

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



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**AIR FORCE RESERVE COMMAND
Supplement**

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

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-2501, 24 January 2007, Incorporating Change 1, 28 September 2007. The AFI is published word-for-word without editorial review. This supplement describes Air Force Reserve procedures to be used in conjunction with the basic instruction. Ensure that all records created as a result of processes prescribed in AFMAN37-123, *Management of Records*, are maintained in accordance with this manual, and are disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and conflicts between this and other publications to the Office of Primary Responsibility (OPR) at HQ AFRC/A7XEM (Emergency Management), 155 Richard Ray Blvd, Robins AFB, GA 31098-1635, on AF 847, *Recommendation for Change of Publication*. All waiver requests require AFRC/A7XEM and HQ AF Civil Engineer Support Agency approval.

SUMMARY OF CHANGES

This supplement is substantially revised and must be completely reviewed. This revision includes the guidance for the management of the Emergency Management Program at AFRC installations and stations (hereby referred to as host locations) and AFRC tenant wings on active duty installations. The majority of the changes affect how AFRC is implementing the Air Force Incident Management System.

1.6.1. The tenant Emergency Management functionals will coordinate with their host Readiness and Emergency Management flight to ensure the host CEMP 10-2 supports the Reserve

wing/units. The tenant Emergency Management functionals ensure the host comprehensive emergency management plan (CEMP) 10-2 does not task traditional reservists or reserve unit type code (UTC) capabilities for home station response.

1.6.1.1. (Added) The AFRC Emergency Management (EM) program manager varies by location. The titles below will be used in this supplement to define the program requirements.

1.6.1.1.1. (Added) Emergency Management Office – The civilian emergency management capability on an AFRC installation or station (includes 301 FW NAS JRB Ft Worth). This office is the emergency management office of primary responsibility for the location.

1.6.1.1.2. (Added) Tenant Emergency Management functional.

1.6.1.1.2.1. (Added) All AFRC Civil Engineer Squadron Readiness and Emergency Management flights with an EM Air Reserve Technician (ART).

1.6.1.1.2.2. (Added) The AFRC Emergency Management civilian, within the AFRC tenant unit without an AFRC Civil Engineer organization, on a Regular Air Force (RegAF) installation.

1.6.2. Each Numbered Air Force (NAF) will ensure their geographically separated units (GSUs) have a host base/unit assigned to provide training. GSUs are units located a significant distance from its Air Force main operating base support function.

2.4.1.2. For each EMWG develop an agenda and produce meeting minutes to document and track action items and distribute to EMWG members and commanders. Agenda items include but are not limited to issues and goals for training, exercising, evaluating, equipping Emergency Management response elements, Mobility bags funding and issues, PEC 55166 requirements and SAV/ORE trends. Tenant and associate wings/units will provide a representative to attend the host EMWG. Tenant and associate wings/units will establish an internal forum to address AFRC issues. Forward issues that cannot be resolved at wing/unit level to the appropriate NAF/HQ functional for resolution.

2.4.2. Paragraph 2.4.2. and sub-paragraphs 2.4.2.1. - 2.4.2.10. apply to AFRC installations and stations. Tenant wings and units must understand the AFIMS disaster response structure for use at deployed locations and during operational readiness exercises and inspections.

2.4.2.3. At host locations, where applicable, develop a budget forecast to consolidation Fire Alarm Communications Center, SF Desk, and Medical into a central dispatch capability.

3.6.1. AFRC/A7XEM is the office of primary responsibility for the command Emergency Management program and the Emergency Management career field.

3.6.1.5. The following units must develop and maintain a CEMP 10-2: 94 AW Dobbins ARB, 301 FW NAS JRB Ft Worth, 434 AW Grissom ARB, 439 AW Westover ARB, 452 AMW March ARB, 482 FW Homestead ARB, 910 AW Youngstown ARS, 911 AW Pittsburgh ARS, 914 AW Niagara Falls ARS, and 934 AW Minn St Paul ARS for the home station response. The

301 FW NAS JRB Ft Worth, 911 AW Pittsburgh ARS, and 934 AW Minneapolis St. Paul ARS, will base their CEMP 10-2 on recovery operations as the municipality airport provides the emergency response capability for major accidents.

3.6.1.17. The Regional Support Group (RSG) Emergency Management (EM) functional will use the applicable host or tenant HQ AFRC Emergency Management Unit Compliance Checklist to conduct SAVs. Units may request a NAF functional area visits (FAV) at anytime through their chain of command. SAVs and FAVs conducted by the RSG Emergency Management functionals will not exceed 36 months between visits.

3.6.1.18. Readiness and Emergency Management Flights will use the HQ AFRC EM Unit Compliance Checklist to conduct unit level SAVs and self inspections. RSG, EM offices and tenant EM functionals can supplement the HQ AFRC checklist.

3.6.1.19. RSG EM functionals will forward trends and issues to AFRC/A7XEM as they become apparent. Each RSG will provide a complete list of SAV trends for the previous calendar year to AFRC/A7XEM NLT 31 Jan using the following format:

3.6.1.19.1. (Added) Issue. What is the UCI checklist item.

3.6.1.19.2. (Added) Discussion. Describe the finding in detail and cause.

3.6.1.19.3. (Added) Wing OPR and any OCRs. Who is responsible for correcting the issue.

3.6.1.19.4. (Added) Recommendation. How can the issue be corrected and ensure it does not reoccur.

3.6.1.28. (Added) Conducts triennial emergency management program reviews at 94 AW Dobbins ARB, 301 FW NAS JRB Ft Worth, 434 AW Grissom ARB, 439 AW Westover ARB, 452 AMW March ARB, 482 FW Homestead ARB, 910 AW Youngstown ARS, 911 AW Pittsburgh ARS, 914 AW Niagara Falls ARS, and 934 AW Minn St Paul ARS. This requirement is a review of the home station emergency response capability.

3.7.4.3. (Added) HQ AFRC/A7XEM is authorized direct communication with the Emergency Management offices at 94 AW Dobbins ARB, 301 FW NAS JRB Ft Worth, 434 AW Grissom ARB, 439 AW Westover ARB, 452 AMW March ARB, 482 FW Homestead ARB, 910 AW Youngstown ARS, 911 AW Pittsburgh ARS, 914 AW Niagara Falls ARS, and 934 AW Minn St Paul ARS. HQ AFRC/A7XEM will info copy the respective RSG EM functional on all issues that affect the military mission.

3.7.4.3.1. (Added) HQ AFRC/A7XEM sends emergency management program correspondence to the RSG EM functionals who in-turn provides the correspondence to the tenant Emergency Management functionals. The RSG EM functionals will compile a collective response for all suspenses and respond to HQ AFRC/A7XEM with the requested information.

3.7.4.3.2. (Added) HQ AFRC/A7XEM will not establish direct contact with the tenant Emergency Management functionals without first attempting to contact the respective RSG EM functional. In the absence of the RSG EM functional, the HQ can contact the unit directly and will follow-up with an e-mail to the RSG EM functional.

3.7.4.3.3. (Added) HQ AFRC/SGPB is authorized direct communication with the base Bioenvironmental Engineering program office at non-co-located AFRC bases.

3.7.4.4. (Added) The RSG EM functional provides direct oversight of the military emergency management program at AFRC wings, groups, squadrons, flights and GSUs. Ensures unit level airmen are prepared to conduct, respond, and recover operations when faced with emergency management and chemical, biological, radiological, nuclear and high yield explosive (CBRNE) incidents while deployed.

3.10.1. The Emergency Management office is the OPR at AFRC host locations. AFRC tenant wings must establish an internal emergency management program supporting the host emergency management program. The internal AFRC emergency management program will also address issues supporting deployed contingency operations. The R&EM flight ART or full time civilian equivalent is the tenant wing liaison to the host. All other AFRC units (GSUs and DFUs) will have an internal Emergency Management program supporting the host Emergency Management program.

3.10.9. The primary and alternate EOC Director is the MSG commander, civilian equivalent, or other Lt Col, as appointed by the installation commander. All appointed personnel must accomplish the EOC Director training requirements within 90 days or 3 UTAs of assignment.

3.10.13. At AFRC host locations, the CEMP 10-2 designates the location, capacity, and required support of natural disaster shelters.

3.10.14. As a minimum, AFRC host locations will have a shelter-in-place plan for all facilities on the installation. AFRC EM functional at non AF installations will have a shelter in place plan for all their facilities. AFRC tenant and associate units must support the host shelter-in-place plan. The plan will include the following information: shelter location in the facility, location of environmental controls, and who to contact to have the system turned off, and procedures on how to improve the protection factor of the shelter location based on the incident.

3.10.15. The expedient contamination control capability applies only to AFRC host locations.

3.11.1. Appoint, in writing, a primary and alternate representative. To ensure program integrity, primary duty 3E9X1 Emergency Management personnel will not be assigned as unit EM representatives. In order to work EM issues during the normal work week, at least one of the EM representatives will be a full time employee.

3.11.3. Reserve tenants will provide a Reserve liaison to the host emergency operations center to ensure information flow to/from Reserve wing and to address Reserve issues.

3.11.5. The Emergency Management office and/or the tenant Emergency Management functional will publish UCC and specialized team requirements in the wing supplement to this AFI and the CEMP 10-2.

3.11.7. AFRC units will provide this information to the Emergency Management Office or the tenant Emergency Management functional two UTAs after the biennial RSG EM SAV. Annotate observations or findings with corrective actions and an estimated completion date(s). Transmit a copy to the wing Self Inspection Tracking System (SITS) program administrator with an info copy to the Emergency Management office.

3.12.1.1. Readiness Support Team (RST). At AFRC installations and stations with CEMP 10-2s, the RST augments the Emergency Management Office. RST staffing is identified in the wing supplement to this document or the CEMP 10-2. All units on the installation/station shall proportionately provide staffing for the RST. Staff the RST for a 24-hour capability with military, civilian and contractor personnel, from those positions least likely to deploy. Use of civilians must be approved by civilian personnel and contract personnel must be approved by the contracting office. Activation of the RST will be identified in the CEMP 10-2. **NOTE:** Trained personnel shall not be relieved from their assignment/duties until replaced by a fully trained individual. All RST members must meet physical and medical requirements/qualifications for the expected support duties.

4.3. Comprehensive Emergency Management Plan (CEMP) 10-2. At AFRC installations and stations, the Emergency Management Office is the OPR for the CEMP Plan 10-2.

4.3.1. Organizations at AFRC installations and stations coordinate unit developed CEMP 10-2 checklists with the Emergency Management Office. At AFRC tenant locations, organizations coordinate all unit-developed checklists supporting the host CEMP 10-2 through the AFRC tenant CE Readiness and Emergency Management Flight prior to submission to the host base. Unit commanders and the functional area will ensure checklists are reviewed annually. Document review per local instructions and provide copies of all checklists to the appropriate RSG Emergency Management functional.

4.3.7.3. Annex C: AFRC installations are not required an Annex C.

4.6.5.4. The requirement for the nearest installation to respond as the Initial Response Base includes AFRC installations. AFRC installations should contact all military installations near them to determine the area of responsibility. AFRC installations will provide initial response and follow-on response to the maximum extent possible. AFRC installations that do not have all elements of the disaster response force must ensure these limitations are provided to the OPR of the response planning documents.

5.4. Installation Emergency Management (EM) Response Equipment. Applies only to AFRC host installations (301 FW NAS JRB Ft Worth, 911 AW Pittsburgh ARS, and 934 AW Minneapolis St. Paul ARS are not tasked for response.)

5.4.1. Where a full time Medical Defense Officer is not postured, the Bioenvironmental Engineer (BEE)/Public Health Manager will address medical defense issues.

5.4.5. Mobile Emergency Operations Center. AFRC will not posture MEOCs. AFRC installations will maintain a mobile command and control capability with the communications capability that meets FEMA Type III requirements.

5.5.1. Units will use a planning factor of 6% to forecast for replacement and consumable requirements. Units can forecast for more or less than the planning factor of 6% if historic usage dictates the need.

Table 5.2. **Emergency Management (EM)-Related Program Elements (PE).**

	Title	Force	Type Equipment	Assigned PE
6. (Added)	Weapons of Mass Destruction	Air Force Reserve	WMD Threat Response	52574F

5.6.1. (Added) HQ AFRC/A7XEM is the PE55166 assistant Program Element Manager (PEM) for AFRC and works in close coordination with the PEM in AF/RE. The Emergency Management Office is the focal point at AFRC installation/stations. The Readiness and Emergency Management Flight is the focal point for tenant units.

5.6.2. (Added) HQ AFRC/SGPB is the PE 28036F and PE 58211F functional Program Element Manager (PEM) for Medical CBRNE equipment. The Bioenvironmental Engineering/Public Health Office is the focal point at AFRC installations/stations.

5.8.1. (Added) The EMWG will meet no later than the first week of February to identify POM/APOM and mid-year unfunded requirements and ensure funding is at least 40% obligated. The EMWG will also meet no later than the last week in July to identify end-of-year unfunded requirements. Budgets are submitted according the HQ AFRC Chemical, Biological, Radiological, and Nuclear (CBRN) Operations Program Procedural Information Message (PIM) 08-010.

6.4.1. AFRC personnel must hold a 3E951 AFSC or higher and be evaluated by a 3E971 or higher to conduct these classes. All new AFRC Emergency Management military and civilian members must submit a request to attend initial courses (Emergency Management Apprentice/Readiness and Emergency Management Flight Officer) within the first month of assignment. Another Joint Service's technical training cannot be waived to fulfill this requirement. Units may budget for and sponsor AETC traveling teams as well as those from federal, state and local agencies as an alternative for formal in residence training that is not mandated to attend a specific course. The AFRC Expeditionary Combat Support-Training and Certification Center, Dobbins ARB, GA provides additional hand-on wartime task training opportunities. Report the completion of training to the appropriate RSG EM functional.

6.6.1.1. (Added) At AFRC installations, Emergency Management personnel (3E9X1) (military, government civilians, and qualified contactors) will conduct this training unless otherwise noted in Table 6.3.

6.6.1.2.1. Every attempt must be made to accomplish CBRNE Defense Awareness using the Advanced Distributed Learning System (ADLS).

6.6.1.3.1. Reserve Emergency Management personnel will not conduct more than one CBRNE Defense Training (CBRNE Defense Awareness Course / CBRNE Defense Survival Skills) class per calendar year. The primary mission of the emergency management traditional reservist is to acquire the knowledge and proficiency required to fight and operate in a wartime environment. At tenant locations, the instruction of CBRNE Defense Awareness Course / CBRNE Defense Survival Skills remains the responsibility of the host Readiness and Emergency Management Flight. To facilitate upgrade training requirements, AFRC Emergency Management 3-levels will not teach CBRN Defense Courses during UTAs until all 5-level upgrade requirements are met. Once met, 3-levels can instruct with the proper supervision of a qualified instructor (5-level or higher). During the demonstration performance portion of CBRNE Defense Survival Skills Training, the instructor to student ratio is one instructor for every ten students.

6.7. Emergency Management Information Program. At AFRC installations and stations, the Emergency Management Office is responsible for disseminating this information to the installation.

6.7.2.2. In the absence of a host information program, the tenant Readiness and Emergency Management Flight will notify their respective RSG if the host Readiness and Emergency Management Flight does not have an EM information program.

7.3.1. Documentation of all exercises is required. Units will use the compliance inspection grading criteria in the AFRC supplement to AFI 90-201, *Inspector General Activities*. The format is a letter of memorandum with attachments where necessary. All exercise requirements apply to AFRC installations. One exception is 301 FW NAS JRB Ft Worth, 911 AW Pittsburgh ARS, and 934 AW Minn St Paul ARS do not have an emergency response capability so for major accident those units are required to only the recovery phase of the exercise. At all AFRC locations, the military wings only conduct OREs.

7.3.2. (Added) Types of exercises can be combined to reduce the number of exercises each year. Exercise reports must be detailed enough to show the intent of each specific exercise requirement was accomplished.

7.4.10. (Added) AFRC units subject to gaining MAJCOM ORIs will conduct an ORE based upon the gaining MAJCOM ORI scenario. Exercise length must be adequate to ensure exercise objectives of command and control; attack warning reactions; use of individual equipment; contamination control area processing; contamination avoidance; self-aid and buddy care; explosive ordnance reconnaissance; dispersal; expedient hardening; blackout; and demonstrated effectiveness of personnel to perform their wartime tasks in a chemical-biological warfare

environment are accomplished. The unit conducting the ORE documents the results, and assigns OPRs, OCRs and ECDs to all discrepancies. The EET Chief will track to completion.

7.5.1. All AFRC wings (groups at locations without wings) must establish an EET.

7.5.2. Appoint in writing a full-time member as the EET Chief, minimum grade of major or civilian equivalent, and an alternate EET Chief. These personnel can be from any organization or career field. Primary duty Emergency Management personnel are not assigned as the EET chief or designated to manage any aspect of exercise. However, Emergency Management personnel are an integral part of exercise scenario development. All AFRC wings must establish an exercise evaluation team

7.6. Installation Exercise Evaluation Team (EET) Chief. Base exercise scenarios on local conditions, aircraft type, vulnerability assessment team (VAT) results and CEMP 10-2 Plan.

7.6.3. The tenant wing/unit commander or designee (i.e., EET Chief) must coordinate with the host exercise evaluation team chief to incorporate the tenant in exercise planning and execution.

7.6.8. (Added) At tenant AFRC units, the EET is structured to evaluate mobility commitment exercises.

7.6.9. (Added) EET Chiefs consider conducting Anti Terrorism exercise requirements from AFI 10-245, paragraph 2.6.4.5. in conjunction with one of the EM exercises.

7.6.10. (Added) The EET Chief consults with the Emergency Management and Bioenvironmental Offices for major accident, natural disaster, and terrorist use of CBRNE exercise scenarios and with the CE Readiness and Emergency Management Flight for planning, guidance and advice on operational readiness exercise (ORE) scenarios.

9.3. Installation Notification and Warning System (INWS). AFRC uses INWS Alerts to provide emergency notifications via email, telephone, and local area network popups. This INWS Alerts system is available at all AFRC Wing command posts and is managed at wing level by our command post personnel. AFRC will be adding Giant Voice integration from INWS Alerts in the near future.

9.3.1. Updates to installation Giant Voice systems must be coordinated with HQ AFRC/A6XI to ensure compatibility with the existing INWS Alerts system. Users submit requirements to upgrade/replace existing Giant Voice systems through HQ AFRC/A6IA for review and technical solution.

9.4.1. Installation Commander through the ICC. AFRC/A6XI is OPR for the AFRC Enterprise INWS Alerts System. As such they will oversee all INWS Alerts program management throughout its life-cycle. AFRC/A6N will provide system administrator support to the AFRC INWS Alerts servers at both the primary and backup sites.

9.4.6. Adopted Forms:

(Added) AF 847, *Recommendation for Change of Publication*

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Attachment 1
GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added) AFCAT 21-209V1, *Ground Munitions*, 9 November 2007

(Added) AFH 33-337, *Tongue and Quill*, 1 August 2004

(Added) AFI 10-210 – *Prime Beef Engineer Emergency Force (BEEF) Program*, 21 March 2008

(Added) AFMAN33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

(Added) **FAV**—Functional Area Visit

(Added) **MSG**—Mission Support Group

(Added) **RAV**—Readiness Assistance Visit

(Added) **RSG**—Regional Support Group

Terms

(Added) **Functional Area Assistance Visit**—Normally a unit requested or a Higher Headquarters (RSG) directed visit designed to meet any functional area assessment need.

(Added) **Readiness Assistance Visit**—Higher Headquarters (NAF) exercise evaluation of a subordinate unit's (wing/group) ability to perform wartime taskings.)

Attachment 4
INSTALLATION FUNCTIONAL SUPPORT

Table A4.7 Bioenvironmental Engineering Flight

Note: (Added) Applies to the AFRC host programs at Dobbins ARB, Homestead ARB, Grissom ARB, March ARB, Niagara Falls ARS, Pittsburgh ARS, Minneapolis St. Paul ARS, Westover ARB, and Youngstown ARS. Tenant AFRC Bioenvironmental Engineering personnel (where assigned) are expected to train for UTC specific responsibilities, and are not considered part of the Host EM program or response actions.

A4.8.1. (Added) The base civil engineer is responsible for assigning these functions at AFRC installations and stations.

Table A4.12. CE Readiness and Emergency Management Flight. At 94 AW Dobbins ARB, 301 FW NAS JRB Ft Worth, 434 AW Grissom ARB, 439 AW Westover ARB, 452 AMW March ARB, 482 FW Homestead ARB, 910 AW Youngstown ARS, 911 AW Pittsburgh ARS , 914 AW Niagara Falls ARS, and 934 AW Minn St Paul ARS, the Emergency Management Office is the installation EM focal point.

Table A4.12. CE - Readiness and Emergency Management Flight.

1.	(Added) ¹
2.	(Added) ²
3.	(Added) ²
4.	(Added) ²
5.	(Added) ²
6.	(Added) ^{2,3}
7.	(Added) ^{2,3}
8.	(Added) ^{2,3}
9.	(Added) ^{1,3}
10.	(Added) ^{1,3}
11.	(Added) ¹
12.	(Added) ²
13.	(Added) ^{1,3}
14.	(Added) ^{2,3}
15.	(Added) ^{2,3}
16.	(Added) ^{2,3}
17.	(Added) ^{1,3}
18.	(Added) ^{1,3}
19.	(Added) ^{1,3}
20.	(Added) ³
21.	(Added) ^{1,3}
22.	(Added) ^{1,3}
23.	(Added) ^{1,3}
24.	(Added) ²
25.	(Added) ²

26.	(Added) ²
27.	(Added) ²
28.	(Added) ²
29.	(Added) ^{1,3}
30.	(Added) ^{1,3}
31.	(Added) ²
32.	(Added) ³
33.	(Added) ²
34.	(Added) ³
35.	(Added) ³
36.	(Added) ^{1,3}
37.	(Added) ³
38.	(Added) ^{1,3}
39.	(Added) ³
40.	(Added) ^{1,3}
41.	(Added) ^{1,3}
42.	(Added) ^{1,3}
43.	(Added) ³
44.	(Added) ²
45.	(Added) ²
46.	(Added) ¹
47.	(Added) ³
48.	(Added) ¹
49.	(Added) ^{1,3}
50.	(Added AFRC) Conducts and documents EM representatives meeting. Conduct meetings at least semi-annually. This meeting covers those issues necessary to support contingency operations and management of the unit EM program and may be combined with other meetings

(Added) NOTES:

1. Applies to AFRC host programs at 94 AW Dobbins ARB, 301 FW NAS JRB Ft Worth, 434 AW Grissom ARB, 439 AW Westover ARB, 452 AMW March ARB, 482 FW Homestead ARB, 910 AW Youngstown ARS, 911 AW Pittsburgh ARS , 914 AW Niagara Falls ARS, and 934 AW Minn St Paul ARS. .
2. Emergency Management offices and tenant Emergency Management functionals perform these tasks at home station.
3. Emergency Management functionals perform these tasks for operational readiness exercises/inspections, when deployed, or when providing support to active duty Readiness and Emergency Management Flights or AFRC Emergency Management offices.

Table A4.31 Public Health Emergency Officer (PHEO)

1.	(Added) ^{1,2}
2.	(Added) ^{1,2}
3.	(Added) ^{1,2,4}

4	(Added) ^{1,2,3,4}
5	(Added) ^{1,2}
6	(Added) ^{1,2}
7	(Added) ^{1,2,4}
8	(Added) ^{1,2,3,4}

(Added) NOTES:

1. Applies to AFRC host programs at Dobbins ARB, Homestead ARB, Grissom ARB, March ARB, Niagara Falls ARS, Pittsburgh ARS, Minneapolis St. Paul ARS, Youngstown ARS, and Westover ARB.
2. Primary PHEO response actions at Dobbins ARB, Homestead ARB, Grissom ARB, March ARB, Niagara Falls ARS, Pittsburgh ARS, Minneapolis St. Paul ARS, Westover ARB, and Youngstown ARS are to be accomplished primarily by the Bioenvironmental Engineering/Public Health office in coordination with the Medical unit assigned PHEO. The Bioenvironmental Engineering/Public Health office will provide assistance to the PHEO.
3. PHEO actions are limited by available medical resources. No medical treatment facility is available at AFRC host programs mentioned in note 1 (above).
4. Tenant AFRC Medical unit personnel are expected to train for UTC specific responsibilities, and are not normally considered part of the RegAF Host EM program or response actions, but may be called upon to augment RegAF Host medical response.

Attachment 8 (Added)
AFRC TENANT EMERGENCY MANAGEMENT PROGRAM

A8.1. (Added) Purpose. This attachment outlines the purpose, functions, manning, organization, and duties of Emergency Management personnel. This attachment also applies to the CES Readiness and Emergency Management Flight on an AFRC installation (except where noted by "Tenant Locations Only")

A8.2. (Added) General Functions. The Readiness and Emergency Management Flight Air Reserve Technician (ART) and the Emergency Management civilian assigned to tenant AFRC units manage the wing/group emergency management program according to their personnel document and support the host EM program according to local directives. The tenant Readiness and Emergency Management Flight reservists plan and train for deployment (contingency) operations.

A8.3. (Added) Manning, Organization, and Duties. The manning, organization, and duties of the tenant Readiness and Emergency Management Flight are:

A8.3.1. (Added) Manning. The manpower for the tenant Readiness and Emergency Management Flight is determined by the tasked unit type code (UTC) and associated skill levels of the UTCs. The full-time flight manning is shown in the applicable Part A UMD under FAC 44EB. The reservists authorized for the flight and the applicable UTC are shown in the Part B UMD under FAC 44EB.

A8.3.2. (Added) Organization:

A8.3.2.1. (Added) During deployments, the flight becomes a part of the deployment location Readiness and Emergency Management Flight. Emergency Management personnel report according to deployment location plans and man additional posts as required.

A8.3.2.2. (Added) During unit training assemblies (UTA), the tenant Readiness and Emergency Management Flight reports to the CES/CC. The Readiness and Emergency Management Flight Superintendent assigns internal flight duties as necessary.

A8.3.2.3. (Added) (Tenant Locations Only) During the week, the Emergency Management ART is the Reserve wing Emergency Management Program Manager and reports to the Mission Support Group commander.

A8.3.3. (Added) Peacetime Duties. During peacetime, the primary duty for CES Readiness and Emergency Management Flight reserve personnel is to train for the wartime mission as tasked in the appropriate UTC and planning documents. Additionally, the CES Readiness and Emergency Management Flight ART and traditional reservists (TR):

A8.3.3.1. (Added) Analyze the threat at the deployment location from the threat assessment provided by Intelligence. Provide just-in-time chemical-biological threat protective measures

briefing to personnel deploying to CBRN threat areas. (ART: Perform analysis and conduct briefing. TR presents information during CBRNE Defense Survival Skills.)

A8.3.3.2. (Added) Prepare and/or track all planning documents which task the flight or support wing/group emergency management and CBRN operations. Coordinate with the reserve wing plans function to ensure each of these plans is reviewed and when necessary revised by the appropriate functional experts. (ART duty only.)

A8.3.3.3. (Added) Develop checklists supporting the emergency management program and generic emergency action guides, procedures, or checklists to support war and contingency plans. Review annually. (ART Develops; TR Reviews annually.)

A8.3.3.4. (Added) Develop, schedule, coordinate, conduct, and track CBRNE Survival Skills Training using the Automated Civil Engineer System, Personnel and Readiness (ACES-PR) and the Unit Scheduler module of ACES-PR.

A8.3.3.4.3. (Added) Include any unique training materials developed by the gaining MAJCOM and/or theater commander.

A8.3.3.4.4. (Added) Further training guidance is given in **Chapter 6**.

A8.3.3.5. (Added) (Tenant locations only). Develop, schedule, coordinate, conduct, and track specialized teams, EM representative, and EET chief training. (ART develops schedules, coordinates, conducts EM Rep and EET Chief training; TR conduct specialized teams training.)

A8.3.3.5.1. (Added) Tenant unit commanders or designees must coordinate with the host EET chief to incorporate the tenant in exercise planning and execution. If not included in the host exercise program, develop an internal evaluation team and conduct tenant unit exercises to evaluate specific procedures.

A8.3.3.5.2. (Added) Response to actual contingencies/emergencies fulfills exercise requirements provided appropriate reports are written and submitted.

A8.3.3.6. (Added) If an EET is formed, assists the EET chief in developing, executing, evaluating, and reporting the results of local exercises. (ART duty only.)

A8.3.3.6.1. (Added) Primary duty Emergency Management personnel are not assigned as the EET chief or designated to manage any aspect of exercise execution. However, the Emergency Management ART is an integral part of exercise scenario development for the ORE.

A8.3.3.6.2. (Added) Coordinates with the EET chief to ensure ability to survive to operate (ATSO)-related capabilities are evaluated during operational readiness exercises.

A8.3.3.7. (Added) Develops and submits a consolidated flight budget according to local directives. (ART duty only.)

A8.3.3.7.1. (Added) Budgets for and procures inert training munitions (commercial facsimiles) for classroom and field exercise use through normal supply channels. For actual training munitions listed in AFCAT 21-209, Volume 1, *Ground Munitions*, provide a 5-year forecast to HQ AFRC/A7XED. Submit the 5-year forecast no later than 15 December of each year.

A8.3.3.7.2. (Added) Budgets for FAVs, RAVs, operational readiness training ORTPs, SAVs, OREs, ORIs, workshops, etc.

A8.3.3.7.3. (Added) Submits budgets for nuclear, biological, and chemical (NBC) defense-related supplies and equipment to support contingency missions through the Civil Engineer resource advisor. Submits ART related operations and maintenance (O & M) budget through the support group resource advisor.

A8.3.3.7.4. (Added) As an alternative to in-residence attendance at formal technical training, budget for traveling teams, as well as federal, state, and local agencies, to conduct training at home station.

A8.3.3.8. (Added) Orders, stores, and performs owner/user-level maintenance for assigned readiness-related equipment and material. Advises EM representatives on quantities of protective mask spare parts that assigned deployable units maintain on hand. Ensures all UTC-required materials are on-hand or on-order and required inspections are accomplished. (ART and TR duty).

A8.3.3.9. (Added) (AFRC Installations Only) The Emergency Management ART provides input to the Emergency Management office so that updates, issues, and problems can be presented to the installation readiness council or other program review forum. NOTE: (Tenant Locations Only) For problems beyond the flight's capability to resolve, request assistance from the appropriate Emergency Management office.

A8.3.3.10. (Added) (Tenant locations only) In the absence of a host base information program, develop a program. This program reinforces the information covered in the BEPO training. At least quarterly, the Readiness and Emergency Management Flight furnishes materials to commanders to train their units. Use all available media to disseminate information: handouts, posters, base bulletin, electronic media, base newspapers, etc. (ART Duty only). The program emphasizes:

A8.3.3.10.1. (Added) Applicable seasonal hazards and protective actions.

A8.3.3.10.2. (Added) The types of attacks, major accidents, and natural disasters likely to occur at the installation.

A8.3.3.10.3. (Added) Command and control, passive defense measures, base recovery after attack (BRAAT), common task soldier skills, and sustainability.

A8.3.3.11. (Added) Attends or chairs meetings, conferences, and workshops covering readiness program issues as required. Provides support as requested to the RSGs for augmentation of HHQ visits.

A8.3.3.12. (Added) To maintain proficiency, Readiness and Emergency Management Flight personnel must have at least 4-hours of monthly in-house training.

A8.3.3.12.1. (Added) Training emphasis for Emergency Management personnel must be on preparing them to perform wartime duties. Peacetime operations, conducting training for other wing personnel, and training for other than primary wartime duties are secondary.

A8.3.3.12.2. (Added) All military reserve 3E9X1's maintain ATP 45 NBC and JWARN plotting, prediction, and reporting proficiency along with CBRN detection, survey, and marking qualifications regardless of assigned duty or deployment status.

A8.3.3.12.3. (Added) Emergency Management personnel should expand their professional development and knowledge with annual supplemental training. Training sources include: state and local agencies; Environmental Protection Agency; Department of Transportation; Occupational Safety and Health Administration; Interservice Nuclear Weapon School (INWS) Radiological Emergency Team Operations (RETOPS) course, US Army Chemical School; and Federal Emergency Management Agency (FEMA).

A8.3.3.12.4. (Added) Primary duty Emergency Management personnel (military and civilian) also attend the following courses (based on course availability): Radiological Safety Officer (RSO), and JWARN. Upon completion, or non-completion (failure, withdrawal, etc.), of any formal training course or Silver Flag attendance, the Emergency Management office, (ART at tenant units) notifies HQ AFRC/A7XER, in writing, (FAX, LAN, or letter with info to respective NAF) who attended and the date of completion or non-completion (include reason).

A8.3.3.13. (Added) Ensures entry-level Emergency Management personnel request a quota to attend the Readiness Apprentice course, J3ALP3E931-004, during their first UTA through the unit training manager. NOTE: Supervisors of personnel must maintain full documentation of trainee's progress in the Career Field Education and Training Plan (CFETP) throughout upgrade training.

A8.3.3.14. (Added) Complies with host program requirements as prescribed by local directives and plans. (ART duty only.)

A8.3.3.15. (Added) (Tenant locations only) Prepares a wing/group instruction or supplement, which includes program management, exercise, and administrative information. Forwards a draft to the appropriate RSG Emergency Management office for coordination prior to implementation. Include RSG Emergency Management office on distribution. (ART duty only.)

A8.3.3.16. (Added) Performs SAVs. See Chapter 2 and [Attachment 9 \(Added\)](#). (ART duty only.)

A8.3.3.17. (Added) Conducts and documents EM representatives meeting. Meetings are conducted not less than semi-annually. This meeting covers those issues necessary to support

contingency operations and management of the unit EM program and may be combined with other meetings. (ART duty only.)

A8.3.3.18. (Added) Establishes a self-inspection program and expands the AFRC Self-Inspection Guide to include local procedures and requirements. (ART maintains checklist. ART/TR conduct inspections.)

A8.3.3.19. (Added) Establishes a forum to review the unit's EM program (EM council, steering group, etc.).

A8.3.3.19.1. (Added) Forum meets at least annually. Agenda items include issues and goals for training, exercising, evaluating, equipping readiness response elements, and SAV/RAV trends.

A8.3.3.19.2. (Added) Forum is composed of the chairman (installation commander or designated alternate), all group commanders, wing plans function, Readiness and Emergency Management Flight chief, and EET chief. Meeting minutes are recorded, distributed and Readiness and Emergency Management Flight maintains a copy.

A8.4. (Added) Operations. Upon deployment, Emergency Management personnel:

A8.4.1. (Added) Conduct response and recovery operations to mitigate the effects of enemy attack, major accident, and natural disaster.

A8.4.2. (Added) Ensure proper contamination control, protective measures, and safety procedures are followed.

A8.4.3. (Added) Assemble, deploy, employ, and re-deploy readiness people and equipment assigned to UTCs when tasked and according to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*.

Attachment 9 (Added)
AFRC EMERGENCY MANAGEMENT PROGRAM STAFF ASSISTANCE VISIT (SAV)
PROCEDURE

A9.1. (Added) EM (Emergency Management) SAV Objective. The SAV is used to resolve problems and help correct deficiencies in the base and tenant wing/group EM program. Indications of problems should lead to assistance via a SAV. The SAV emphasizes problem solving and is not compliance oriented. A SAV is not a substitute for routine work or continued corrective action by the unit.

A9.2. (Added) Planning and Conducting a SAV:

A9.2.1. (Added) NAF-Sponsored SAV. NAF SAVs conducted under the auspices of the NAF/CC are scheduled on an annual basis. Refer to the NAF schedule and guidance while planning. The appropriate NAF guidance should be followed during a NAF-sponsored SAV. AFRC PD 90-1 contains guidance relating to program management of assistance visits. When a representative from HQ AFRC/A7XEM accompanies the NAF SAV that individual cannot be the unit compliance inspection inspector for that unit.

A9.2.2. (Added) Wing/Group SAV. EM program SAVs are conducted by the MSG and tenant Readiness and Emergency Management Flight to wing/group units according to the following guidance. (**NOTE:** Parts of this guidance may be pertinent for the NAF-sponsored SAV.)

A9.2.2.1. (Added) If a unit has not had a SAV within the last 12 months, the Readiness and Emergency Management Flight schedules a SAV within 60 days of the one-year anniversary. The Readiness and Emergency Management Flight maintains a schedule to ensure the one year interval is not exceeded.

A9.2.2.2. (Added) The Readiness and Emergency Management Flight uses their RSG published EM Self-Inspection Guide (Base or Tenant) to conduct the SAV.

A9.2.2.3. (Added) If not initiated by the unit/CC, notify the commander of the unit to be visited at least two UTAs before the SAV. Provide the visit date and names of SAV team.

A9.2.2.4. (Added) Obtain a briefing from the unit commander concerning any identified problem area, including measures taken for resolution.

A9.2.2.5. (Added) During the SAV, identify discrepancies, provide specific guidance for their resolution and correct problems on the spot if possible. Provide a Pre/Post SAV briefing with the Unit/CC. Include specific solutions or assistance provided. Leave a list of observations or findings and recommendations. If a problem is beyond the unit's ability to correct, arrange for follow-up assistance. (**NOTE:** The unit EM representative should be present during the SAV.) Provide a written report within 2 UTAs of the SAV. Route the SAV report through the Wing Commander and appropriate Directorate Chief to the Unit/CC. A written reply to discrepancies will be required within 4 UTA's of the initial SAV.

A9.2.2.6. (Added) Deficiencies noted in a SAV are tracked via the unit self-inspection program.

A9.3. (Added) Responsibilities:

A9.3.1. (Added) RSG Emergency Management:

A9.3.1.1. (Added) Provides guidance for conducting EM program SAVs.

A9.3.1.2. (Added) Analyzes SAV program trends, conducts a SAV when directed/requested based on identified problem areas and suggests corrective measures.

A9.3.2. (Added) Emergency Management Offices. The Emergency Management Office conducts an EM program SAV to subordinate units using the guidance above, NAF guidance, and other guidance issued by HQ AFRC/A7XEM.

A9.3.3. (Added) MSG/Tenant Readiness and Emergency Management Flight. Manages the local EM SAV program. Adverse trends should be presented to the Emergency Management Working Group or other forum.

A9.4. (Added) SAV Documentation. A written trip report is required for each SAV or follow-up SAV conducted. Use the trip report format in AFH 33-337, *Tongue and Quill* and the example below. Route the report through the appropriate chain of command. Cite direct references for discrepancies, including paragraph. Items corrected on-the-spot need not be noted in the report unless there is a possibility of recurrence and (or) impact on other portions of the program.

ATTACHMENT 10 (Added)
Standardized Staff Assistance Visit Report Format:

MEMORANDUM FOR: CES/CC, MSG/CC, Wing/Group/CC, Visited Unit/Staff Agency/CC
IN TURN

FROM: XXX CES/CEX

SUBJECT: Emergency Management Program Staff Assistance Visit (SAV) Report (Suspense:
XX XXX XX)

1. Purpose of the Visit: A staff assistance visit to the (name of unit or staff agency visited) was conducted on (date of visit) to ensure compliance with AFI 10-2501, as supplemented; (name of installation) CEMP 10-2, and other pertinent directives.

2. Personnel Conducting Visit:

3. Principal Personnel Contacted:

4. General Observations: (Short narrative of the positive and negative aspects of unit Emergency Management program)

5. Specific Observations:

a. Program Emphasis: (Provide feedback on AFI 10-2501, Attachment 4.)

(1) Program Review: (You may consolidate subparagraph comments under the following major paragraph headings.)

(a) Observations: (Explain observation, problem repeat discrepancy or commendable item.)

(b) Recommendation: (Explain procedures to follow for permanency correcting problems or how to improve an already satisfactory program.)

(c) Assistance provided: (Use if applicable)

b. Unit Support: (Comment on AFI 10-2501, Attachment 4.)

6. Forward reply of corrective actions to arrive at the Emergency Management office/CES Readiness and Emergency Management Flight by the end of the second UTA after the SAV report date. If a discrepancy will take longer than 30 days (from -reply date) to correct, provide justification for the delay and an estimated completion date.