

**BY ORDER OF THE COMMANDER  
ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX**



**ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX  
INSTRUCTION 21-201**

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**Logistics**

**ARNOLD ENGINEERING  
DEVELOPMENT COMPLEX  
MUNITIONS PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 21-200, *Munitions and Missile Maintenance Management*, AFI 21-201, *Munitions Management* and applicable Air Force Materiel Command (AFMC) supplements. This instruction implements munitions procedures for munitions assets managed by FV2804. It is the responsibility of all unit commanders, custody account custodians, and munitions personnel to ensure compliance with procedures outlined in this instruction. 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 Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This instruction is applicable to all government personnel conducting munitions maintenance procedures. This instruction lays out the procedures that will be used by Arnold AFB for conducting munitions operations and maintenance. These procedures will be used in conjunction with all applicable item technical orders and applicable Air Force Instructions.

**SUMMARY OF CHANGES**

Complete rewrite and therefore should be reviewed in its entirety.

## 1. Roles and Responsibilities

1.1. AEDC Commander (AEDC/CC) is responsible for all assets and resources on AEDC to accomplish munitions maintenance and execute this instruction.

1.2. Munitions Accountability Systems Officer (MASO). Responsible for maintaining accountability for all munitions assets that fall under the FV2804 SRAN, ensuring this instruction is kept up to date with current directives published by HQ USAF and HQ AFMC, ensuring unit commanders and custodians are briefed on their responsibilities, notifying commanders and custodians of fiscal year (FY) allocations and forecast instructions when received from HQ AFMC, assisting in submission of out-of-cycle requests when FY allocations do not satisfy mission requirements and notifying commanders when accounts are not being managed in accordance with (IAW) AFI 21-201, applicable supplements, and this instruction.

1.3. Organizational Commander (using commander) must ensure personnel required to handle explosives complete explosive safety every 15 months in IAW AFI 91-202, *The US Air Force Mishap Prevention Program*. Contact AEDC Safety, commercial (931) 454-7293 or DSN 340-7293, for information on the explosive safety-training program. Obtain explosive safety license for types and quantities of munitions stored outside the munitions storage area, as necessary. Provide accurate and timely forecasting, adequate storage, proper security/control, and custodial responsibilities for all munitions items (including COTS munitions) that your organization receive. Ensure timely completion of custody account inventories and sign the inventory listings.

1.4. Custodians. Monitor on-hand munitions assets to ensure authorized quantities listed on the Explosive Safety License are not exceeded. Ensure accountability and inventory integrity are maintained. Ensure safety, security, lot number integrity, and accountability of all issued munitions is maintained until the assets are expended or turned in. Ensure an auditable record of all issues, expenditures, and turn-ins of munitions items is accurate and up to date when submitted to the munitions flight for processing/filing. Become familiar with responsibilities as outlined in this instruction, AFMAN 91-201, AFI 21-201, and applicable AFMC Supplements. Report all loss, damage, destruction, or suspected theft of munitions to the MASO through their chain of command. Report all expenditures within 2 days from the date of expenditure and request assets to replenish their stock as required. Physically inventory all custody munitions quarterly. This step includes coordinating with munitions operations to schedule inventory time and date. Ensure munitions issued to their account are used only for their intended purpose.

## 2. Procedures

### 2.1. Movement and Movement Control

2.1.1. All munitions regardless of inside or outside MSA will be securely tied down to the vehicle. All movements require two each 2A10BC fire extinguishers and wheels will be chocked when loading or unloading munitions.

2.1.2. Movements outside the MSA will follow either the primary or the alternate route. Exception: Movements of munitions within a munitions storage area, or to and from licensed storage locations.

2.1.3. Do not load or unload explosives from a motor vehicle while the engine is running.

2.1.4. Placard vehicles when transporting explosives on or off base. Placards may be omitted for transporting HD 1.4 material on base.

2.1.5. All movements will be conducted by two munitions personnel or at least one munitions individual and one explosive safety trained individual for base stock assets. Account custodians are responsible for all moves of assigned assets unless previously coordinated with munitions personnel.

2.1.6. Movement inputs will be conducted by using AF IMT 4331, Munitions Transaction Sheet. All CAS inputs will be attempted to be updated within 1 hour and no later than 1 duty day.

2.1.7. Storage locations will follow TO 11A-61-1 for custody and courtesy stored assets. Storage locations for account custodians outside of courtesy storage will be the organization identifier and the document number.

2.1.8. All movements will be verified during the Weekly 100% inventory. Any discrepancies will be physically verified and corrected within 3 duty days of discovery.

## 2.2. Document Control and Document Flow.

2.2.1. Since direct inputting is unavailable at this time, all CAS inputs will be updated within 1 hour and no later than 1 duty day by the assigned munitions personnel.

2.2.2. Issues, receipts, expenditure requests, and turn-in requests will be filed by munitions personnel within 10 duty days. Munitions personnel will pick-up shipment documents from TMO once notified shipment has left the installation. Shipments will be filed no later than five duty days after the shipment departs.

2.2.3. Munitions personnel will have full access to working documents and official electronic documents.

2.2.4. Perform final QC checks on all documents IAW AFI 21-201 Table A5.1 and digitally sign before filing.

2.2.5. AME02A Document Control Report will be reviewed weekly to determine the status of outstanding documents.

## 2.3. Controlled Area Procedures

2.3.1. Entry and Exit Procedures: Unescorted entry into buildings 2204, 2208, and 2209 will be limited to those identified in writing by the munitions superintendent. These individuals are responsible for ensuring all facilities are secured appropriately. When the facility is opened, the locks will be attached and locked to the hasps for key and lock security. These individuals are also responsible for ensuring all escorted individuals exit the facility and document on AF Form 1109, Visitor Control Log, if applicable. Random searches will be performed by owner/user on vehicles entering the fenced area of building 2204, along with as needed searches of items hand carried by personnel entering buildings 2208 and 2209.

- 2.3.1.1. Individuals requiring access into these facilities, and not on the access list, will notify the munitions superintendent and be escorted into these facilities. These individuals will be signed in on the AF Form 1109, Visitor Control Log, or computer generated equivalent.
- 2.3.1.2. If frequent access is needed the munitions superintendent will develop an Entry Authorization Listing (EAL) for duration of required access. These individuals will be escorted in these facilities.
- 2.3.2. Bomb Threat Procedures: Buildings 2204, 2208, and 2209 are munitions storage structures and do not have the threat of a bomb threat. The office will follow the bomb threat checklist as directed by the Chief of Logistics.
- 2.3.3. Emergency Action Procedures: For fire and dropped munitions emergency action procedures, follow munitions crew briefing.
- 2.3.4. Owner/User Training Requirements: Training will be conducted annually, memorandum form completed, and filed in CAM folders.
- 2.3.5. Entry Requirements: As stated above, the munitions section has limited personnel. Other individuals with a need for entry will notify munitions superintendent for approval. The procedures in paragraph 2.3.1 will be followed.
- 2.3.6. Munitions Emergency Action/Protection Efforts: All munitions will be stored in an approved explosive site or licensed facility. These facilities will have a shrouded hasp and high security lock. Cat I and Cat II munitions will be stored in building 2204.
- 2.3.6.1. Controlled area keys and locks will follow the procedures outlined in AFI 21-200 and AFI 21-201. These keys will be stored in a GSA approved safe separate from other keys and only issued to authorized personnel. Use AF Form 2432, Key Issue Log, for key issue and AF Form 2427, Lock and Key Control Register, for audit. Keys will never be left unattended; they will be secured in the safe when not in use. Keys will not leave the base. Keys will be inventoried weekly when not used and at the beginning and end of the shift when used. If keys are lost/stolen, the locks will be replaced immediately.
- 2.3.6.2. In case of fire or other emergencies the facilities will be locked unless unsafe to do so. If facilities cannot be locked, all efforts to protect the munitions safely will be exhausted.
- 2.3.7. Controlled Area Free Zones: Follow procedures outlined in AFI 31-101, chapter 5 if needed.
- 2.3.8. Robbery Procedures: Authorized individuals will protect the munitions with all means necessary. In the event of a robbery, use the robbery checklist to identify the individual and report immediately to the authorities. Notify authorities of the assets stolen to include but not limited to nomenclature and quantity. Secure remainder of un-stolen assets.
- 2.3.9. Alarm Systems: Facilities will be alarmed each time the facilities are left unattended. Respond to all alarms when notified by security forces, ensuring nothing has been tampered with. Perform quarterly alarm check. The alarm box on building 2204

will be locked with a four position combination lock when not in use. Building 2204 gates will be locked with four position locks when left unattended.

2.3.10. Training: Follow paragraph 2.3.4 for training. See Controlled Area electronic folder for the training guidelines.

2.3.11. Escort Requirements: See paragraph one.

2.3.12. Emergency Entry and Egress Procedures: The controlled area monitors will be contacted in the event of any emergency. For fires, etc. the on-scene commander will use any necessary means to stabilize the situation. Egress procedures will follow the munitions crew book.

2.3.13. Commercial Vehicle Entry and Control Procedures: The munitions storage area is not a controlled area. Commercial vehicles will be authorized in the area for the purpose of shipment, receiving, maintenance, or utilities. These vehicles will only be escorted when needing in buildings 2204, 2208, and 2209. Entry into the munitions will be limited by the munitions superintendent or representative.

#### 2.4. Commercial Off-The-Shelf (COTS) Ammunition

2.4.1. All munitions entering Arnold AFB TN will be picked up on record through CAS by the Senior Munitions Inspector (SMI), controlled by the installation MASO, and issued to a custody account. This includes but is not limited to COTS, and RD&T explosives/munitions.

2.4.2. The SMI will ensure that all COTS assets contain an approved COTS package and all RD&T contain a tech data package and hazard classification (HC) or interim hazard classification (IHC).

2.4.3. The SMI is responsible for inspecting all munitions/explosives that enter Arnold AFB, TN.

2.4.4. Before assets are purchased a COTS package will be submitted including Electronic Staff Summary Sheet (ESSS) or AF Form 1768, *Staff Summary Sheet* (SSS), tech data, and HC/IHC.

2.4.4.1. All ESSS or SSS will be completed and submitted by the requesting unit.

2.4.4.2. The ESSS or SSS will contain the following information: National stock number (if applicable), part number, hazard classification, quantity requested, price, manufacturer's procedures for storage and handling, manufacturer's demilitarization and disposition instructions, complete justification and intended use statement (why current DoD or AF stock-listed items do not meet requirements and purpose), authorizing directive (AFI, message, letter, etc.), IHC data package. If item has an approved IHC/Final HC, then IHC data is not required.

2.4.5. The ESSS or SSS will be routed through the following AF agencies for coordination/approval: Test Support Division, Logistics Office (TSD-LG) MASO, Installation Management Section (TSDCI), Safety Office (AEDC-SE), Judge Advocate Office (AEDC-JA), Test Support Division, Chief (TSD), and AEDC/CC.

2.4.6. Requesting units will establish written tech data for each explosive/munitions asset. The tech data will include but not limited to the following:

- 2.4.6.1. Instructions for accountability, storage, handling (including shelf/service life and drop distance criteria), training, emergency procedures, and disposition of malfunctions (duds), residue, and excess will be included.
- 2.4.6.2. Safety instructions IAW AFMAN 92-201 will be established. Instructions will be approved through installation MASO, environmental, EOD, and weapons safety manager prior to purchasing the munitions.
- 2.4.6.3. Procedures for Restricted/Suspended munitions: These procedures will include as a minimum: notification of any malfunctions, notification to all servicing munitions activities of restricted munitions, disposition of restricted/suspended munitions, procedures for the proper disposition of excess/unused munitions, fund cite for any costs required for the proper disposition of unserviceable munitions, Provide redistribution orders with shipping fund cite to servicing munitions activity, if required.
- 2.5. Electric/Pneumatic Tools and Heat Producing Devices
- 2.5.1. Screwdrivers
- 2.5.1.1. Small objects will not be held by hand, under the arm, or on the lap when being worked on with a screwdriver. Small work will be secured to a flat surface or held in a vise.
- 2.5.1.2. Workers will ensure they are well braced before applying force to a screwdriver. Firm footing is particularly necessary when using a screwdriver on a ladder or stand where loss of balance could result in a fall.
- 2.5.2. Workers using open-end wrenches will:
- 2.5.2.1. Ensure the wrench fits the nut or bolt head.
- 2.5.2.2. Ensure when attempting to loosen a tight nut or tighten a loose nut that the wrench seats squarely on the sides of the nut.
- 2.5.2.3. Always PULL on a wrench not push on it. There may be situations in which pushing is the only way you can work the wrench. In these situations, use the base of the palm to push keeping an open hand. On adjustable wrenches always, place the wrench on the nut so the pulling force is applied to the stationary jaw side of the handle.
- 2.5.2.4. Where possible, use box wrenches for torque and less chance of slipping off the nut or bolt.
- 2.5.3. Hammers: Hammers vary in hardness and are designed for specific uses. A hammer of suitable size and weight for the task will be used.
- 2.5.3.1. Workers will strike a hammer blow squarely, with the hammer's striking face parallel with the surface being struck. The sides of hammer heads are not case hardened and will never be used for pounding.
- 2.5.4. Hand Saws: Hand saws should be selected for the specific job. Saws with broken teeth or broken or cracked handles will not be used. Saw teeth should be kept sharp and

well set to prevent binding. If a saw binds while cutting, the worker will not attempt to force it through the stock.

2.5.4.1. Nails will not be sawed. Saws will not be dropped. Saws with dull teeth can usually be sharpened and returned to use, but if the saw cannot be restored, replace it.

2.5.5. Hack Saws: A hack saw should be adjusted in the frame to prevent buckling and breaking, but should never be tight enough to break off the pin that supports the blade. The blade will be installed with the teeth pointing forward.

2.5.6. Pliers, Hand Snips, and Cutters: Pliers are designed for gripping and cutting operations and will not be used as a substitution for a wrench or any purpose for not which intended. Hand snips are designed for cutting sheet-metal. Hand snips will not be hammered on to make a cut. Cutters are designed for use on wire, rods or bolts and will not be used to pull nails, or as a pry bar.

2.5.7. Crowbars and Wrecking Bars: Crowbars and wrecking bars of sufficient size and weight will be chosen to do the job safely and easily. Makeshift bars, such as pipes or other metal objects, will never be used in place of crowbars and wrecking bars.

2.5.8. Powered Portable Hand Tools:

2.5.8.1. Electric Powered Tools: Because of their source of power, electric powered tools often present the same hazards as other electrical facilities and equipment. Personnel who use electric power tools will be responsible for being familiar with accepted safe operating standards and, also, with the general hazards of electricity associated with tool use.

2.5.8.2. When using the circular saw, workers will not stand directly behind the saw while cutting operations are in progress. Kickbacks sometimes occur, and if the lower guard sticks, the moving saw blade could come in contact with the operator's body causing severe injury. The saw's telescoping saw guard will be checked frequently while in use to ensure it works freely, encloses the teeth as completely as possible, and covers the unused portion of the blade when it is cutting. Both upper and lower guards will be kept clean and free of sawdust or dirt accumulations. Workers will remove the power cord from the power supply when checking the guards; cleaning or installing and removing the blade; and performing maintenance.

2.5.9. Personal Protective Clothing and Equipment:

2.5.9.1. Clothing: Each portable power tool operator will wear suitable work clothes. When and if necessary operators will wear caps or other garments to keep their hair from coming in contact with rotating or moving parts of the tool. No worker will wear loose sleeves, neckties, rings, or other clothing or jewelry that could become tangled in a hand power tool.

2.5.9.2. Protective Eyewear: Operators will wear protective eyewear and/or face shields for hand power tool operations that may cause flying particles. Overhead work makes this requirement extremely important.

2.5.9.3. Hearing Protection: Workers will wear earplugs and/or earmuffs when working with hazardous noise producing equipment.

2.5.10. Heat producing Devices:

2.5.10.1. The only heat-producing device we have is our heat-sealing machine used for sealing barrier-bagged assets. This device will only be used when necessary and will be unplugged and allowed to cool once use is no longer required. This device will only be used in an approved operating location and will not be used in an explosive storage facility.

RODNEY F. TODARO, Colonel, USAF  
Commander

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

AFI 21-200, *Munitions and Missile Maintenance Management*, 2 January 2014  
AFI 21-201, *Munitions Management*, 3 June 2015  
AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012  
AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015  
AFI 31-101, *Integrated Defense (FOUO)*, 8 October 2009  
AFMAN 91-201, *Explosives Safety Standards*, 12 June 2011  
TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*  
TO 32-1-101, *Use and Care of Hand Tools and Measuring Tools*, Section II

**Adopted Forms**

AF4331, *Munitions Transaction Sheet*  
AF1109, *Visitor Register Log*  
AF2432, *Key Issue Log*  
AF 2427, *Lock and Key Control Register*  
AF 1768, *Staff Summary Sheet*

***Abbreviations and Acronyms***

**AEDC/CC**—Arnold Engineering Development Complex, Commander  
**AEDC/TSD**—Test Support Division  
**AEDC/TSD-LG**—Test Support Division, Logistics Office, MASO  
**AEDC/TSDCI**—Civil Engineering Branch, Installation Management Section  
**AEDC/SE**—Safety Office  
**AEDC/JA**—Judge Advocate Office  
**CAM**—Controlled Area Management  
**CAS**—Combat Ammunition System  
**CAT I, CAT II**—Category Risk Code  
**CIIC**—Controlled Inventory Item Code  
**COTS**—Commercial Off-the-Shelf  
**DOT**—Department of Transportation  
**EAL**—Entry Authorization Listing

**EED**—Electrically Initiated Device  
**EOD**—Explosives Ordnance Disposal  
**ESSS**—Electronic Staff Summary Sheet  
**FY**—Fiscal Year  
**GSA**—General Services Administration  
**HC**—Hazard Classification  
**IHC**—Interim Hazard Classification  
**MASO**—Munitions Accountability Systems Officer  
**MSA**—Munitions Storage Area  
**QC**—Quality Control  
**RD&T**—Research, Development and Test  
**SMI**—Senior Munitions Inspector  
**SSS**—Staff Summary Sheet  
**TMO**—Traffic Management Office

## Attachment 2

### PRE-TASK INFORMATION

#### A2.1. General

A2.1.1. All applicable technical orders and source documents will be used to gather data for pre-task safety briefings.

A2.1.2. Operating locations with explosives will update Base Operations and Fire Department with facility status as changes occur.

A2.1.3. Spotters are mandatory when backing an explosive laden vehicle.

A2.1.4. Safety toed shoes will be worn during all operations, gloves will be worn picking up any wooden container or any container that could impose an injury.

A2.1.5. Casuals and visitors do not require the full pre-task safety briefing. They only need to be briefed on the type of operation being performed and given evacuation and firefighting guidance. **NOTE:** Casuals are personnel that are not normally part of an operation, but have duties that require their presence (QA, safety, or inspection personnel). Operations may continue while casuals are in the operating location. **NOTE:** Visitors are non-essential personnel. All explosive operations will halt when visitors are in the area. Operations may continue when all visitors have left the area.

#### A2.2. Severe Weather Precautions:

A2.2.1. Base Operations will notify munitions personnel when severe weather is likely.

##### A2.2.2. Lightning Warning

A2.2.2.1. Definition: A Lightning Warning will be in effect whenever lightning is within a 10 nautical mile radius of Arnold AFB.

A2.2.2.2. All explosive operations will stop during a lightning warning, and may resume when storm activity has ceased.

#### A2.3. Munitions Storage Area Fire Fighting Plan

A2.3.1. In the event of an actual fire or fire drill, the following steps will be taken.

A2.3.1.2. One person will be directed to notify the base fire department by phone at 454-5592.

A2.3.1.3. Personnel will attempt to fight fires when explosives are not directly involved in fire or if the fire is in the early stages. **EXCEPTION:** Fires involving HC/D 1.1 munitions **will not** be fought unless a rescue attempt is being made.

**Attachment 3**  
**PRE-TASK CHECKLIST**

**Figure A3.1. Pre Task Checklist**

- 1. Ensure all necessary tools, equipment and tech data are available at operation site prior to starting operations.
- 2. Brief all WARNINGS, CAUTIONS and NOTES in applicable technical orders IAW AFMAN 91-201.
- 3. Remove all rings, watches and jewelry.
- 4. Ensure two serviceable fire extinguishers are available and suitable for the hazards involved.
- 5. Any vehicle used to transport munitions will be equipped with two fire extinguishers, one inside and outside.
- 6. Ensure personnel are familiar with hazards identified in applicable Material Safety Data Sheets (MSDS).
- 7. Ensure personal protective equipment is available and used as required.
- 8. Ensure equipment and vehicles are serviceable and signed off.
- 9. All munitions will be properly secured to transport vehicles prior to movement.
- 10. Any parked vehicle loaded with munitions will have the parking brake set and non-drive wheel chocked.
- 11. Munitions will not be transported in vehicle cabs.
- 12. The applicable DOT/hazard placard will be displayed on all four sides of the vehicle during transport
- 13. Inspect eye wash stations for serviceability, if applicable.

**Attachment 4**

**PRE-TASK SAFETY BRIEFING**

**Figure A4.1. Pre Task Safety Briefing**

General Operation Information

Location of operation:

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Type of operation being performed:

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Explosives Limits (NEW): Maximum \_\_\_\_\_ Actual \_\_\_\_\_

Withdrawal Distance: \_\_\_\_\_

Personnel Limits: Personnel will be limited to those needed for safe and efficient operations. The following are the particular personnel for this explosives operation.

**List of Limited Personnel**

Personnel Limits:	MAXIMUM	ACTUAL
Supervisors:		
Workers:		
Casuals:		

**List of Crew Members**

CREW MEMBER NAMES CASUAL NAMES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NOTE:** Hand held and vehicle mounted radios and cell phones will not be transmitted within 10 feet of Electro-Explosive Devices (EED's) operations IAW AFMAN 91-201.

**NOTE:** When munitions are not involved in fire, such as dropped or partially armed munitions; clear the area initially to a distance of 300 feet. After evaluation of the situation, the on-scene commander may adjust the withdrawal distance.

Overall Hazard/Operation Hazard

Hazard Class/Division and Compatibility Group: \_\_\_\_\_

Primary/Secondary Explosive Hazards: \_\_\_\_\_

Chemical Hazards Involved:

Set 1 (Red) \_\_\_\_\_ D (Breathing Apparatus) \_\_\_\_\_

Set 2 (Yellow) \_\_\_\_\_ E (Apply No Water) \_\_\_\_\_

Set 3 (White) \_\_\_\_\_

CIIC: \_\_\_\_\_

Item Technical Order: \_\_\_\_\_

Drop Criteria: Packaged: \_\_\_\_\_ Unpackaged: \_\_\_\_\_

**NOTE:** If an abnormal condition or situation arises during an explosive operation, the crew members are responsible for bringing it to the attention of the crew chief. The crew chief will stop all operations and seek further guidance from appropriate technical experts.

**NOTE:** In the event of an emergency or fire, the person discovering the emergency will sound the alarm. The senior ranking person will become the on-scene commander and will direct operations until relieved by appropriate authorities.

\_\_\_\_\_ is designated as the crew chief and will notify Base Operations/Fire Department in the event of an emergency situation.

Munitions became engulfed in flames at \_\_\_\_\_ hrs.

\_\_\_\_\_ and \_\_\_\_\_ will fight fires IAW the Hazard Class/Division of munitions at the operating location: Fight class 1.4 fires, 1.3 fires (only if explosives are not directly involved), and 1.2 fires (only if fire is in the early stages).

**DO NOT** fight class 1.1 fires unless a rescue attempt is being made.

\_\_\_\_\_ will direct the evacuation of all non-essential personnel.

\_\_\_\_\_ will be dispatched to meet responding emergency vehicles, provide necessary information and direct them to the location of the emergency.