZMAT and C-CBRN). Traditional training for EOD and FES HAZMAT is well defined and is not altered other than the requirement for those components to train and exercise as a combined CRF.

A.8.2.4.2. The C-CBRN functional component will capitalize on a combined manpower pool by training EM, BE and selected FES personnel to a common core knowledge base and technical ability. Training requirements for members of the C-CBRN component are consistent with the minimums set in AFI 10-2501. Additional training requirements are approved by the CRF Working Group, a standing sub-committee of the AFDW EM/CWG. All BEEs are required to obtain National Fire Protection Association (NFPA) HAZMAT Operations certification. It is strongly recommended that all 7-level BEEs obtain NFPA HAZMAT Technician certification. NFPA certifications can be obtained through 316 CES/CEF or through an outside source.

A.8.2.4.3. Proficiency training (~~in~~ "in-house training") for Bioenvironmental Engineering Flight and R&EM Flight members is crucial for preserving technical proficiency. All CRF components will update their In-House Training (IHT) to reflect CRF TTPs and equipment. The C-CBRN component will conduct IHT as a combined team at least once a month, four hours minimum. The Bolling and Andrews C-CBRN components must conduct joint IHT sessions quarterly, typically alternating between installations. These joint training sessions will focus on operational response such as through mini-exercises.

A.8.2.4.4. Exercise. Refer to Table 7.1 of this supplement for CRF exercise requirements.

A.8.2.5. Employment. The CRF employment concept includes definition of the area of responsibility, command relationships, and execution guidelines.

A.8.2.5.1. Area of Responsibility (AOR). The CRF's primary AOR is AFDW installations. As with any AFDW assets, the CRF may also be tasked to respond within the NCR, HQ AFDW's AOR, in accordance with all appropriate AFDW and HHQ guidance.

A.8.2.5.2. Execution. Execution guidelines include employment, deployment, redeployment and reconstitution, and response times.

A.8.2.5.2.1. Employment. Responses will be conducted according to installation plans and procedures. For an on-base event, the resident installation CRF capability will respond

following standard C2 procedures. Should additional CRF support be required, the IC can request additional CRF components and/or elements through the AFDW Command Center or, in time-sensitive situations, a direct request can be made from wing to wing.

A.8.2.5.2.2. Redeployment and Reconstitution. Upon tasking from higher military headquarters, the CRF will redeploy to home station. After any major CBRN response operation, sufficient time and resources will be provided for CRF reconstitution. CRF will provide an inventory of depleted items to HQ AFDW/A7X and AFDW/SG within 10 days after return to home station. Costs associated with deployment (equipment, consumables, etc.) must be captured during the course of execution. A detailed cost report will be provided to HQ AFDW/A8 within 10 days after return to home station.

A.8.2.5.2.3. Response times. From initial indication and warning to tasking/response for a CBRNE incident within the NCR JOA, response time may be a matter of hours to several days.

All CRF components will respond in accordance with local operating procedures or task orders. Additional guidance on response times will be detailed in the CRF Playbook.

A.8.2.6. Reporting. Installation R&EM and BE Flights will provide HQ AFDW with quarterly reports detailing the Wing CRF training and equipment status. Quarterly reports will be submitted to HQ AFDW/A7X and AFDW/SG on the 15th of the first month of each quarter. The templates for reporting CRF status can be found in the AFDW folder on the R&EM Management Flight CoP.

Attachment 9 (Added)**STAFF ASSISTANCE VISIT REQUIREMENTS AND CRITERIA**

A9.1. Staff Assistance Visit (SAV) Requirements. The AFDW SAV philosophy is based on assisting the units in producing a better EM capability and aiding in mission accomplishment, not on inspecting for compliance. R&EM Flights should refer to the AFDW SAV Program Administrative Guide, posted in the AFDW folder on the Readiness & Emergency Management Flight CoP, for specific SAV guidance and templates.

A9.1.1. As part of the installation EM Program, R&EM Flights will perform SAVs on all assigned and tenant units on an annual (calendar year) basis (ANG and ARC units follow a 2 year schedule). Flights will develop and publish an annual SAV schedule. Waiver requests to the annual SAV requirement must be signed by the Installation Commander and forwarded to HQ AFDW/A7X for submission to HAF/A7CXR.

A9.1.2. AFDW R&EM Flights should use the R&EM Flight Self Assessment & SAV Checklist in the AFDW folder on the Readiness & Emergency Management Flight CoP as a guideline for their annual HQ SAV.

A9.1.3. Installations should use their installation instruction or Wing supplement to add detail to the major areas below concerning installation specific EM program requirements.

A9.2. Unit SAV Criteria. The major areas that enhance a unit's EM capability are training, planning, equipping, exercising and funding.

A9.2.1. Training. This area provides units with the foundation to build an effective EM capability. The following should be reviewed and worked:

A9.2.1.1. Commanders and unit personnel have been identified and trained to accomplish mission requirements involving EM situations.

A9.2.1.2. Specialized team personnel are assigned and trained to accomplish mission requirements involving EM situations.

A9.2.1.3. Unit schedulers are assigned and appropriately tracking all required training.

A9.2.2. Planning. This area provides units with the format for effective EM capability. The following should be reviewed and worked:

A9.2.2.1. Commanders and control centers representatives (including ESFs) have identified and established all required plans and checklists to accomplish mission requirements involving EM situations.

A9.2.2.2. Units have identified, in writing, all required representatives and specialized team members.

A9.2.2.3. Units meet all requirements of the EM information program, including documentation.

A9.2.3. Equipment. This area provides units with the tools for an effective EM capability. The following should be reviewed and worked:

A9.2.3.1. Commanders and unit personnel have identified, procured, and trained on equipment required for EM situations.

A9.2.3.2. Specialized teams have been equipped to accomplish mission requirements involving EM situations.

A9.2.3.3. Designated units adequately store and maintain their Individual Protective Equipment.

A9.2.4. Funding. This area provides units with the ability to have an effective EM capability. The following should be reviewed and worked as necessary:

A9.2.4.1. Commanders have identified and prioritized funding to accomplish mission requirements involving EM situations.

A9.2.4.2. Commanders advocate for funding to ensure EM capability exists within their units.

A9.3. SAV Program Guidelines and Checklists. The AFDW SAV Program Administrative Guide and checklists for both unit EM Program SAVs and R&EM Flight self inspections can be found in the AFDW folder on the Readiness and Emergency Management Flight CoP. This checklist may be added to by an installation instruction or Wing supplement.

A9.3.1. Installations can add to the Unit Self-Assessment & SAV checklist as appropriate using their installation instruction or Wing supplement.

A9.3.2. Use of the Installation SAV Trend Analysis, also located in the AFDW folder on the R&EM Flight CoP, is mandatory.