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2D BOMB WING**

**BARKSDALE AIR FORCE BASE
INSTRUCTION 10-250**



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Operations

**BARKSDALE EMERGENCY MANAGEMENT
PROGRAM**

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(Lieutenant Colonel Juan A. Alvarez)

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This instruction establishes procedures for administering the Barksdale Air Force Base (BAFB) Emergency Management (EM) program; implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, AFPD 10-25, *Emergency Management*; AFPD 10-26, *Counter-Chemical, Biological, Radiological and Nuclear (CBRN) Operations*; AFPD 10-8, *Defense Support of Civil Authorities*, AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, Air Force Global Strike Command Supplement (AFGSCSUP), AFI 10-2501, *Air Force EM Program Planning and Operations* and AFI 10-207, *Command Posts*. Information contained within these instructions is not duplicated here. This instruction provides guidance for commanders and unit EM representatives (UEMR) and implements portions of the *Barksdale Disease Containment Plan (DCP) 10-2604*, *Integrated Defense Plan 31-101* and *Anti-terrorism Plan 10-245*. This instruction applies to all units and organizations assigned to or associated with BAFB and requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction is 10 U.S.C. 8013. (Privacy Act statements required by AFI 33-332.) System of Records notice 035 AF MP 0--Unit Assigned Personnel Information applies. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with 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/gcss-af61a/afrims/afrims/rims.cfm>.

Chapter 1—BARKSDALE AFB EM PROGRAM 4

1.1. Purpose. 4

1.2. Organization. 4

1.3. Unit Commander Responsibilities. 4

Table 1.1. QEMR Suspense/Actions Schedule 5

Chapter 2—UNIT PROGRAMS 6

2.1. Purpose. 6

2.2. Policy. 6

2.3. Unit Representative Responsibilities: 6

Table 2.1. Unit EM Program Tiers. 6

2.4. Administrative Files and Publications. 8

2.5. Unit Functional Checklists. 8

Table 2.2. Required Supporting Checklists. 8

Table 2.3. Base Guides & Operating Instructions. 8

2.6. Unit Information Program. 8

2.7. Unit Control Center (UCC). 8

2.8. Emergency Operations Center (EOC). 10

2.9. Emergency Management Working Group (EMWG). 10

Table 2.4. Membership 11

Chapter 3—TRAINING 12

3.1. Purpose. 12

3.2. Policy. 12

3.3. Scheduling Procedures 13

Chapter 4—EQUIPMENT 14

4.1. Purpose. 14

4.2. Training Individual Protective Equipment (IPE). 14

4.3. Field Gear. 14

4.4. Specialized Team Equipment. 14

Chapter 5—EMERGENCY MANAGEMENT TEAMS 15

5.1. Purpose. 15

5.2. Policy. 16

5.3. Team Composition. 16

Chapter 6—EM PLANNING 18

6.1. Purpose. 18

6.2. Policy. 18

6.3. Installation Emergency Management Plan (IEMP) 10-2. 18

6.4. Unit Supporting Checklists. 18

Table 6.1. Installation Contingency Response Plans 18

6.5. Support and Mutual Aid Agreements. 18

Chapter 7—INSTALLATION NOTIFICATION AND WARNING SYSTEM 19

7.1. Installation Notification & Warning System (INWS). 19

7.2. CAT Directives (CATD). 22

Figure 7.1. Crisis Action Team Directive Flow 23

7.3. Responsibilities. 23

7.4. Procedures. 26

Figure 7.2. Pyramid Alert Activation 27

Figure 7.3. Crisis Action Team Notification 28

Figure 7.4. Emergency Operations Center Notifications 29

7.5. Telephone Pyramid Alert/Recall Procedures. 29

7.6. Strength Reporting. 31

7.7. Security. 33

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 35

Attachment 2—UNIT EM PROGRAM FOLDER FORMAT 37

Attachment 3—UNIT EM QUARTERLY REPORT FORMAT 38

Attachment 4—UNIT SELF INSPECTION/STAFF ASSISTANCE VISIT CHECKLIST 42

Attachment 5—PYRAMID ALERT ROSTER SAMPLE 46

Attachment 6—DEGRADED COMMUNICATIONS RECALL DIAGRAM SAMPLE 48

Attachment 7—BARKSDALE AFB EM EDUCATION & TRAINING REQUIREMENTS 49

Chapter 1

BARKSDALE AFB EM PROGRAM

1.1. Purpose. The purpose of the Emergency Management (EM) program is to ensure Barksdale AFB (BAFB), its tenant units, and geographically separated units (GSUs) can effectively return to normal operations following an ‘all-hazards’ event. *Installation Emergency Management Plan (IEMP) 10-2* is the driving document for installation response to major accidents, natural disasters, and terrorist use of Chemical, Biological, Radiological, and Nuclear (CBRN) weapons systems.

1.2. Organization. The EM program is organized in accordance with IAW AFI 10-2501, *Air Force EM Program Planning and Operations*. The principle elements of the program are as follows:

1.2.1. The 2d Civil Engineer Squadron (CES), Readiness & Emergency Management Flight (2 CES/CEX) manages the installation EM program for the 2d Bomb Wing Commander (2 BW/CC). 2 CES/CEX is identified as the installation Office of Emergency Management (OEM) IAW DoDI 6055.17, *Installation Emergency Management Program & AFMAN 32-1007, Readiness and Emergency Management Flight Operations*.

1.2.2. The BAFB Disaster Response Force (DRF) consists of the Command Post (CP), Crisis Action Team (CAT), Emergency Operations Center (EOC), Unit Control Centers (UCCs), Emergency Communications Center (ECC), and specialized teams.

1.2.3. All units assigned, tenant, visiting and/or attached to BAFB give functional support to the installation EM program, to include unit planning, training, and operations.

1.3. Unit Commander Responsibilities. Unit commanders and agency chiefs will support this program. Commander responsibilities include:

1.3.1. Unit commanders will receive an EM briefing from OEM within **60 days** of arrival to unit and ensure unit EM representatives (UEMRs) maintain program management documentation.

1.3.1.1. UEMRs will schedule unit commanders for the installation EM program policies and responsibilities briefing provided by OEM IAW AFI 10-2501, 3.11.2.

1.3.2. Appoint UEMRs (primary and alternate positions at minimum) to manage and coordinate unit aspects of the EM program. Appointment must be in writing using the BAFB Form 5, *quarterly EM report (QEMR)*, format provided in [Attachment 3](#).

1.3.3. Ensure EM representatives maintain the unit program IAW AFI 10-2501, AFI 10-2501_AFGSCSUP and this instruction.

1.3.4. Submit a QEMR to OEM; the report shall be used to assign unit personnel to EM duties, assign EOC/UCC duties, document location of UCC(s), document EM self-inspections, specialized teams, and track observations or findings with corrective actions and estimated completion date(s) ([Attachment 3](#)). Reports are due by the 15th day of the first month of the quarter (15 January, 15 April, 15 July, and 15 October). The following schedule will be followed to ensure timeliness/compliance of QEMR requirements:

Table 1.1. QEMR Suspense/Actions Schedule

Day Count	Not Received By:	Action	Sender	Receiver	Courtesy Copy	Suspense
0	16th day of new Quarter	E-Mail Reminder	OEM	UEMR	OEM Flight Chief	Following Monday
4	Following Monday	E-Mail Reminder	OEM Flight Chief	UEMR	CES/CC	Following Wednesday
6	Following Wednesday	Action Message	CES/CC	Unit/CC	MSG/CC	Following Friday
8	Following Friday	Push Note	MSG/CC	Unit/CC	BW/CC	Following Monday
11	Following Monday	Push Note	BW/CC	MSG/CC	N/A	COB Day 11

1.3.5. Assign EM duties IAW the criteria contained in AFI 10-2501, AFI 10-2501_AFGSCSUP, IEMP 10-2, and this instruction.

1.3.6. Keep up-to-date on EM issues, to include training statistics, through quarterly briefings from assigned unit EM representatives.

1.3.7. Ensure UEMRs conduct semiannual EM self-inspections using EM Program Self-Assessment checklists provided by OEM (**Attachment 4**). Prescribed self-inspection frequencies are specified within the *2 BW Unit Emergency Management Representative Guide*. Document self-inspections using the QEMR (**Attachment 3**).

1.3.8. Ensure UEMRs participate in an annual EM staff assistance visit (SAV) conducted by OEM, IAW AFI 10-2501, AFI 10-2501_AFGSCSUP and this instruction.

1.3.8.1. Ensure UEMRs participate in quarterly EM program training/trend analysis. These sessions are held on the week of the 15th of the second month of each quarter (15 Feb, 15 May, 15 Aug, and 15 Nov).

1.3.9. Appointment Letters. 2 BW/CC appoints a primary and alternate representative for the following operational functions: Installation Emergency Manager, Local Emergency Planning Committee (LEPC) and EOC Manager, personnel assigned these duties will be members of OEM. 2 BW/CC additionally appoints the EOC Director; 2 MSG/CC, 2 MSG/CD, 2 CES/CC, 2 CES/CD.

Chapter 2

UNIT PROGRAMS

2.1. Purpose. This chapter addresses the responsibilities of UEMRs and management of the unit EM program. UEMRs are the link between the unit commander and OEM.

2.2. Policy. Units on or assigned to BAFB will appoint UEMRs in writing utilizing the QEMR (**Attachment 3**). These individuals must be knowledgeable about all aspects of the unit's respective mission and able to adequately manage a comprehensive program with critical attention to detail. Failure to manage a unit program has the potential to adversely affect the entire installation disaster preparedness, prevention, response and recovery capability.

2.3. Unit Representative Responsibilities: BAFB units support the installation EM program in different capacities as determined by their direct impact on the DRF. Units which provide direct support to the installation DRF and maintain EOC representatives are identified as Tier I. Units identified as Tier II maintain UEMRs for the purpose of information program distribution and will ensure a Tier I unit has UCC coverage of their personnel for accountability purposes. The installation unit EM program tiers are as follows:

Table 2.1. Unit EM Program Tiers.

TIER I	
2 AMXS	2 BW/WSA (Wing Staff Agencies)
2 CES	2 CONS
2 CS	2 CPTS
2 FSS	2 LRS
2 MDG	2 MUNS
2 MXS	2 MXG
2 OSS	2 SFS
TIER II	
11 BS	20 BS
96 BS	26 OWS
ROICC, USN	548 CTS
49 TES	DeCA
Detachment 812, AFOSI	372 TRS
AAFES	HQ 8 AF
340 WPS	HQ AFGSC
AFAA	Resident Non-Governmental Agencies

2.3.1. UEMRs, regardless of tier, represent the commander/agency chief in matters involving the EM program and related readiness issues. UEMRs will brief him/her at least quarterly on the status of the unit program. Some of the issues to be briefed are as follows:

2.3.1.1. Status of unit EM training to include the following:

2.3.1.1.1. CBRN Defense Awareness.

2.3.1.1.2. CBRN Defense Survival Skills (DSS).

- 2.3.1.1.3. Air Force Emergency Management Program Course (AFEMPC).
- 2.3.1.1.4. Air Force Emergency Response Operations (AERO) First & Emergency Responders Course (FERC).
- 2.3.1.1.5. AERO Local Policies & Procedures (LPP).
- 2.3.1.1.6. Emergency Operations Center (EOC) Operations Course.
- 2.3.1.1.7. Unit Control Center (UCC).
- 2.3.1.1.8. Unit Level/Unit Command & Control (UL/UC2).
- 2.3.1.1.9. Base Emergency Preparedness Orientation (BEPO).
- 2.3.1.2. Status of unit Hazardous Material (HazMat) Awareness training as applicable.
 - 2.3.1.2.1. Only applies to units with HazMat Awareness requirements within their respective assigned duties (i.e. Fire Emergency Services (FES) & SFS).
- 2.3.1.3. Status of unit CBRN Task Qualification Training (TQT).
 - 2.3.1.3.1. Only applies to units with TQT requirements in their respective Career Field Education & Training Packages (CFETPs).
- 2.3.1.4. Status of unit EM specialized teams, team members, training, and required equipment.
- 2.3.1.5. Status of follow-up actions to correct identified deficiencies noted during self-inspection and Staff Assistance Visits (SAV).
- 2.3.2. UEMRs are the focal point for the unit's EM SAV. The objective of the SAV program is to identify deficiencies within the unit program and provide assistance to resolve these issues.
 - 2.3.2.1. Tier I units will participate in a regularly scheduled annual EM SAV. Tier II units can request an EM SAV for unit compliance/effectiveness verification through OEM.
 - 2.3.2.2. All units will undergo an EM program review by the Wing Inspection Team (WIT) as part of the Commander's Inspection Program (CCIP) IAW AFI 90-201, *The Air Force Inspection System*.
- 2.3.3. UEMRs will review the following plans and directives annually or upon changes/revisions:
 - 2.3.3.1. AFI 10-2501, AFI 10-2501_AFGSCSUP, AFMAN 10-2502, AFMAN 10-2504 and AFMAN 10-2602, as supplemented that affect the installation EM program.
 - 2.3.3.2. IEMP 10-2 and this instruction.
 - 2.3.3.3. Local publications, to include the following: *Unit EM Rep Guide* and *Shelter-in-Place Guide*.
 - 2.3.3.4. EM program pamphlets and newsletters (distributed by OEM).

2.3.4. Tier I units must submit the QEMR (**Attachment 3**) by the 15th day of the first month of each quarter (15 January, 15 April, 15 July, and 15 October). Tier II units will submit the QEMR only when personnel and/or facility changes occur.

2.4. Administrative Files and Publications.

2.4.1. UEMRs will maintain a program folder IAW **Attachment 2**.

2.5. Unit Functional Checklists. All units will develop and maintain current checklists to support specific unit taskings in the IEMP 10-2. UEMRs will forward these checklists to OEM for approval prior to publication. Checklists will be reviewed annually and upon changes in unit taskings or source documents. UEMRs shall document review dates and forward copies of approval documentation to OEM.

2.5.1. Unit checklists in support of the IEMP 10-2 are required to be reviewed and certified by OEM NLT **60 days** following signature of the IEMP 10-2 (**Mandatory for Tier I**).

2.5.2. Regardless of program tier, all units must have the following supporting checklists, titled identically as they appear in the IEMP 10-2:

Table 2.2. Required Supporting Checklists.

Emergency Actions Checklists	
Shelter In Place Procedures	Active Shooter/Facility Lockdown Actions
Natural Disaster Checklist	HazMat Response Checklist

2.5.3. Regardless of program tier, all units must have checklists to support following base guides/operating instructions:

Table 2.3. Base Guides & Operating Instructions.

2. 6. Unit Information Program. The purpose of a unit information program is to ensure all unit personnel receive current EM information. Unit personnel with dependents are responsible for briefing them on local conditions and threats. UEMRs will do the following:

2.6.1. Provide an EM briefing to personnel within **30 days** of assignment to their respective unit (facilitated by BEPO at Wing Orientation and First Term Airman Center (FTAC)).

2.6.2. For unit EM refresher training email the quarterly newsletter provided by OEM to all unit personnel and print or electronically save sent email for documentation.

2.6.3. Address the following topics annually with their unit using briefings or read files:

2.6.3.1. Individual actions to take in response to enemy/terrorist attacks, active shooter scenarios, natural disasters, or major accidents, to include response to HazMat incidents and Shelter-in-Place procedures.

2.6.4. Document all training conducted (topic, date, and names of personnel trained).

2.7. Unit Control Center (UCC). Units must establish and properly equip a UCC. Unit control centers support contingency operations and are responsible for dispatching and controlling unit resources and personnel during contingency operations. Each unit must have a primary and

alternate UCC location identified as well as the capability to work from either location. Units/agencies may be included in another unit/agency UCC if properly coordinated and logistically feasible. Any UCC consolidation must be coordinated with and approved by OEM; this will ensure cohesion into the installation EM program and emergency response construct.

2.7.1. UCCs will maintain the following:

2.7.1.1. Current base Military Grid Reference System (MGRS) map(s) with 300', 2000' and 4000' cordon templates/overlays. UEMRs must request maps from OEM. MGRS maps are a controlled item and must be destroyed when newer versions become available or they are no longer necessary.

2.7.1.2. Establish and maintain an 8-part UCC continuity binder organized as follows:

2.7.1.2.1. Part 1 – QEMR and facility/security manager contact list.

2.7.1.2.2. Part 2 – Unit recall rosters (to include assigned sections).

2.7.1.2.3. Part 3 – Incident Command System (ICS) Form 214, *Activity Log*.

2.7.1.2.4. Part 4 – Force Protection procedures (Provided by 2 SFS).

2.7.1.2.5. Part 5 – Contingency checklists (Provided by the CAT).

2.7.1.2.6. Part 6 – CAT Directives.

2.7.1.2.7. Part 7 – IEMP 10-2

2.7.1.2.8. Part 8 – Unit functional checklists described in [Table 2.3](#)

2.7.1.3. Listing of unit facilities, with primary and alternate facility manager contact information.

2.7.1.4. UCCs must maintain unit specific checklists sufficient to operate during all hazards in support of unit contingency response plans and the IEMP 10-2.

2.7.1.5. Emergency lighting (flashlights/floodlights).

2.7.1.6. Communication capabilities necessary to maintain tasked mission requirements.

2.7.1.7. Computer with NIPR access, Local Area Network (LAN), internet, email, and UL/UC2 access. Print capability is highly recommended.

2.7.1.8. Administrative supplies as needed.

2.7.1.9. The log of events will be documented in UL/UC2 detailing significant occurrences pertaining to unit accountability and readiness. Under circumstances when UL/UC2 may be unavailable or inoperable, the log of events will be maintained alternatively through the Virtual Operations Center (VOC) and Defense Connect Online (DCO). Providing no virtual incident management site proves functional, the log of events will be maintained on an ICS 214 and a copy furnished to all requesting agencies.

2.7.2. Training documentation for all members appointed to the UCC. All UCC members will meet the training requirements IAW AFI 10-2501 and this instruction upon assignment and prior to working in the UCC. UL/UC2 training will accomplished through 2 BW/COP and documented on the QEMR ([Attachment 3](#)).

2.7.3. Common Operating Picture (COP) Web Links:

2.7.3.1. UL/UC2, <https://52awub-ws-002v/>

2.7.3.2. DCO, <https://connect.dco.dod.mil/barksdaleemergencyoperationscenter>

2.7.3.3. VOC, <https://barksdale.eis.af.mil/2%20BW/2msg/2ces/cex/voc/default.aspx>

2.7.3.4. Web EOC, <http://bossier.eoc.cbohsep.org/eoc7/>

2.8. Emergency Operations Center (EOC).

2.8.1. The installation commander (2 BW/CC), 2d Mission Support Group Commander (2 MSG/CC), or designated alternate, will determine when to recall the EOC.

2.8.2. When recalled, the EOC will report as directed. The primary EOC is colocated at OEM, BLDG 7251. The alternate location is in the Eubank Center, BLDG 2945 and the tertiary location is located at the Bossier Office of Homeland Security & Emergency Preparedness (BOHSEP), 1511 Doctors Drive, Bossier City, LA 71111.

2.8.3. Composition. The 2 MSG/CC serves as the designated EOC Director, with representatives as described in paragraph 5.3.1. Utilizing the QEMR, each unit must appoint a primary and alternate EOC representative sufficient to provide coverage during 24-hour operations.

2.8.3.1. The minimum grade required is E-5. Individuals assigned to serve in this capacity must have in-depth knowledge of all unit processes and procedures and have the authority to commit unit resources and personnel. EOC members will meet the training requirements IAW AFI 10-2501 upon assignment and prior to working in the EOC.

2.8.3.2. Continuity of Operations (COOP). Succession of command for the EOC is as follows: 2 MSG/CC, 2 MSG/CD, 2 CES/CC and 2 CES/CD.

2.9. Emergency Management Working Group (EMWG).

2.9.1. The EMWG is chaired by the 2 MSG/CC. The chair will determine required attendance prior to any non-scheduled meeting based on agenda and may include civilian off-base agencies. EMWGs will have representation from the following agencies:

Table 2.4. Membership

Barksdale Emergency Management Working Group	
2 MSG/CC (Chair) – EOC Director	2 CES/CEX (Facilitator) – OEM*
2 BW/CP – Command Post*	2 CES/CED – Explosive Ordnance Disposal*
2 BW/HC – Chaplain	2 CES/CEF – Fire Emergency Services*
2 BW/ATFP – Antiterrorism Force Protection*	2 AMDS/SGPB – Bioenvironmental*
2 BW/IGI – Wing Inspection Team Chief	26 OWS – Weather*
2 BW/XP – Wing Plans	Detachment 812, AFOSI
2 BW/PA – Public Affairs	2 FSS – UEMR *
2 BW/JA – Staff Judge Advocate	2 LRS – UEMR
2 BW/SE – Wing Safety	2 MXG – UEMR
2 AMXS – UEMR	2 MXS – UEMR
2 CONS – UEMR*	2 MUNS – UEMR
2 CPTS – UEMR	2 MDG – UEMR*
2 CS – UEMR*	2 SFS – UEMR *
2 OSS – UEMR	307 th BW – Program Liaison
Notes:	
1. Asterisked (*) members are additionally assigned to the BAFB All Hazards Planning Team (AHPT) as described in paragraph 2.9.3.	

2.9.2. Meeting Frequency. The EMWG will meet at least quarterly, when operationally necessary and/or as directed by the 2 MSG/CC.

2.9.3. AHPT. This team is chaired by OEM and will meet when operationally necessary to refine IEMP 10-2 response procedures and to accomplish scheduled vulnerability/risk management assessments. Hazard Assessments, Vulnerability Assessments and Capabilities Assessments will be facilitated by 2 BW/ATFP and conducted in concert with the AHPT.

Chapter 3

TRAINING

3.1. Purpose. This chapter establishes local EM training requirements as listed in AFI 10-2501 and AFI 10-2501_AFGSCSUP. OEM is the focal point for delivering prescribed training, validating certifications and providing means for DRF/CBRN training, tracking and trend analysis.

3.2. Policy.

3.2.1. Each unit commander will appoint in writing one primary and one alternate scheduler utilizing the QEMR. The appointment letter (**Attachment 3**) will be forwarded to OEM and loaded into the units EM program folder as specified in **Attachment 2**.

3.2.2. Unit schedulers will acquire a personal Automated Civil Engineer System (ACES) username and password by e-mailing a completed DD Form 2875, *System Access Request*, to 2 CES/CEIAI at 2CESInformationSystems@us.af.mil.

3.2.3. Only UEMRs, Unit Schedulers, Unit Deployment Managers (UDMs) and commanders may schedule, cancel, or change requests for training (as designated on the QEMR).

3.2.4. EM training will be scheduled through ACES IAW AFI 10-2501. Specific training requirements are identified in **Attachment 7**. This includes the following courses:

3.2.4.1. AERO LPP.

3.2.4.1.1. UCC course has been assimilated into AERO LPP.

3.2.4.1.2. EOC course has been assimilated into AERO LPP.

3.2.4.1.3. WIT requirements for AERO LPP

3.2.4.2. CBRN DSS.

3.2.4.3. UEMR.

3.2.4.4. Emergency Management Support Team (EMST).

3.2.5. Scheduler responsibilities are typically performed by either Unit Training Managers (UTMs), UDMs and/or UEMRs. Functions are captured on the QEMR (**Attachment 3**). However, the positions need not be independent from each other.

3.2.6. OEM and schedulers will work together to maximize utilization of training slots and minimize “no-shows.” CBRN DSS has a maximum class size of 30 students and a minimum class size of 10 students. AERO LPP has a maximum class size of 30 students and a minimum class size of one student.

3.2.7. OEM training section will review each class roster the day before the class and cancel the course if less than 10 students have been appointed. The training section will remove the class from ACES and notify all unit schedulers of the cancellation.

3.2.7.1. To maximize flexibility, schedulers may cancel or adjust training slots up to 24 hours prior to class start time.

3.2.8. OEM will notify unit commanders of a “no show” for any of the following reasons:

3.2.8.1. Scheduled individual fails to attend class.

3.2.8.2. Scheduled individual arrives late to class.

3.2.8.3. Scheduled individual fails to bring required equipment to class: M50 protective mask with canisters, chemical protective over garment jacket and pants, green or black vinyl over boots, gloves and cotton inserts, canteen with M50 attachment, and AFPAM 10-100, *Airman’s Manual*. OEM does not provide equipment for classroom use.

3.2.9. Walk-ins (members not appropriately scheduled) will not be allowed to attend CBRN DSS training.

3.3. Scheduling Procedures

3.3.1. A quarterly training schedule will be provided by OEM. Schedulers will determine and schedule those personnel who need training. Units will manage and utilize assigned quotas. OEM works closely with units to ensure unit EM training needs are met and establishes training schedules to minimize productivity loss. Classes may be canceled due to low attendance, exercises, or emergencies at the discretion of OEM. Schedulers can verify attendance through the provided certificate, reviewing the EM Information Collaborative Environment (ICE) or by checking ACES.

3.3.2. Requests for special or added training classes shall be routed through the requesting unit’s section chief (i.e. Superintendent/Flight Chief) to OEM @ 2ces.cex@us.af.mil.

3.3.3. To ensure that the installation has been appropriately postured to meet all real world and training requirements, each unit must report quarterly on its training status utilizing the QEMR (**Attachment 3**). This includes total unit population and the number of personnel that are current in CBRN DSS training.

3.3.4. Classes will not be scheduled during the month of December, except for critical mission requirements which cannot be satisfied through normal course offerings. This requirement provides opportunity for OEM to develop the annual training schedule and distribute it accordingly as required by AFI 10-2501.

Chapter 4

EQUIPMENT

4.1. Purpose. This chapter establishes local procedures and identifies responsibilities for management of chemical-biological warfare defense and specialized EM team equipment.

4.2. Training Individual Protective Equipment (IPE).

4.2.1. Personnel will acquire CBRN IPE from 2 LRS/LGRMSP, Supply Mobility (BLDG 4845), to attend CBRN DSS.

4.2.2. Units must maintain and/or have access to enough training equipment to support training and exercise objectives. Equipment must be currently fielded CBRN IPE.

4.2.3. Units must identify and mark any training equipment they possess IAW applicable technical orders.

4.2.4. Units who maintain a supply of CBRN IPE for unit training (NOT issued to individuals through the supply system) on an account will need to be able to produce these masks for a 10% spot-inspection during SAVs. Units should also conduct these inspections on their unit during self-inspections and annotate accompanying inspection documents.

4.3. Field Gear. Field gear is issued to military personnel by their unit and/or Supply Mobility. Field gear consists of web belt, canteen assembly, helmet, flashlight, ammunition pouch, and may include body armor. Note: Field gear is not considered CBRN IPE.

4.3.1. Personnel attending CBRN DSS will bring a canteen with Joint Service General Purpose Mask (JSGPM), M50, attachment to CBRN DSS IAW Demonstration Performance Objectives (DPOs) prescribed by the Air Force Civil Engineer Center (AFCEC).

4.4. Specialized Team Equipment.

4.4.1. Response Task Force (RTF). Personnel staffing positions identified in AFGSC 10-1, *Radiological Accident/Incident Response and Recovery Plan*, must meet all training/equipment standards IAW AFI 10-2501 and DoDM 3150.08, *Nuclear Weapons Accident Response Procedures (NARP)*.

4.4.2. Emergency Management Support Team (EMST). Members will maintain a Supply Mobility issued M50 and training Chemical Warfare Defense Equipment (CWDE) throughout the duration of their assignment to EMST.

4.4.3. CBRN Emergency Response Force (CERF). Members will maintain a Supply Mobility issued M50, CWDE & unit purchased Firehawk/3M 7800 full face respirators throughout the duration of their assignment to CERF. All identified CERF members will be included into the Respiratory Protection Program (RPP), certified for Self Contained Breathing Apparatus.

Chapter 5

EMERGENCY MANAGEMENT TEAMS

5.1. Purpose. Emergency Management teams are formed from existing base resources to support disaster and contingency operations.

5.1.1. Specialized Teams.

5.1.1.1. DRF. Members appointed to any and all DRF positions are required to be trained regarding wing recalls and “At Hoc” procedures. Training will be accomplished during AERO LPP. All members are required to update/maintain their “At Hoc” profiles upon assignment to the installation DRF.

5.1.1.2. EOC. This is the Command & Control (C2) support element that directs, monitors, and supports the installation’s actions before, during, and after an incident. The EOC is activated and recalled as necessary by the 2 BW/CC, 2 MSG/CC or identified designee. It coordinates operations and support requirements with the Incident Commander (IC). Each representative directs and coordinates functional support with their UCC and advises the EOC Director.

5.1.1.2.1. IEMP 10-2 addresses EOC operations and taskings. During emergency response operations, the composition of the EOC may vary depending on the resources involved and the nature of the incident.

5.1.1.2.2. Units are responsible for developing response checklists geared towards responsibilities of their functional area during natural disasters, major accidents, and terrorist incidents. They will be reviewed annually and updated when operationally required.

5.1.1.3. RTF. AFGSC maintains a response force to coordinate all actions necessary to control and recover from the adverse consequences of a nuclear weapons incident/accident. Specific positions for the AFGSC RTF are resourced from BAFB personnel. RTF positions required ICS and Air Force Incident Management System (AFIMS) training to ensure seamless transition of authority from the Initial Response Base (IRB) closest to where the incident/accident occurred. RTF functions work closely with other local, state and federal response agencies and must be appropriately organized, trained and equipped IAW DoDM 3150.8, DoDI 6055.17, AFI 10-2501, AFI 10-2501_AFGSCSUP, AFGSC 10-1, IEMP 10-2 and this instruction.

5.1.1.4. EMST. BAFB maintains this support team to augment OEM during emergency response, natural disasters, scheduled special events, exercises and/or other contingencies. EMST requirements are met exclusively by CES. Members are trained for incident response, wartime operations, C2, contamination control station (CCS), contamination control area (CCA), CBRN intelligence, surveillance & reconnaissance (ISR).

5.1.1.5. CERF. OEM and 2 AMDS/SGPB (Bioenvironmental Engineering (BE)) are critical emergency response agencies specifically trained and equipped for Active CBRN Response (ACR) & All-Hazards Response (AHR). Manpower requirements established by the National Fire Protection Association (NFPA), Code of Federal Regulations (CFR)

and Occupational Safety and Health Administration (OSHA) facilitate the necessity of this response team comprised of installation organic resources. CERF will maintain the capability to provide detection, monitoring, modeling, sustainment, decontamination, C2, classification and analysis of 'all-hazards' events. The employment of this team is under the immediate response authority of 2 BW/CC to respond to events which threaten the loss of life and/or resources on and off the installation IAW DoD Directive (DoDD) 3025.18, *Defense Support of Civil Authorities (DSCA)* & AFI 10-801, *DSCA*.

5.2. Policy.

5.2.1. Team members will meet all requirements and will be trained IAW prescribing directives. Team duties will become the appointee's primary duty during contingencies and emergencies.

5.2.2. Unit commanders or staff agency chiefs will ensure personnel assigned to specialized teams do not have conflicting contingency duties.

5.2.3. Team members will be replaced no later than **30 days** prior to projected permanent change of station (PCS) or permanent change of assignment (PCA) date. Units must take into account personnel tasked with deployment/TDY and should assign/train an additional alternate prior to appointee departure.

5.3. Team Composition.

5.3.1. EOC. Commanders must appoint primary and alternate EOC representatives utilizing the QEMR (**Attachment 3**). EOC representatives must be functional experts with an intimate knowledge of all unit processes and procedures and have the authority to commit unit resources and personnel. The 2 MSG/CC serves as the EOC Director for all major incident responses and during implementation of the IEMP 10-2 and/or AFGSC 10-1. 2 MSG/CD, 2 CES/CC and 2 CES/CD are alternate EOC Directors. The following Emergency Support Functions (ESFs) and supporting agencies are listed with assigned Office of Primary Responsibility (OPR):

5.3.1.1. EOC Manager (**2 CES/CEX**)

5.3.1.2. ESF 1 and 7-Transportation and Resource Support (**2 LRS**)

5.3.1.3. ESF 2-Communications (**2 CS**)

5.3.1.4. ESF 3, 9, 12 and 14-Public Works/Engineering, Urban Search & Rescue, Energy and Long Term Community Recovery/Mitigation (**2 CES**)

5.3.1.5. ESF 4 and 10-Firefighting and Oil & Hazmat Response (**2 CES/CEF**)

5.3.1.6. ESF 5-Emergency Management (**2 CES/CEX**)

5.3.1.7. ESF 6-Mass Care, housing & Human Services (**2 FSS**)

5.3.1.8. ESF 8 and 11-Public Health & Medical Services and Agriculture & Natural Resources (**2 MDG**)

5.3.1.9. ESF 13-Public Safety & Security (**2 SFS**)

5.3.1.10. ESF 15-External Affairs (**2 BW/PA**)

5.3.1.11. Bioenvironmental Engineering (**2 AMDS/SGPB**)

- 5.3.1.12. Operations Group (2 OSS)
- 5.3.1.13. Maintenance (2 MXG)
- 5.3.1.14. Staff Judge Advocate (2 BW/JA)
- 5.3.1.15. Chaplain (2 BW/HC)
- 5.3.1.16. Office of Special Investigations (**Detachment 812**)
- 5.3.1.17. Explosive Ordnance Disposal (2 CES/CED)
- 5.3.1.18. Contracting (2 CONS)
- 5.3.1.19. Liaison (307 BW)
- 5.3.1.20. Environmental (2 CES/CEAN)
- 5.3.1.21. Safety (2 BW/SE)
- 5.3.1.22. Finance (2 CPTS)
- 5.3.1.23. Geospatial Information Systems (2 CES/CEPT)

5.3.2. RTF. Personnel staffing positions identified in AFGSC 10-1 must meet all training/equipment standards IAW AFI 10-2501, AFI 10-2501_AFGSCSUP and DoDM 3150.08.

5.3.3. EMST. The resource augmentation duty (READY) program identifies SFS and CES as the two installation agencies which require additional manpower support to accomplish functional task during exercises/contingencies. OEM will exclusively source EMST duty from within CES. SFS will not request entry controller/base defense support from CES IAW AFPAM 10-243, *Augmentation Duty*.

5.3.4. CERF. This team is exclusively staffed by OEM and BE based on the foundation of training required to meet prescribed missions. CERF augmentation forces at a minimum must meet NFPA, CFR & OSHA standards IAW AFMAN 10-2503 & AFMAN 32-1007.

Chapter 6

EM PLANNING

6.1. Purpose. This chapter establishes procedures and identifies responsibilities for local EM planning.

6.2. Policy. EM planning allows continual support to the BAFB mission by minimizing the loss of life, resources and/or operational capability caused by an ‘all-hazards’ event. Planning addresses resources and activities to prepare for, respond to, and recover from threat and hazards specific to BAFB. All military, DoD civilians, contractors, dependents and guest, including those from GSUs, are included in planning considerations IAW DoDI 6055.17, AFI 10-2501, AFI 10-2501_AFGSCSUP and AFMAN 32-1007.

6.3. Installation Emergency Management Plan (IEMP) 10-2. This plan provides comprehensive guidance for major accidents, natural disasters and/or terrorist use of CBRN weapons systems. IEMP 10-2 will not include program management, exercise procedures, or administrative information.

6.3.1. OEM is OPR for IEMP 10-2, the *Civil Engineer Contingency Response Plan (CE CRP) 10-211* and this instruction.

6.4. Unit Supporting Checklists. Units must develop supporting checklists addressing their general and specific taskings identified in IEMP 10-2. Checklists must be dated and specify who, what, when, and how to perform assigned tasks during contingency operations. Note: OEM must approve unit supporting checklists prior to publication.

Table 6.1. Installation Contingency Response Plans

Plans	
Installation Deployment Plan	CE Contingency Response Plan
Disease Containment Plan	Medical Contingency Response Plan
Anti-Terrorism Plan	Integrated Defense Plan
Base Support Plan	Installation Emergency Management Plan
Mishap Response Plan	Mortuary Plan

6.5. Support and Mutual Aid Agreements. Any Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), Mutual Aid Agreement (MAA) or support agreement concerning installation first and/or emergency response in support of DSCA must be coordinated in concert with OEM. This is a necessary component of installation emergency response planning IAW AFI 25-201, *Support Agreement Procedures* & Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, *Developing and Maintaining Operations Plans*.

Chapter 7

INSTALLATION NOTIFICATION AND WARNING SYSTEM

7.1. Installation Notification & Warning System (INWS). 2 BW/CC, or a delegated authority, will direct a pyramid alert of BAFB personnel in response to Emergency War Orders (EWO), contingency operations, terrorist attacks, natural and man-made disasters, or peacetime exercises and/or incidents. With direction from higher authority, local requirements, or exercises, the appropriate subordinate commander will, in turn, initiate unit pyramid alerts. This instruction provides: pyramid alert procedures for assigned, attached, and associate personnel; 2 BW Crisis Action Team composition and guidance for operations and Crisis Action Team Directive (CATD) notification and strength reporting procedures.

7.1.1. Emergency Management and Contingency/Exercise Leadership organizations are divided by function with two defined organizations for each event. The focus of these organizations, although similar in composition, differs depending on the situation.

7.1.1.1. Emergency Management.

7.1.1.1.1. Crisis Action Team (CAT). The CAT serves as a strategic advisory/command forum for the 2 BW/CC during small scale or developing events. The 2 BW/CC may add members to the CAT as the situation dictates. The CAT may be comprised of the following members (or their designated representatives): 2 BW/CC, 2 BW/CV, 2 BW/CCC, 2 OG/CC, 2 MXG/CC, 2 MDG/CC, 2 BW/DS, 2 BW/IG, 2 BW/XP, 2 BW/JA, 2BW/CP, 2 BW/SE, 2 OSS/CC, 2 SFS/CC, 2 CS/CC, 2 CONS/CC, 2 LRS/CC, 2 FSS/CC and the CAT Director and CAT Manager.

7.1.1.2. Contingency/Exercise Leadership.

7.1.1.2.1. Restricted CAT (RCAT). RCAT serves as an advisory/command forum for the 2 BW/CC during small scale or developing contingencies/exercises. RCAT is also used for events requiring a high level of confidentiality. The 2 BW/CC may recall specific members to the RCAT as the situation dictates.

7.1.1.2.2. CAT Support Staff. The CAT Support Staff serves as the wing level contingency/exercise strategic actions coordination group. For large scale contingencies and exercises, the 2 BW/CC may add representatives from tenant units. The CAT Support Staff is comprised of the RCAT plus the following members: 2 MXG/CEM, 2 LRS/CC, 2 FSS/CC, 2 CONS/CC, 2 BW/PA, OSI, 2 OSS/A3W, 2 OSS/A2, BSC, CCA, 2 CS systems administrator.

7.1.2. Recall Definitions. For the purposes of this instruction, Pyramid Alert is the procedure by which an individual is passed critical information through a chain notification process. The term "Recall" will be used when an individual is ordered to report for duty. Any means of notification may be used, including, but not limited to: telephone, base wide warning system (Giant Voice or Emergency Mass Notification System [EMNS]), SFS/FES/OEM public address systems, messengers, and announcements in clubs, snack bars, exchange, and commissary.

7.1.2.1. Recalls. All military and/or civilian personnel assigned to BAFB may be recalled in any of the following combinations at the discretion of the 2 BW/CC. When recalled, individuals must report to their unit control center (UCC) for accountability. Military duty uniform is the utility uniform (ABUs, flight suits, etc.) and civilians will report in appropriate civilian attire. Conduct strength reporting according to paragraph 7.6 of this instruction.

7.1.2.1.1. All Military and Key Civilian Personnel Recall. All military personnel, key civilian personnel and tenant units assigned to BAFB are recalled by their UCC.

7.1.2.1.2. All Military Personnel Recall. All military personnel assigned to BAFB, including tenant units, are recalled by their UCC.

7.1.2.1.3. All 2 BW Personnel Recall. All military and civilian personnel assigned to the 2 BW are recalled by their UCC.

7.1.2.2. Selective Recall. When directed, group commanders may recall all or part of their organizations to provide sufficient personnel for the purpose of the recall (e.g., deployment order drop). Recall of Group Control Centers (GCCs), UCCs, UDMs and Deployment Control Center (DCC) personnel is at the discretion of the individual group commander. Duty uniform and strength reporting requirements will remain at the group level.

7.1.2.3. Exercise Alert/Recall. When directed, accomplish a test of the pyramid notification system. Units will complete their pyramid notification alert/recall procedures. Recall of shift workers and members on pre-flight crew rest is at the discretion of the group commander, unit commander, or staff agency chief. Normally, the CAT will not convene. Activate GCCs and UCCs to track strength reporting according to paragraph 7.2 of this document.

7.1.2.3.1. The focus of an exercise alert/recall is to fine tune effective and efficient personnel strength reporting and message passing capabilities. However, rather than face-to-face accountability, accurate sign-in procedures established by individual UCCs may be used.

7.1.2.3.2. Personnel may be directed to pass a message, report immediately, or sign-in at their normal work location/time and annotate the time they were contacted. Each UCC will compile their sign-in rosters and forward to the Personnel Control Center (PCC) NLT the established timing criteria in paragraph 7.6.4. During exercises, the PCC will consolidate all unit sign-in rosters and forward them to the CAT and WIT.

7.1.2.4. CAT Control Center. Only CAT and Support Staff members are recalled to the primary CAT location. The primary CAT is located in the CP, BLDG 3433. The alternate location is the Warrior Center, BLDG 6067. Both locations will be configured per the layout maintained by the CAT Support Staff as approved by the 2 BW/CC. Composition of the CAT may change at the discretion of the CAT Director to meet changing requirements as situations dictate.

7.1.2.4.1. Watch Cell. A watch cell may be established when the primary CAT is not in session to maintain a 24-hour posture. At a minimum, watch cells should include

representatives from each group, a Commander's Senior Staff director and administrative support personnel. Members in positions not represented by watch cells will remain on telephone stand-by for immediate recall.

7.1.2.5. EOC Recall. 2 BW/CC, in concert with 2 MSG/CC, directs 2 BW/CP to initiate EOC activation when necessary. During duty hours, the 2 BW/CP will initially direct Base Operations to activate the Secondary Crash Net to facilitate the rapid response of key base agencies. The on-duty controller will announce "primary location, BLDG 7251" or any other location as determined by the EOC Director and as the situation dictates. The 2 BW/CP controllers will activate "At Hoc" system for automated computer based alerts and notifications. During non-duty hours, the Secondary Crash Net will not be activated. The command post will initiate the EOC recall using At Hoc and/or telephonic recall and identify the assembly point location. EOC members recalled will respond immediately to the location indicated.

7.1.2.5.1. 2 MSG/CC is the primary EOC Director and as such will occupy the EOC during activations. During 24-hour operations, 2 MSG/CD will assume command upon shift change. The position of EOC Director may be delegated to 2 CES/CC whereas 2 CES/CD may assume transfer of authority between operational periods.

7.1.2.5.2. 2 BW/CC appoints in writing at least two personnel as EOC Director and two personnel as EOC Manager to ensure proper coverage for prolonged all-hazards events.

7.1.2.6. Initial Response Element (IRE) Recall. IRE activation is accomplished by the Air Traffic Control (ATC) Tower over the Primary Crash Net.

7.1.3. Wing Special Accountability Actions. During designated national or international disasters, 2 FSS will be directed to accomplish an accountability assessment for BAFB personnel and/or their dependents. In these rare cases, the 2 BW/CC will direct the 2 BW/CP to conduct an accountability assessment. This will be coordinated with 2 FSS and will utilize the *Option 2* recall procedures as outlined in paragraph **7.5.2**.

7.1.3.1. When directed by higher headquarters, all total force personnel (as outlined in paragraph **7.1.3.1.1**) are required to log on to the Air Force Personnel Accountability and Assessment System (AFPAAS) website (<https://afpaas.af.mil>) and account for themselves and their Defense Eligibility Enrollment Reporting System (DEERS) dependents. Under extenuating circumstances, UCC members, who have delegated access, can complete AFPAAS actions for individuals. This will be coordinated with the 2 FSS/FSOXI section and will utilize Option 7 recall procedures as outlined in **Attachment 5**.

7.1.3.1.1. Total force personnel include: Active Duty members, Selected Reserve members, Air Force civilian employees (Department of the Air Force and Non-Appropriated Fund), family members of Active Duty and Selected Reserve members as reflected in DEERS, applicable non-command sponsored dependents and family members of the Air Force civilians receiving benefits associated with being evacuated to an authorized safe haven, and all Air Force-affiliated military and civilian personnel, including contractors and family member, excluding foreign nationals, when assigned outside of the Continental United States (OCONUS).

7.1.4. UCC. Once activated, UCCs become the primary command and control link between their GCC and unit personnel. Vigilance to UCC operations is mandatory. Operating the UCC becomes the primary duty for assigned personnel. UCCs must remain staffed until deactivated by their respective EOC and/or CAT representative. (Unless directed otherwise, UCCs should assume a 24-hour posture.)

7.1.4.1. Emergency Relocation Kit (ERK). Kit maintained for the commander consists of unit-level checklists, CAT checklists, flashlight, base map, pyramid alert rosters and any other items desired by the commander. CAT checklists will be provided by the CAT Director.

7.1.5. Re-attacks. Open items from previous CAT meetings. Each CAT briefing will address re-attacks from previous briefings and assign POCs for re-attacks in subsequent briefings.

7.2. CAT Directives (CATD). During CAT activation, all notifications to wing and tenant units will take place via unclassified CATDs. CATDs will outline actions required for coordination and accomplishment directed by the CAT. If a classified CATD is required, a NIPR notification will be sent directing personnel to the SIPR CATD. During exercises, all CATDs will be numbered sequentially along with the short title of the exercise name (i.e., GLOBAL THUNDER 001, GLOBAL THUNDER 002). When the CAT is not activated, CATDs will be numbered sequentially by the year and sequence number (i.e. CATD 2015-01, CATD 2015-02).

7.2.1. All exercise CATDs will begin and end ***“EXERCISE, EXERCISE, EXERCISE”***.

7.2.2. CATs will be sent to all UCCs listed in **Figure 7.1**

7.2.3. The primary means of communication will be e-mail. The CAT Director will e-mail all directives to the associate units and UCCs listed in **Figure 7.1**. (Note: CATDs that initiate recalls and/or activate GCCs/UCCs will be followed up by a phone call from the CAT to group commanders and tenant/associate unit commanders).

7.2.3.1. Upon receipt, each UCC should immediately acknowledge receipt to their respective GCC. UCCs will then report status to the CAT or EOC (if activated). Follow-up phone calls will be required for all unacknowledged e-mail notifications. After acknowledgement, any subsequent questions should be routed to the CAT through the applicable CAT Support Staff member.

7.2.3.2. CAT and EOC members are responsible for ensuring CATD receipt for their respective UCCs. Note: The purpose of using e-mail is to keep routine phone conversations to a minimum for passing of time critical information.

7.2.4. After acknowledging receipt of the directive(s), units will comply with all CATD instructions. Upon completion of a required item(s), the UCC will report compliance.

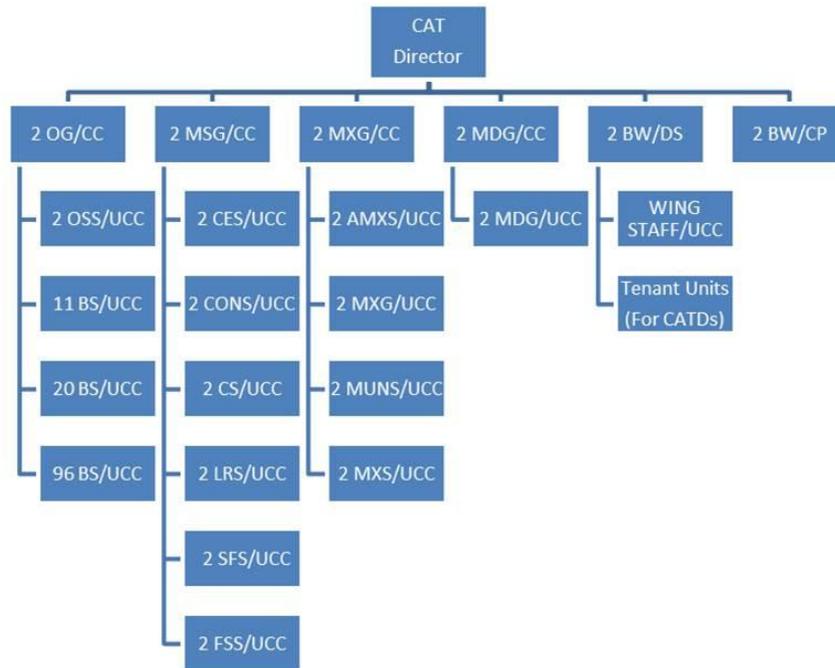
7.2.4.1. UCCs will track all required actions within their groups and report completion to the CAT or EOC (if activated).

7.2.4.2. CATDs may contain multiple taskings. UCCs should send notifications upon the completion of each task, not wait until all tasks are accomplished prior to notification.

7.2.5. The primary method of CATD acknowledgement is via e-mail, UL/UC2, VOC, telephone, fax or runner, in that order. UCCs and associate units are responsible for passing information to subordinate units.

7.2.6. If communications with the CAT and/or EOC are lost, a runner from the UCC will be dispatched immediately to either CAT Control Center or the EOC.

Figure 7.1. Crisis Action Team Directive Flow



7.3. Responsibilities.

7.3.1. 2 BW/CP will:

7.3.1.1. Initiate all pyramid alerts/recalls as directed.

7.3.1.2. Maintain a current list of CAT members and alternates.

7.3.1.3. Advise the 2 BW/CC to automatically recall the CAT and EOC for the following situations: aircraft accidents, major fires, Broken Arrow, BENT SPEAR, NUCFLASH, terrorist attack, and mass casualties.

7.3.1.4. Maintain information logs on degraded communications systems as provided by the groups/key wing staff agencies. Each agency will identify the primary and secondary POC to begin the communications-out recall procedure. Include any form of communications (home phone, cell phone) and an address with building number and map. At a minimum, the following agencies/personnel will provide degraded communications recall points of contact in writing (with maps) to the 2 BW/CP: 2 BW/CC, 2 BW/CV, 2 MSG/CC, 2 OG/CC, 2 MXG/CC, 2 MDG/CC and Installation Deployment Officer (IDO).

7.3.2. Group Commanders will:

7.3.2.1. Prepare checklists to support EWO operations, contingencies, disaster situations and employment exercises. Provide personnel/equipment as necessary.

7.3.2.2. Determine staffing requirements during alert conditions, disaster responses and exercises. Staffing for increased security measure postures will come from within individual units.

7.3.2.3. Establish GCCs to consolidate group strength data and reporting as outlined in paragraph 7.6. Provide QEMRs as prescribed in **Attachment 3** and this instruction. When directed by the CAT, recall personnel on pass, leave, and temporary duty (TDY) by any means available.

7.3.2.4. Establish internal pyramid alert notification procedures to include developing and maintaining an updated quarterly pyramid alert roster. Commanders must ensure all assigned military and key civilian personnel are listed on a pyramid alert roster. Groups must ensure current copies of pyramid alert rosters are maintained in their respective units and by each member. Each roster will contain the following information: “as of” date, unit name, personnel names, addresses and phone numbers, and alert notification terminology, verbatim, as set forth in **Attachment 2**. Units must ensure a current copy of the pyramid alert roster is maintained in their respective section and by each member. Mark all pyramid alert rosters with the statement:

“For Official Use Only” and “THIS DOCUMENT CONTAINS PERSONAL INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AND MUST BE SAFEGUARDED IAW AFI 33-332 AND DoDR 5400.7 AIR FORCE SUPPLEMENT, PARA C3.2.1.6.2.2.”

7.3.2.4.1. Outdated pyramid alert rosters must be destroyed. Unit commanders will ensure members understand the importance of safeguarding pyramid alert rosters in regards to “For Official Use Only” and Privacy Act information.

7.3.2.5. Ensure associate support units have current emergency notification and alert notification information. Contractor notification is the responsibility of the unit supported by the contractor.

7.3.2.6. Ensure current pyramid alert rosters are available to the agency implementing the notifications. All group, squadron, staff agencies, and associate units will provide a current copy of their pyramid alert roster (annotated with the current date) to the 2 BW Installation Personnel Readiness (IPR) and 2 BW/CP NLT the end of the first week of each quarter (global e-mail addresses: **2 FSS/FSOXI Installation Personnel Readiness** and **Barksdale Command Post.**)

7.3.2.7. Provide, at a minimum (if mission conditions permit), one company grade officer and two enlisted personnel with SECRET or higher clearances to serve as CAT Support Staff. (2 OG will provide qualified officers to act as CAT Directors). Individuals must have a minimum of one year left on station and not have any pending administrative/judicial actions. Team members vulnerable to AEF cycles must have replacements identified **90** days prior to the affected AEF cycle.

7.3.3. Squadron Commanders, Wing Staff Agency Chiefs, Tenant Unit Commanders will:

7.3.3.1. Prepare checklists to support EWO operations, contingencies, disaster situations and employment exercises and provide personnel/equipment, as necessary.

7.3.3.2. Determine staffing requirements during alert conditions, disaster responses, and exercises. Staffing for increased security measure postures will come from within individual units.

7.3.3.3. Establish UCCs to consolidate unit strength data and reporting to their respective GCCs. Provide QEMRs as prescribed in **Attachment 3** and this instruction. When directed by the CAT, recall personnel on pass, leave, and temporary duty (TDY) by any means available.

7.3.3.4. All squadron, staff agencies, and associate units will provide current pyramid alert rosters to the PCC and 2 BW/CP when accomplished (quarterly at a minimum). Send new recall rosters by e-mail to “**2 FSS/FSOXI Installation Personnel Readiness**” and “**Barksdale Command Post**” no later than 10 January, 10 April, 10 July and 10 October of each calendar year.

7.3.3.5. Designate a specific location for personnel to report during a recall (usually the UCC).

7.3.3.6. Develop unit recall procedures to sustain 24-hour operations. Each organization will develop an internal degraded communications recall system and designate an on-base POC for degraded communications recalls.

7.3.3.7. Establish procedures for the recall of assigned personnel from leave and TDY. Recall of personnel from leave or TDY may be directed by HQ USAF, AFGSC, 2 BW/CC or the unit commander. Units of assignment are responsible for all expenses incurred during the recall of personnel from leave (travel costs, lodging, etc). UCCs will maintain the capability to telephone those on leave and initiate recall when directed. To recall personnel from TDY status (routine TDYs and schools), units should place a telephone call to the TDY location’s personnel section and temporary unit of assignment asking for return of the member. A written recall message must be provided via e-mail or fax. The PCC will advise commanders on the process of recalling personnel from contingency exercises/operations, if needed.

7.3.3.8. Brief wing pyramid alert/recall procedures during unit in-processing and at least once yearly during a commander’s call.

7.3.3.9. Conduct a unit-level pyramid alert exercise semi-annually via telephone or communications-out procedures.

7.3.4. Recalled Individuals will:

7.3.4.1. Immediately comply with instructions received. If recalled to the base, report (with a responsible sense of urgency) to their designated gathering point, sign in and wait for further instructions. Recalls of military and/or civilian personnel **do not** authorize circumvention of local traffic or law enforcement restrictions.

7.3.5. CAT Director will:

7.3.5.1. Develop recall procedures to sustain 24-hour operations and an internal degraded communications recall system with an on-base POC for degraded situations. Ensure currency of CAT checklists.

7.3.5.2. Maintain a working knowledge of AFGSC and 2 BW plans, policies, and procedures applicable to the command's wartime mission and contingency operations.

7.3.5.3. Maintain CAT communications to include as a minimum:

7.3.5.3.1. Sufficient telephones to accomplish CAT mission.

7.3.5.3.2. Secure telephones within the CAT Control Center.

7.3.5.3.3. LMR (in receive-only mode) set to the Commander's Net.

7.3.5.3.4. Ensure the 2 BW/CP has current CAT contact information.

7.3.6. CAT Members will:

7.3.6.1. When directed by the 2 BW/CC or higher headquarters, each CAT position will ensure availability of sufficient personnel to conduct a 24-hour CAT posture.

7.3.6.1.1. CAT members require unescorted access to the CAT Control Center.

7.3.6.1.2. In cases where a primary or alternate member of the CAT does not reside on base, attempt to designate a knowledgeable individual residing on base to respond as an initial representative.

7.3.6.1.3. A watch cell may be established when the primary CAT is not in session. At a minimum, watch cells should include representatives from each group, a CAT Director, and sufficient Support Staff. Members in positions not represented by watch cells will remain on telephone stand-by for immediate recall.

7.3.6.2. Provide strategic expertise, support, and coordination to the 2 BW/CC and EOC (if activated).

7.3.6.3. Bring or maintain all required support materials used during CAT operations. All items may be kept in a briefcase/bag to be stored inside the CAT Control Center. Items should include but are not limited to: copy of IEMP 10-2 checklists, list of key phone numbers, note pads/writing tablets, maps, pens/pencils, etc.

7.3.6.4. In case of CAT relocation, CAT members are responsible for relocating with their checklist binders and ensuring all individual materials necessary to support CAT operations are taken to the alternate location.

7.3.6.5. Ensure all radios and cellular phones are deposited in their appropriate receptacles outside the CAT Control Center.

7.3.6.6. Ensure telephones are *not* answered during classified briefings. Otherwise, when answering a telephone inside the CAT, announce, "Line Up" or "Line Down" when returning the phone to its cradle.

7.3.6.7. Coordinate all messages and correspondence with the CAT Director before dissemination within the CAT and to GCCs/UCCs by CATD. CATDs will standardize information output from the CAT and are the primary source of C2 information when the CAT is in session.

7.4. Procedures.

7.4.1. 2 BW/CC or designated representative directs all pyramid alerts/recalls.

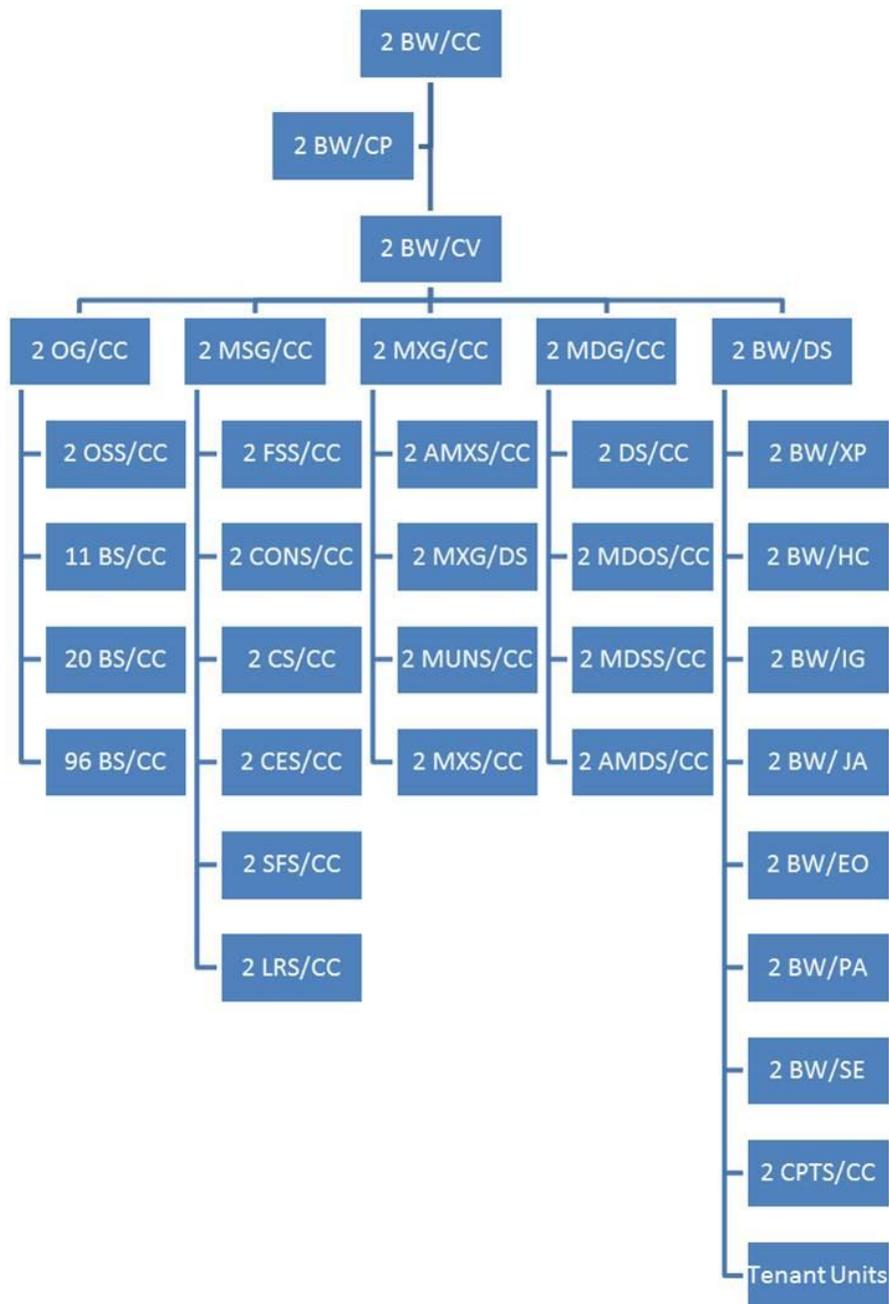
7.4.2. 2 BW/CP initiates the pyramid alert system. The time recall was initiated ("X" hour) will be communicated on initial notification.

7.4.3. For military personnel recall, military and key civilian personnel, the 2 BW/CP will notify group commanders and other associate units as directed.

7.4.4. For degraded communications procedures, the 2 BW/CP will make notifications in accordance with paragraph 7.5.5

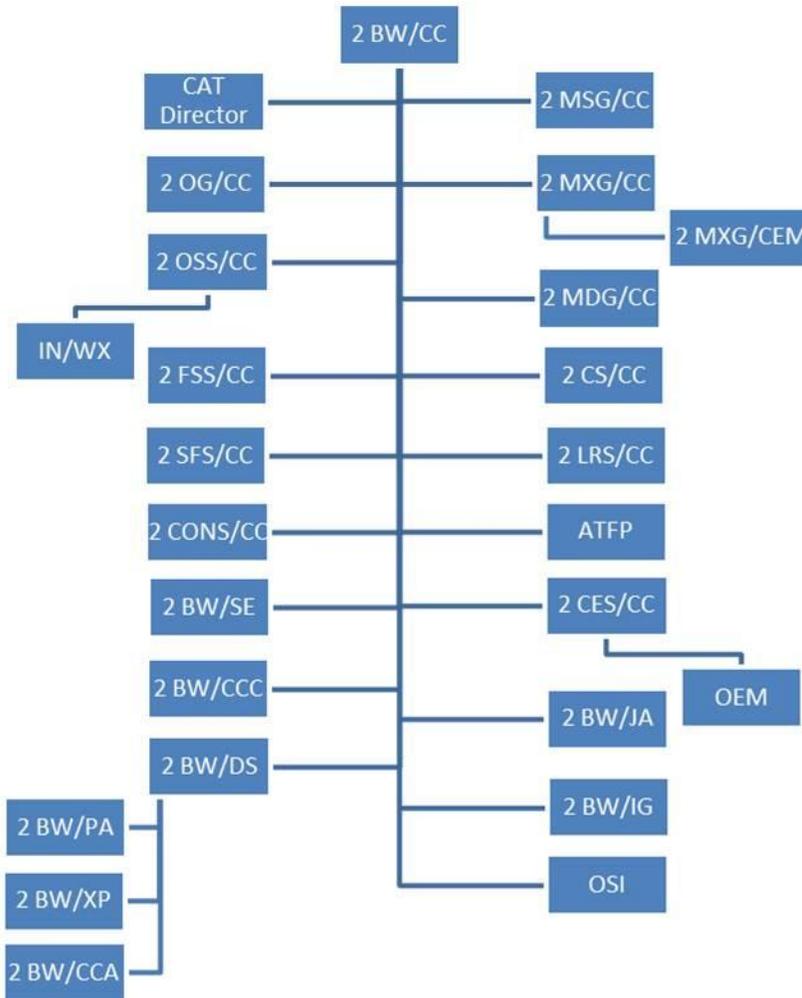
7.4.5. For wing pyramid alert activation, the 2 BW/CP will notify:

Figure 7.2. Pyramid Alert Activation



7.4.6. 2 BW/CP will notify the following and if the full CAT is directed to be activated the CAT members will notify their respective Support Staff:

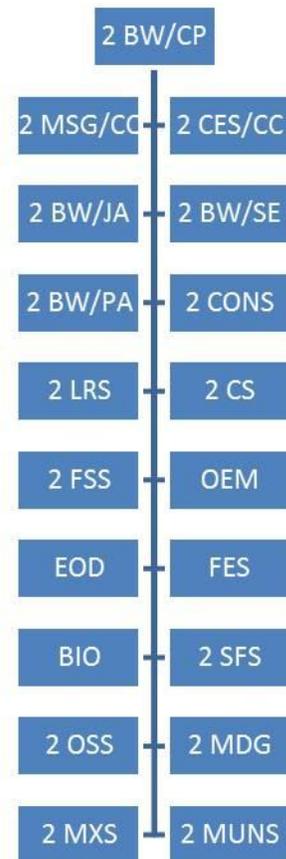
Figure 7.3. Crisis Action Team Notification



7.4.7. 2 BW/CP will notify specific members for RCAT activations at 2 BW/CC discretion (if the full CAT is directed to be activated, RCAT members will notify listed CAT/EOC members).

7.4.8. 2 BW/CP will initiate notification procedures for the EOC upon direction from the CAT Director or EOC Director. The following notifications will be made using “At Hoc,” e-mail, telephonic recall and/or runners. Recalls may be accomplished in concert with OEM:

Figure 7.4. Emergency Operations Center Notifications



7.4.9. Once pyramid alert/recall procedures are initiated by the 2 BW/CP, group and squadron commanders are responsible for activating appropriate control centers and initiating their own organizational recalls. The recall time is established by the 2 BW/CC and does not change during the recall process. All recall notifications must specify the same 2 BW/CC established recall time.

7.5. Telephone Pyramid Alert/Recall Procedures.

7.5.1. The recall of shift workers and members on pre-flight crew rest will be at the discretion of the group commander, unit commander, or staff agency chief for *Exercise Only* pyramid recalls (See paragraph 7.5.3.2).

7.5.2. 2 BW/CP will initiate a pyramid alert/recall using one of the following statements:

7.5.2.1. Option 1: “This is a unit recall. Complete your pyramid alert notifications and report to your duty station immediately. Recall time is _____ Local.”

Definition: Highest state of unit and wing readiness. CAT report to the command post immediately. Report unit strength in accordance with this instruction. All personnel complete pyramid notifications and report to duty station immediately. Used for a wing-wide recall of all personnel, regardless of shift work or crew rest.

7.5.2.2. Option 2: “This is a unit alert and selective recall of mission essential individuals. Complete your pyramid alert notifications. Remain on telephone standby or report to your duty station as directed. Recall time is _____”

Local.” Definition: Second highest state of unit and wing readiness. CAT will report to the command post immediately. Report unit strength IAW this instruction. All personnel will complete pyramid notification and predetermined mission essential individuals as deemed by the group/unit commander will report to their duty station immediately. Personnel not directed to report will remain on telephone standby per unit/group policy. Shift workers and individuals in crew rest will **not** be called but will be notified upon reporting to duty. Special instructions determined by the 2 BW/CP can be added as necessary. For example: ALL LEAVES ARE CANCELLED, ALL PERSONNEL WILL REMAIN IN QUARTERS, or ALL PERSONAL REMAIN ON 6-RING TELEPHONE STANDBY.

7.5.2.3. Option 3: “This is a selective recall of mission essential individuals. Recall time is _____ Local.” Definition: Third highest state of unit and wing readiness. CAT will report to the command post immediately. Predetermined mission essential individuals as deemed by the group/unit commander will report to duty. Group and unit commanders will consider implementing local travel or telephone standby restrictions. Shift workers and individuals in crew rest will **not** be called but will be notified upon reporting to duty.

7.5.2.4. Option 4: “This is a recall of the Crisis Action Team only. Recall time is _____ Local.” Definition: Used to recall the CAT members only.

7.5.2.5. Option 5: “This is a test of the Pyramid Alerting System. Recall time is _____ Local.” Definition: Used to test the wing pyramid alerting system only. Complete your notifications and report end strength numbers to the UCC. Do not report to your duty station. Do not notify shift workers and personnel in crew rest. Do not remain on telephone alert. This is only a test.

7.5.2.6. Option 6: “This is an Emergency Operations Center (EOC) Recall. Recall time is _____ Local.” Definition: Used to recall specific Emergency Support Functions (ESFs) to the EOC.

7.5.2.7. Option 7: “This is an Air Force Personnel Accountability and Assessment System (AFPAAS) Recall. Recall time is _____ Local.” Definition: Used for the Commander to direct personnel to log on to <https://afpaas.af.mil> and complete accountability actions for themselves and their dependents. Reporting to duty station is not required unless directed.

7.5.3. Degraded Communications. Any above message may be transmitted.

7.5.3.1. 2 BW/CC, or designated alternate, reserves the right to make any modifications to the preceding pyramid alert/recall statements as the situation dictates.

7.5.3.2. All exercise pyramid alerts/recalls will have “*EXERCISE, EXERCISE, EXERCISE*” preceding and following the text message.

7.5.4. Each contacted individual will:

7.5.4.1. Initiate their portion of the telephone pyramid notification by noting the time they were called and notifying the next person in their chain with the exact verbiage given. If there is no answer, skip to the next person until you make contact. If the line is busy, continue attempt to contact for three minutes before ceasing efforts. Make note of

any/all personnel not contacted. **It is the responsibility of each member to let the person below them in the reporting chain know if any other(s) could not be contacted. The last person notified in the chain will report completion to their flight chief or squadron commander. The flight chief or squadron commander will notify their appropriate UCC of unit notification completion time.**

7.5.4.1.1. Unless otherwise directed, **report immediately** to their designated assembly point (usually the UCC), sign in and wait for further guidance.

7.5.5. Degraded Communications Recall.

7.5.5.1. The following procedures will be used if the commercial telephone system is inoperable, and a pyramid alert/recall is necessary:

7.5.5.1.1. 2 BW/CP will contact 2 SFS by the any means available (runner, radio, hotline) to initiate the pyramid alert/recall. 2 BW/CP will deliver to BDOC recall instructions, maps, and directions to all key wing staff billeting/office locations. Commanders and 2 BW/DS will initiate unit-specific recall procedures.

7.5.5.1.2. 2 SFS will dispatch a patrol vehicle to notify the appropriate individuals.

7.5.5.1.3. Individuals contacted by 2 SFS will, in turn, notify a pre-identified member of their organizations residing on base to begin the pyramid alert/recall.

7.5.5.1.4. Once contacted, individuals will initiate their portion of their unit's degraded communications pyramid alert/recall program and then comply with follow-on instructions.

7.6. Strength Reporting. This paragraph provides UCCs with procedural guidance for reporting unit strength numbers to the PCC during pyramid recalls. For recall options 1-3 and 5, strength numbers must be reported to the PCC.

7.6.1. Pyramid Recall Start Time (PRST). This will be established by the commander initiating the recall. Upon activation, the PCC will obtain the PRST from 2 BW/CP. Personnel recall and accounting will begin upon designation of the PRST. Units may obtain the PRST by contacting the PCC.

7.6.2. PCC Location. Upon recall, the PCC will activate in Hoban Hall, Room 155. During relocation exercises, or possible "real-world" situations, the PCC may be moved to an alternate location. The alternate location for the PCC will be in the military personnel section. The phone numbers will remain 5611/2526. When the PCC is moved, reporting times will be shortened by 15 minutes for each scheduled report; this time change is due to lack of SIPR capability at the alternate location. This additional time will allow the PCC to provide strength reports to the CAT in a timely manner.

7.6.3. Strength Figures. Units will report their strength figures to the PCC via phone, extension 5611, or by sending a runner (strength numbers can be given over unsecured lines or email). In the event of a communications outage, units will provide strength reports to the PCC by runner. Strength reports will consist of the following information:

7.6.3.1. Total Assigned, in accordance with the most recent Military Personnel Data System (MilPDS) strength report, including any members that PCS in but are not yet reflected in MilPDS. (ONCE REPORTED, STRENGTH MAY NOT CHANGE).

7.6.3.2. Deductions, detailed as follows:

7.6.3.2.1. All personnel TDY, whether in or out of the local area, to include contingencies.

7.6.3.2.2. All personnel on leave of any kind, whether in or out of the local area.

7.6.3.2.3. All personnel on quarters or in the hospital.

7.6.3.2.4. Other (anyone else that is not available for duty. Example: AWOL, in Professional Military Education (PME), confinement and departed but not yet dropped from the rolls).

7.6.3.2.5. Available for duty (total assigned to the unit minus the TDY, leave, hospital/quarters and others).

7.6.3.2.6. Present for duty (PFD). Individuals are PFD if they were recalled and are physically at their duty station, have been recalled and have been directed when to report for duty, or on crew rest and know when to report for duty (report number of personnel, not percentage).

7.6.3.2.7. Percentage Present for Duty (PFD). To compute this, divide the number of personnel present for duty by the number available for duty.

7.6.4. Reporting Times. Units MUST provide strength reports as follows. Each report is MANDATORY until the unit reports 100% accountability.

7.6.4.1. "Present for Duty" is defined as those members that have been accounted for. If the member was successfully contacted during the recall, or if the member reports for duty, then that member is accounted for. As long as this person is available for duty (not AWOL or unable to be contacted), then they may be included in your strength report under "Available for Duty."

7.6.4.2. First Report is due to the PCC as soon as possible, but no later than **PRST + 80 minutes** (1 hour and 20 minutes after PRST) (example: if PRST is 0600 hrs, the first report is due to PCC NLT 0720 hrs). **DO NOT WAIT UNTIL THE LAST MINUTE TO MAKE YOUR FIRST REPORT, AS THE PHONE LINE WILL BE BUSY.** The PCC must provide the first report numbers to the CAT ten minutes after the unit report cutoff (**PRST + 90 minutes**). These ten minutes will be used to compile wing strength statistics and generate reports.

7.6.4.3. Second Report is due to the PCC no later than **PRST + 170 minutes** (2 hours and 50 minutes after PRST). If the unit has reported 100% "Personnel Available for Duty" for its first report of strength figures, a second report is not required. **CHANGES TO ASSIGNED STRENGTH FIGURES WILL NOT BE ACCEPTED FOR SECOND OR SUBSEQUENT REPORTS.** Once again, the PCC will have ten minutes to compile wing strength figures and forward them to the CAT Support Staff. Late reports will not be included in the second report figures.

7.6.4.4. Subsequent Reports are required at **PRST + 4 hours** and **PRST + 5 hours**, and so on every hour until the units have obtained and reported 100% accountability. **PRST + 24 hours** report will be the final report to the CAT Support Staff.

7.6.5. Leave/TDY Accounting. Units must be able to recall personnel from leave or TDY. No action will be taken to require physical return of these members unless specifically directed. **UNIT COMMANDERS DO NOT HAVE THE AUTHORITY TO RECALL PERSONNEL FROM HIGHER HEADQUARTERS-DIRECTED DEPLOYMENTS.**

7.6.5.1. Recall of personnel on leave will be accomplished by the unit via telephone contact and reported to the IPR via electronic media or posted on a shared drive. List members on leave, the phone number, and whether or not the member was contacted or recalled on the deduction letter.

7.6.5.2. Recall of personnel TDY will be accomplished via priority message (AMHS) format and provided to the PCC on hard copy. Submit a copy on electronic media with the document. In the event Automatic Message Handling System (AMHS) capability is not available, resort to Microsoft Word using the same format. Remember the following when accomplishing the message: Only personnel in "regular" TDY status can be recalled at the unit commander's direction, not those deployed in support of higher headquarters operations or contingencies. The unit commander or his/her designated authority must sign the message.

7.6.5.3. Ensure all information is e-mailed to **2 FSS/FSOXI Installation Personnel Readiness**, once the unit has reached 100% accountability.

7.6.6. Deduction Letter and TDY Recall Message. Once all unit personnel deductions are determined and the PCC has been notified of unit strength information, the Deduction Letter and TDY Recall Message should be prepared. These documents must be hand delivered to the PCC no later than **PRST + 3 hours**. Improperly prepared or inaccurate documents will be returned to the unit for correction.

7.7. Security.

7.7.1. 2 BW/CP is responsible for security, access and entry requirements for the CAT Control Center. 2 BW/CP will provide access to the facility for members of the CAT and RCAT. 2 BW/CP will ensure compliance with AFI 10-207, *Command Posts*, paragraph 10.2., by requesting entry controller support from the 2 SFS. 2BW/CP representatives may escort wing staff and higher headquarters personnel at their discretion.

7.7.2. OEM is responsible for security, access and entry requirements for the EOC. OEM will provide access to the facility for members of the CAT, RCAT, EOC, UCCs and/or officially delegated representatives.

7.7.3. Units will ensure commanders, chiefs and designated representatives have the appropriate clearances and obtain the required open line badge areas required for entry to the primary and alternate facilities identified as restricted.

7.7.4. Units will provide escorts for personnel that do not have the required open line badge areas.

7.7.5. Units will ensure personnel have the training and documentation required for NIPR and SIPR access prior to performing duties at the CAT Control Center and/or EOC.

7.7.6. 2 SFS will provide an entry controller for the CAT Control Center upon 2 BW/CP notification. Entry controllers will remain on duty until released by 2 BW/CP. 2 SFS will

provide an entry controller or augmentee for the CAT Control Center at the alternate facility when notified by 2 BW/CP.

KRISTIN E. GOODWIN, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 10-2, *Readiness*, 6 Nov 12

AFPD 10-25, *Emergency Management (EM)*, 26 Sep 06

AFI 10-2501, *Air Force EM Program Planning & Operations*, 24 Jan 07

AFI 10-2501_AFGSCSUP, *Air Force EM Program Planning & Operations*, 21 Feb 14

AFMAN 32-1007, *Readiness & Emergency Management Flight Operations*, 30 May 13

AFMAN 33-363, *Management of Records*, 1 Mar 08

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 2875, *System Access Request*

Prescribed Forms

Barksdale AFB (BAFB) Form 5, *Unit Emergency Management (EM) Quarterly Report*

Abbreviations and Acronyms

ACES—Automated Civil Engineer System

AF—Air Force

AFI—Air Force Instruction

AFB—Air Force Base

AFMAN—Air Force Manual

AFPAAS—Air Force Personnel Accountability and Assessment System

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

BEPO—Base Emergency Preparedness Orientation

BW—Bomb Wing

CAT—Crisis Action Team

CBOHSEP—Caddo/Bossier Office of Homeland Security & Emergency Preparedness

CBRN—Chemical, Biological, Radiological, and Nuclear

CC—Commander

CES—Civil Engineer Squadron

CONOPS—Concept of Operations
DRF—Disaster Response Force
DoD—Department of Defense
ECC—Emergency Communications Center
EM—Emergency Management
EMWG—Emergency Management Working Group
EOC—Emergency Operations Center
FTAC—First Term Airman Center
GSU—Geographically Separated Unit
HAZMAT—Hazardous Material
IAW—In Accordance With
IEMP—Installation Emergency Management Plan
INWS—Installation Notification and Warning System
LEPC—Local Emergency Planning Committee
MGRS—Military Grid Reference System
MSG—Mission Support Group
OEM—Office of Emergency Management
OPR—Office of Primary Responsibility
PCA—Permanent Change of Assignment
PCS—Permanent Change of Station
RCAT—Restricted Crisis Action Team
RDS—Records Disposition Schedule
SAV—Staff Assistance Visit
TQT—Task Qualification Training
UCC—Unit Control Centers
UEMR—Unit Emergency Management Representative
WMD—Weapons of Mass Destruction

Attachment 2**UNIT EM PROGRAM FOLDER FORMAT**

A2.1. The following is a prescribed index for the unit EM program folder. All unit folders will be maintained on the EM Information Collaborative Environment (ICE) electronically (<https://barksdale.eis.af.mil/2%20BW/2msg/2ces/cex/default.aspx>). Units with no access to SharePoint will send their program management documents to the OEM organizational mailbox (2ces.cex@us.af.mil) for inclusion into the EM ICE.

SECTION I: UNIT DOCUMENTS

BAFB Form 5, Quarterly Reports (Appointment Letters)
Functional Checklist
SAV (Self Inspections/Corrective Actions)
Certifications (Web Based Training Certificates)

SECTION II: EMERGENCY MANAGEMENT WORKING GROUP

Slides
Minutes
Memorandum
Installation Specialized Teams

SECTION III: SHELTER IN PLACE (SIP) INFORMATION

Visual Aids (Bulletin Board)
Documents and Guides
AFTTP 3-2.33 (Excerpt), Shelter in Place

SECTION IV: PLANS-PUBLICATIONS-MUTUAL AID AGREEMENTS

Mutual Aid Agreements
BAFB Publications
AFGSC Publications
USAF Publications
Policy Directives
DoD Publications – Multi-Service TTP

SECTION V: INFORMATION PROGRAM PRODUCTS (NEWSLETTERS)

Archive of Disseminated Products
Documentation of Dissemination

Attachment 3

UNIT EM QUARTERLY REPORT FORMAT

UNIT EMERGENCY MANAGEMENT (EM) QUARTERLY REPORT											
1. UNIT	2. QUARTER				3. REPORT DATE	4. UNIT UMD STRENGTH				NEW INFO	
	<input type="checkbox"/> 1 ST	<input type="checkbox"/> 2 ND	<input type="checkbox"/> 3 RD	<input type="checkbox"/> 4 TH							
5. UNIT EM REPRESENTATIVES											
	RANK & NAME (Last, First MI)		DUTY PHONE	OFFICE SYM	EM REP CBT	LOCAL TRNG					
PRI										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
6. UNIT EM TRAINING SCHEDULERS											
	RANK & NAME (Last, First MI)		DUTY PHONE	OFFICE SYM	REMARKS						
PRI										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
7. UNIT CONTROL CENTER (UCC) REPRESENTATIVES											
	RANK & NAME (Last, First MI)	DUTY PH	OFF SYM	UCC CBT	UCC CLASS	AERO CBT	AERO LOCAL	UL/UC2	SECURITY CLEARANCE		
PRI										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
8. UCC FACILITY INFORMATION											
	BUILDING NUMBER		ROOM #	MAIN PHONE		FAX LINE					
PRI										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
9. EMERGENCY OPERATION CENTER (EOC) REPRESENTATIVES											
	RANK & NAME (Last, First MI)	DUTY PH	OFF SYM	24HR PH	AERO CBT	AERO LOCAL	UL/UC2	SECURITY CLEARANCE			
PRI										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
10. WING INSPECTION TEAM (WIT)											
	RANK & NAME (Last, First MI)	DUTY PH	OFFICE SYM	EET CBT	AERO CBT	AERO LOCAL					
PRI										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
ALT										<input type="checkbox"/>	
11. UNIT FUNCTIONAL CHECKLISTS											
	MAIN PLAN TITLE			DATE OF PLAN		DATE CHECKLISTS REVIEWED					
12. UNIT ESSENTIAL TEAMS											
	TEAM			RECALL ROSTER AVAILABLE							
				<input type="checkbox"/> YES				<input type="checkbox"/> NO			
				<input type="checkbox"/> YES				<input type="checkbox"/> NO			
				<input type="checkbox"/> YES				<input type="checkbox"/> NO			
				<input type="checkbox"/> YES				<input type="checkbox"/> NO			
				<input type="checkbox"/> YES				<input type="checkbox"/> NO			
				<input type="checkbox"/> YES				<input type="checkbox"/> NO			
				<input type="checkbox"/> YES				<input type="checkbox"/> NO			

13. CBRN DEFENSE TRAINING STATISTICS			
TOTAL REQUIRED TRAINING		TRAINED LAST QUARTER	TRAINED YEAR-TO-DATE
AWARENESS			
14. UNIT EM INFORMATION PROGRAM STATISTICS			
SUBJECT(S) BRIEFED/PROVIDED		TOTAL PERSONNEL BRIEFED/CONTACTED	DISSEMINATION METHOD (EMAIL, CC CALL, ETC.)
15. MUTUAL AID AGREEMENTS (MAA)			
MAA REQUIRED		SUBJECT/PURPOSE	MAA ON FILE
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NA	<input type="checkbox"/> YES
			<input type="checkbox"/> NO
			<input type="checkbox"/> NA
DATE SIGNED		ANNUAL REVIEW COMPLETE	
16. SELF INSPECTION			
LAST SELF INSPECTION DATE	CHECKLIST ITEM	FINDING/OBSERVATION	CORRECTIVE ACTION
Is section 18. ADDITIONAL UCC/EOC MEMBERS being utilized?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>If <u>YES</u>, the EM Rep and Commander signatures are only required on the Additional EOC/UCC Members Sheet. If <u>NO</u>, the EM Rep and Commander signatures are only required in the area below.</p>			
19. PRIVACY ACT INFORMATION			
<p>AUTHORITY: 10 USC 9313 and EO 9397. PURPOSE: To obtain necessary information for use during emergency response operations and to ensure units are meeting program requirements established in AFI 10-2501. Your data or request may be shared with other Barksdale agencies. ROUTINE USES outside DOD: None. DISCLOSURE: Voluntary; however, failure to provide required data may result in our inability to effectively respond to an emergency affecting the Barksdale AFB AOR.</p> <p>(When filled in) For Official Use Only. This document contains information exempt from mandatory disclosure under the FOIA. Exemption 5 U.S.C. 552(b)(6) applies. This document also contains personal information that is protected by the Privacy Act of 1974 and must be safeguarded from unauthorized disclosure.</p>			
20. VERIFICATION OF DATA			
<p>We verify that the data listed above is correct and that the individuals assigned above meet the eligibility requirements identified in AFI 10-2501. Additionally, once trained, individuals are physically capable of performing required tasks and have the required retainability of at least 18 months upon initial assignment.</p>			
PRINT NAME & RANK OF UNIT EM REPRESENTATIVE		SIGNATURE	DATE
			
PRINT NAME & RANK OF UNIT COMMANDER		SIGNATURE	DATE
			

Attachment 4

UNIT SELF INSPECTION/STAFF ASSISTANCE VISIT CHECKLIST

Barksdale AFB Emergency Management SAV Checklist

 BARKSDALE AFB EMERGENCY MANAGEMENT STAFF ASSISTANCE VISIT CHECKLIST					
Unit:	Date:				
Unit EM Rep:	EM Flight Rep:				
1. EM PROGRAM ASSESSMENT			YES	NO	N/A
1.1. Has the unit commander appointed unit EM representatives to manage and coordinate unit requirements of the EM program? <i>(AFI 10-2501, 3.11.1)</i>					
1.2. Does the unit participate in the installation Emergency Management Working Group (EMWG), if tasked? <i>(AFI 10-2501, Table 2.2 & 2.4.1.2)</i>					
1.3. Does the unit EM representative create and maintain a unit EM program folder, either hard copy or electronic? <i>(AFI 10-2501, 3.11.1.2 and BAFB EM Rep Guide)</i>					
1.4. Does the unit provide the EM Quarterly Report (BAFB Form 5) to the Office of Emergency Management? <i>(AFI 10-2501, 3.11.1.2.1)</i>					
1.5. Has the unit commander established effective recall procedures to use during increased alert? <i>(AFI 10-2501, 4.8.3.1)</i>					
1.6. Have unit EM Representatives ensured local visual aids and posters (AFVAs 10-2510 and 10-2511) are displayed in work or rest areas? <i>(AFI 10-2501, 9.2.2)</i>					
2. EM PLANNING					
2.1. Has the unit developed unit-specific checklists to support IEMP 10-2? <i>(AFI 10-2501, 4.3.2)</i>					
2.2. Has the unit developed checklists for each specialized team they control? <i>(AFI 10-2501, 4.3.2)</i>					
2.3. Has the unit coordinated checklists that support IEMP 10-2 through the Office of Emergency Management before implementation? <i>(AFI 10-2501, 4.3.2)</i>					
2.3.1. Have unit-specific checklists been developed within 60 days of IEMP 10-2 publication?					
2.3.2. Do unit-specific checklists tell who, what, when, where, and how actions will be accomplished?					

Barksdale AFB Emergency Management SAV Checklist

3. EM TRAINING	YES	NO	N/A
3.1. Did the unit commander appoint primary and alternate unit schedulers utilizing the <i>BAFB Form 5?</i> (AFI 10-2501, 6.4.3)			
3.2. Are unit personnel scheduled and trained IAW AF EM program training requirements? (AFI 10-2501, 6.4.3)			
3.3. Does the unit schedule, track, and document EM training for their personnel in Automated Civil Engineer System - Personnel Readiness (ACES - PR)? (AFI 10-2501, 6.4.3)			
3.4. Has the unit disseminated EM training material throughout the unit to support the Installation EM Information Program? (AFI 10-2501, 6.7.2)			
3.5. Are personnel going TDY to or deploying to a medium threat area (MTA) or high threat area (HTA) current in CBRNE Defense? (AFI 10-2501, 6.4.9)			
3.6. Do unit schedulers, training managers, or deployment managers verify web based training completion before scheduling an individual for the CBRNE Defense Survival Skills Course? (AFI-2501, 6.6.3.5)			
4. EM EQUIPMENT			
4.1. Does the unit identify requirements, budget or, obtain, store, and maintain passive defense operational and training equipment; including individual protective equipment (IPE), personal protective equipment (PPE), detection equipment, contamination control materials, and shelter supplies? (AFI 10-2501, 3.11.13)			
4.2. Does the unit ensure interoperable communications and visual information services are available for incident response? (AFI 10-2501, 3.11.15)			
4.3. Does the unit ensure that all unit military personnel and emergency essential civilians and contractors maintain and use AFPAM 10-100, Airman's Manual during exercises and real world contingencies? (AFI 10-2501, 3.11.20)			
4.4. Does the unit provide personnel assigned to teams specialized protective equipment for their EM missions? (AFI 10-2501, 5.5)			
4.5. Does the unit maintain the minimum materials needed for tasked response and support? (AFI 10-2501, 5.5.1)			
4.6. Does the unit identify and mark training equipment IAW technical orders? (AFI 10-2501, 5.5.2)			
4.7. Does the unit store training equipment separately from operational equipment? (AFI 10-2501, 5.5.2)			
4.8. Does the unit ensure that PPE used by emergency responders is approved by the installation bioenvironmental engineer or Safety personnel (IAW Air Force Occupational and Environmental Safety, Fire Protection, and Health [AFOSH] standards) before procurement and use? (AFI 10-2501, 5.7.3.2)			

Barksdale AFB Emergency Management SAV Checklist

5. SELF INSPECTION AND SAV PROGRAM	YES	NO	N/A
5.1. Does the unit EM representative use the Staff Assistance Visit checklist to perform semi-annual EM program self-inspections 6 months after the unit's scheduled annual SAV? (AFI 10-2501, 3.11.21)			
5.2. Does the unit track open EM program self-inspection and SAV deficiencies until closed? (AFI 10-2501, 3.11.1.2.3)			
5.3. Does the unit provide follow-up action on EM program SAV observations or findings? (AFI 10-2501, 3.11.7)			
6. DISASTER RESPONSE FORCE (DRF)			
6.1. Have one primary and two alternate Emergency Operation Center (EOC) members been appointed utilizing the BAFB Form 5 and trained (EOC), as tasked by IEMP 10-2? (AFI 10-2501, 3.11.3)			
6.2. Does the unit provide First Responder and Emergency Responders, as tasked in IEMP 10-2? (AFI 10-2501, 2.5.10 & 2.5.11)			
7. UNIT CONTROL CENTER (UCC)			
7.1. Are UCCs established IAW AFI 10-2501? (AFI 10-2501, 2.5.12)			
7.2. Does the UCC have checklists and resources to maintain unit command and control (C2), relay information to and from unit personnel, provide expertise to the EOC or IC, and leverage unit resources to respond to and mitigate the incident? (AFI 10-2501, 2.5.12)			
7.3. Are procedures written for 24-hour operation and manning of the UCC to include activation, deactivation, and relocation? (AFI 10-2501 3.11.11)			
7.4. Are items listed below located in the UCC? a. IEMP 10-2, dated July 2013 b. Current On/Off-base grid maps with overlay c. Comm. equipment, to include base stations and handheld radios d. Events Log or equivalent e. Current recall rosters (electronic & hard copy) f. List of emergency phone numbers g. Administrative supplies			
8. SPECIALIZED TEAMS			
8.1. Does the unit appoint Contamination Control Team (CCT) members/Shelter Management Teams (SMT)? (AFI 10-2501, 3.11.4)			
8.2. Does the unit appoint Emergency Management Support Team (EMST) members? (AFI 10-2501, 3.11.4.1)			
8.3. Does the unit commander notify the CE commander when approving the release of a trained team member for reasons other than PCS, retirement, discharge, or medical disqualification? (AFI 10-2501, 3.11.4.2)			
8.4. Does the unit ensure support & recovery teams are adequately staffed, trained and equipped to provide 24-hour coverage when activated? (AFI 10-2501, 3.11.11)			
8.5. Does the unit assign and control Post Attack Reconnaissance (PAR) teams? (AFI 10-2501, 3.12.1.4)			

Barksdale AFB Emergency Management SAV Checklist

9. SHELTER PROGRAM	YES	NO	N/A
9.1. Does the unit Shelter in Place (SIP) Plan provide direction to implement SIP procedures if an incident occurs with little or no warning? <i>(AFI 10-2501, 3.10.15)</i>			
9.2. Do unit plans include methods to relocate, evacuate, or shelter all personnel affected or potentially affected by an incident? <i>(AFI 10-2501, 4.2.2.3)</i>			
9.3. Does the unit include shelter operations checklists address needed supplies/equipment and personnel accountability? <i>(AFI 10-2501, 4.8.4.5)</i>			
9.3.1 Does the unit maintain the supplies needed for Shelter In Place operations, as addressed in the unit SIP Plan?			
10. EXERCISE EVALUATION (WING INSPECTION TEAM)			
10.1. Does the unit participate in installation EM planning and exercises? <i>(AFI 10-2501, 3.11.8)</i>			
10.4. Have new members been appointed and trained before the previous member departs?			
10.5. Have new WIT members received training? <i>(AFI 10-2501, 6.4.5)</i>			
10.6. Has the commander ensured that replies to corrective actions are on time and thorough?			
10.7. Are unit evaluators trained in the areas that they are evaluating? <i>(AFI 10-2501, 6.4.5)</i>			

NOTES
Are there any open items from previous reports?
Are there any repeat deficiencies?

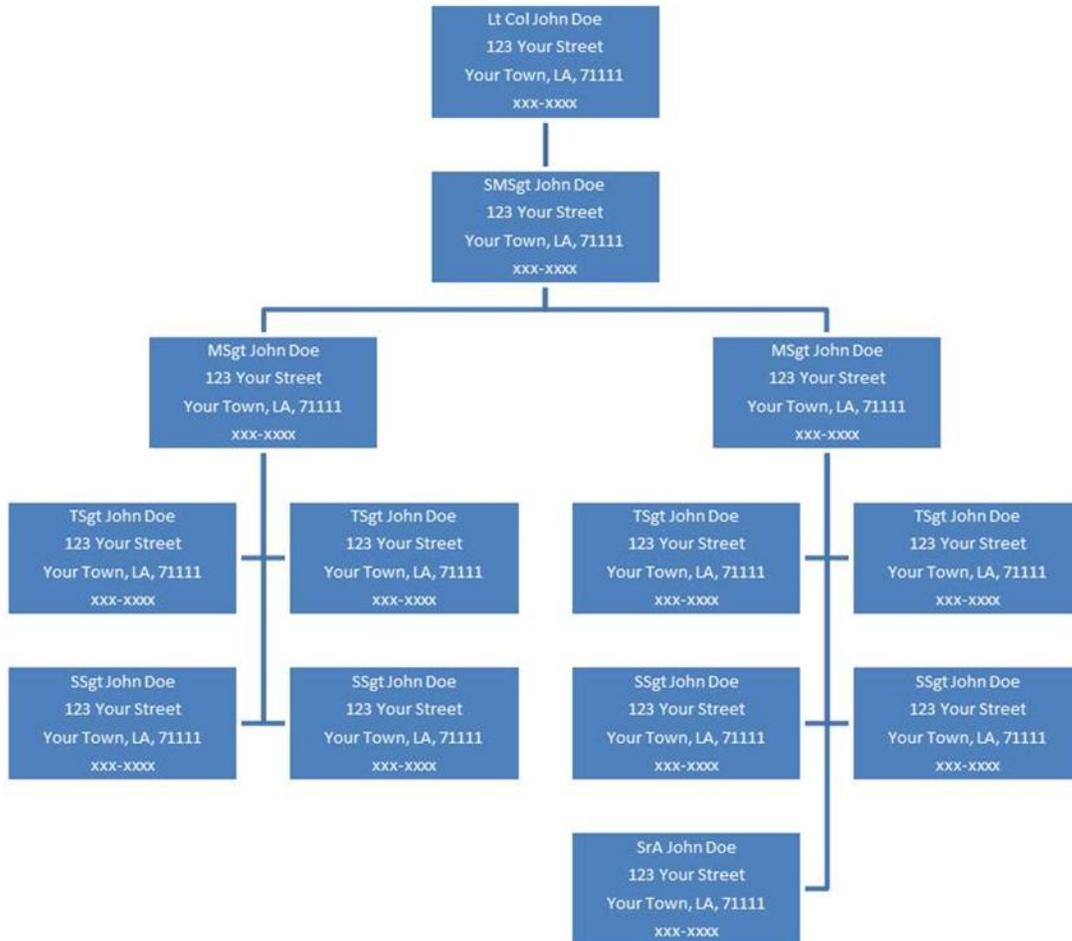
Attachment 5

PYRAMID ALERT ROSTER SAMPLE

YOUR DUTY SECTION

DATE: (Current Months Date)

For Official Use Only



Privacy Act -1974 as Amended applies -- THIS DOCUMENT CONTAINS PERSONAL INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AND MUST BE SAFEGUARDED IAW AFI 33-332 AND DoDR 5400.7 AIR FORCE SUPPLEMENT, PARA C3.2.1.6.2.2.

For Official Use Only

PYRAMID ALERT ROSTER SAMPLE (REVERSE SIDE)

"IMPLEMENT RECALL OPTION 1. THIS IS A UNIT RECALL. COMPLETE YOUR PYRAMID ALERT NOTIFICATIONS AND REPORT TO YOUR DUTY STATION IMMEDIATELY. RECALL TIME IS _____ LOCAL."

Definition: Highest state of unit and wing readiness

- Crisis Action Team report to the command post immediately
- Report unit strength
- All personnel complete pyramid notifications and report to duty station immediately
- Used for a wing-wide recall of all personnel, regardless of shift work or crew rest

"IMPLEMENT RECALL OPTION 2. THIS IS A UNIT ALERT AND SELECTIVE RECALL OF MISSION ESSENTIAL INDIVIDUALS. COMPLETE YOUR PYRAMID ALERT NOTIFICATIONS, REMAIN ON TELEPHONE STANDBY OR REPORT TO YOUR DUTY STATION AS DIRECTED. RECALL TIME IS _____ LOCAL."

Definition: Second highest state of unit and wing readiness

- Crisis Action Team report to the command post immediately
- (For Nuclear Generations ONLY) Report unit strength IAW 2 BW OPLAN 8010-08 Annex E
- All personnel complete pyramid notifications and predetermined mission essential individuals as deemed by the group/unit commander report to duty station immediately
- Personnel not directed to report will remain on telephone standby per unit/group policy
- Shift workers and individuals in crew rest will **not** be called but will be notified upon reporting to duty
- Special instructions determined by 2 BW/CP can be added as necessary. For example: ALL LEAVES ARE CANCELLED, ALL PERSONNEL WILL REMAIN IN QUARTERS, or ALL PERSONAL REMAIN ON 6-RING TELEPHONE STANDBY

"IMPLEMENT RECALL OPTION 3. THIS IS A SELECTIVE RECALL OF MISSION ESSENTIAL INDIVIDUALS. RECALL TIME IS _____ LOCAL."

Definition: Third highest state of unit and wing readiness

- Crisis Action Team report to the command post immediately
- Predetermined mission essential individuals as deemed by the group/unit commander will report to duty
- Group/Unit commanders consider implementing local travel or telephone standby restrictions
- Shift workers and individuals in crew rest will **not** be called but will be notified upon reporting to duty

"IMPLEMENT RECALL OPTION 4. THIS IS A RECALL OF THE CRISIS ACTION TEAM ONLY. RECALL TIME IS _____ LOCAL."

Definition: Used to recall of Crisis Action Team members only

"IMPLEMENT RECALL OPTION 5. THIS IS A TEST OF THE PYRAMID ALERTING SYSTEM. RECALL TIME IS _____ LOCAL."

Definition: Used to test the wing pyramid alerting system only

- Complete your notifications and report end strength numbers to the UCC
- Do not report to your duty station
- Do not notify shift workers and personnel in crew rest
- Do not remain on telephone alert. This is only a test

"IMPLEMENT RECALL OPTION 6. THIS IS AN EMERGENCY OPERATIONS CENTER (EOC) RECALL. RECALL TIME IS _____ LOCAL."

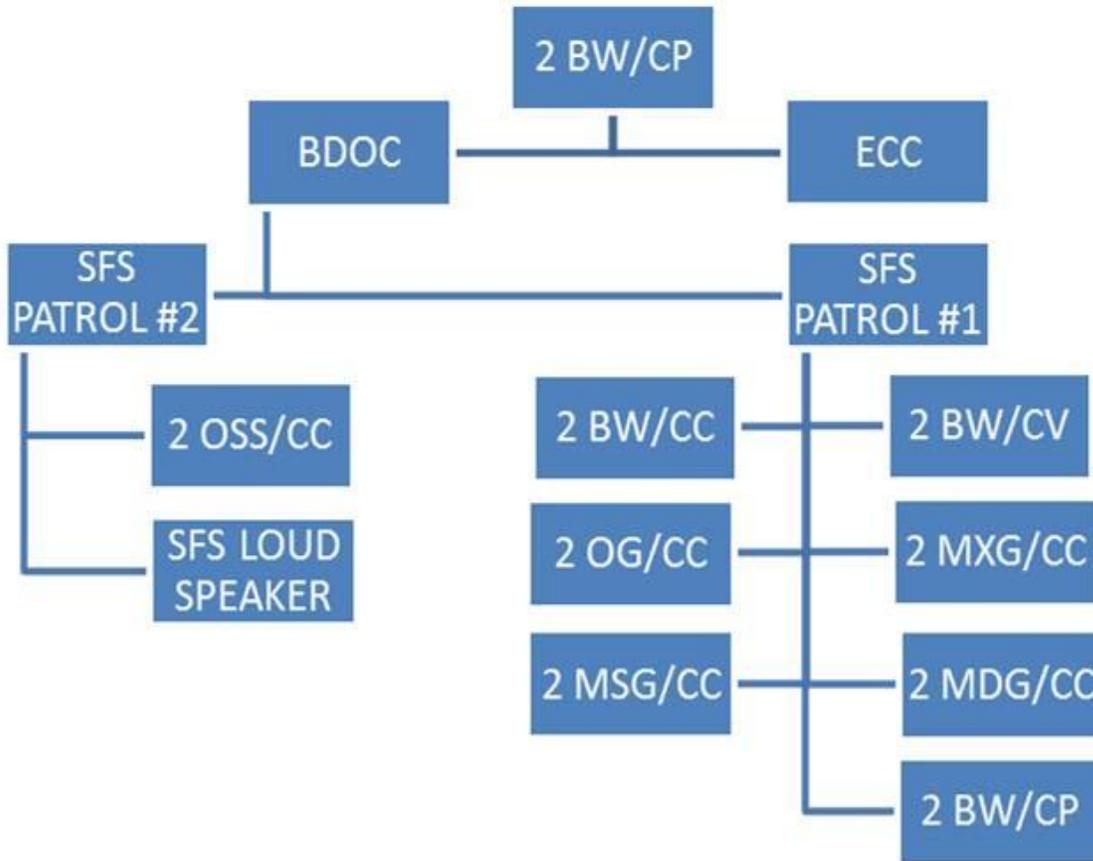
Definition: Used to recall specific Emergency Support Functions (ESFs) to the EOC.

"IMPLEMENT RECALL OPTION 7. THIS IS AN AIR FORCE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM (AFPAAS) RECALL. RECALL TIME IS _____ LOCAL."

Definition: Used for the 2 BW/CC to direct personnel to log on to <https://afpaas.af.mil> and complete accountability actions for themselves and their dependents. Reporting to duty station is **not** required unless directed.

Attachment 6

DEGRADED COMMUNICATIONS RECALL DIAGRAM SAMPLE



Attachment 7

BARKSDALE AFB EM EDUCATION & TRAINING REQUIREMENTS

Position/Title	AFEM Program Course	AERO: First & Emergency Responder ⁴	ICS 300	ICS 400	Air Force Incident Management Course	Nuclear Weapons Incident Response Training	Nuclear Emergency Team Operations
Disaster Response Force (DRF) Members							
X = Required by HAF M = Required by AFGSC B = Required by BAFB O = Optional							
First or Emergency Responder	X	B					
EOC Director (P & A) ⁵	X	X	B	B	X	M	
EOC Manager (P & A) ⁵	X	X	X	X	X	M	
Recovery Operations Chief	X	X	B	B	B		
Emergency Support Function (ESF) ⁵	X	X	O	O	O		
IRF Member	X	B	O	O	O		
Civil Engineer							
Base Civil Engineer	X	X	B	B	X		
Chief of Operations	X	B			B		
Office of Emergency Management Personnel	X	X	X	X ¹	X ²	M ³	X
Fire Emergency Services Personnel	X	M					
Explosive Ordnance Disposal Personnel	X	M					
Medical							
Medical Readiness Officer	X	B	X	X	O		
Physician	B						
Public Health Emergency Officer	X	B	B	B	O		
Bioenvironmental Team Chief and Alternate	X	X	B	B	O		
Note 1: HAF requirement for Office of Emergency Management (OEM) Superintendent & Flight Officer, BAFB requirement for all OEM Staff. Note 2: HAF requirement for OEM Superintendent & Flight Officer, BAFB requirement for OEM Staff filling positions as either EOC Manager or Emergency Support Function 5. Note 3: AFGSC requirement for OEM Craftsman, Superintendent & Flight Officer, BAFB requirement for all OEM Staff who by position are identified as critical members of the RTF. Note 4: Full course completion credit requires AERO Local Policies & Procedures instructed by OEM. Note 5: All members of the Emergency Operations Center require the EOC Operations Course (ZZ133132) in addition to AERO: FER.							