

**BY ORDER OF THE COMMANDER  
FAIRCHILD AIR FORCE BASE**

**FAIRCHILD AIR FORCE BASE  
INSTRUCTION 10-2501**



**3 DECEMBER 2013**

**Operations**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Jason S. Campbell)

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This instruction implements local guidance for administering the Air Force (AF) Emergency Management (EM) Program at Fairchild Air Force Base (AFB) and complements Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, as supplemented by Air Mobility Command (AMC). It also outlines procedures to support Fairchild AFB Comprehensive Emergency Management Plan (CEMP) 10-2. This instruction applies to all personnel, both military and civilian, assigned to Fairchild AFB. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Information Management Tool (IMT) 847, *Recommendation for Change of Publication*.

**SUMMARY OF CHANGES**

This instruction is a completely new publication and must be reviewed in its entirety.

**1. Purpose.** This instruction provides EM program policy and guidance for units assigned to Fairchild AFB. It includes guidelines for training, exercising and equipping personnel as well as assessing the wing's capability for successful EM operations.

**2. Responsibilities:**

## 2.1. The 92 Air Refueling Wing Commander will:

2.1.1. Execute a comprehensive wing EM program in accordance with (IAW) AFI 10-2501, as supplemented, and the Fairchild AFB IEMP 10-2.

## 2.2. Commanders/Agency Chiefs will:

2.2.1. Maintain EM programs and planning in accordance with AFI 10-2501 and other applicable directives. Commanders have ultimate responsibility for their unit's EM programs and will ensure unit planning documents incorporate EM objectives of force survivability and mission continuation, according to all applicable publications. Commanders appoint personnel to EM additional duties IAW Table 2.1., utilizing the Emergency Management Quarterly report provided by 92 CES/CEX.

**Table 2.1. Emergency Management Additional Duty Taskings.**

	EM Rep	EM Working Group Member	EOC Member	UCC Controller	CBRNE Scheduler	EM Support Team
Wing						
92 ARW/DS	X	X	X (NOTE 1)	X	X	N/A (NOTE 3)
Operations Group						
92 OG	X	X	X	X	X	N/A (NOTE 3)
Maintenance Group						
92 MXG		X	X	X		N/A (NOTE 3)
92 AMXS	X					N/A (NOTE 3)
92 MXS	X					N/A (NOTE 3)
Mission Support Group						
92 MSG		X	X			N/A (NOTE 3)
92 CES	X	X	X (NOTE 1)	X	X	N/A (NOTE 3)
92 SFS	X	X	X	X	X	N/A (NOTE 3)

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92 CS	X	X	X	X	X	N/A (NOTE 3)
92 FSS	X		X	X	X	N/A (NOTE 3)
92 LRS	X	X	X	X	X	N/A (NOTE 3)
92 CONS	X		X	X	X	N/A (NOTE 3)
Medical Group						
92 MDG	X	X	X (NOTE 1)	X	X	N/A (NOTE 3)
Associates/Tenants (NOTE 2)						
141 ARW	X	X	X			N/A (NOTE 3)
336 TRG	X	X	X	X	X	N/A (NOTE 3)
JPRA	X	X	X	X	X	N/A (NOTE 3)
USAR/WANG	X	X	X	X		N/A (NOTE 3)
<p>NOTE 1: DS EOC membership is XP, XPI, JA, PA, SE, CPTS. CES membership is CC, CEAN, CEF, and CEX. MDG membership includes emergency medical and BEE.</p> <p>NOTE 2: Larger associate and tenant units will provide EOC representation. These personnel will only participate in exercises in accordance with support agreements and as needed during emergencies.</p> <p>NOTE 3: Currently this is not a requirement at Fairchild AFB.</p>						

2.2.1.1. Units tasked to provide EM Representatives will appoint at least two personnel to this duty. Specific responsibilities of the EM Representative can be found in this instruction as well as the Fairchild AFB Emergency Management Unit Program Guide published by 92 CES/CEX. EM Representatives will be considered qualified after completing the EM Representative training course provided by 92 CES/CEX. To maintain qualification, EM Representatives must attend recurring training at the frequency required in Chapter 6 of AFI 10-2501. All the information

listed above will be added to the quarterly EM report which is sent to 92 CES/CEX (if applicable).

2.2.1.2. Units tasked to provide EM Working Group (EMWG) members, will appoint at least two functional area experts to this duty. The functional areas required on the EMWG are listed in Table 2.1. Specific responsibilities can be found in AFI 10-2501 Para 2.4.1.2.

2.2.1.3. Units tasked to provide Emergency Operations Center (EOC) members will appoint at least two primary functional area experts (at least in the grade of E-5) to this duty and alternates as necessary depending on resources and other taskings. Two personnel must be available at all times for 24-hour emergency operations. The functional areas required on the EOC staff are listed in Table 2.1. Specific responsibilities of EOC members can be found in AFI 10-2501, Attachment 2.

2.2.1.3.1. EOC members will be considered qualified after completion of the local EOC course provided by 92 CES/CEX, the Air Force Emergency Response Operations (AERO) Command and Control computer-based training (CBT), and the Federal Emergency Management Agency (FEMA) Incident Command System CBT as prescribed by Table 6.1 of AFI 10-2501 as supplemented. Credentials must be forwarded to 92 CES/CEXM for accountability. After initial qualification, EOC members must participate in at least one exercise per year and/or attend recurring training at the frequency required in Chapter 6 of AFI 10-2501. All the information listed above will be added to the quarterly EM report which is sent to 92 CES/CEX (if applicable).

2.2.1.4. Units tasked to provide Unit Control Center (UCC) controllers will appoint the appropriate number of personnel needed to staff the UCC when 24-hour operations are required but no fewer than two personnel. Specific responsibilities of UCC controllers can be found in AFI 10-2501.

2.2.1.4.1. UCC controllers will be considered qualified after completing the AERO Command and Control CBT, UCC Operations CBT and attending the UCC training course provided by 92 CES/CEX. In addition, UCC controllers are now required to complete FEMA independent study courses in accordance with their respective Emergency Support Function (ESF) (AFI 10-2501, AMC Supp, Table 6.1). Credentials must be forwarded to 92 CES/CEXM for accountability. After initial qualification, UCC controllers must participate in at least one exercise per year and/or attend recurring training at the frequency required (AFI 10-2501, AMC Supp Chapter 6). All the information listed above will be added to the quarterly EM report which is sent to 92 CES/CEX (if applicable).

2.2.1.5. Units tasked to provide training schedulers for Chemical, Biological, Radiological, Nuclear, and high-yield Explosive (CBRNE) training, will appoint at least two personnel and be listed on their unit's Emergency Management Quarterly Report. A copy of the updated quarterly report will be forwarded to 92 CES/CEX. Specific responsibilities of CBRNE schedulers can be found in AFI 10-2501, Chapter 6.

2.2.1.5.1. CBRNE schedulers will be considered qualified after completing

training on CBRN Defense Survival Skills scheduler responsibilities and the Automated Civil Engineer System (ACES) Unit Scheduler training course provided by 92 CES/CEX. Unit CBRNE training schedulers will ensure personnel comply with all class reporting requirements.

2.2.1.6. Units tasked to provide Emergency Management Support Team (EMST) members will appoint the number of personnel IAW taskings levied by Fairchild AFB's Ready Augmentation Duty (READY) board. Specific responsibilities for personnel assigned as EMST members can be found in AFI 10-2501. All the information listed above will be added to the quarterly EM report which is sent to 92 CES/CEX (if applicable).

2.2.1.6.1. EMST members will be considered qualified after completing the EMST training course provided by 92 CES/CEX. To maintain qualification, EMST members must participate in at least one exercise per year and/or attend recurring training at the frequency required in Chapter 6 of AFI 10-2501.

2.2.1.6.2. Once activated, EMST members will work exclusively with the Readiness & Emergency Management Flight.

2.2.2. Ensure the unit conducts and/or participates in exercises IAW AFI 10-2501 as supplemented. If conducting a unit-level exercise, forward a copy of the exercise report to 92 ARW/XPI.

2.2.3. Ensure personnel appointed to an EM additional duty accomplish all training and tasks required to achieve and maintain qualification in that duty.

2.2.4. Ensure that unit CBRNE training schedulers are effectively using training slots allocated to the unit and that unit personnel are attending as directed.

2.2.5. Provide a written reply to findings noted during Staff Assistance Visits (SAV) conducted by 92 CES/CEX.

2.3. The Installation Emergency Manager will:

2.3.1. Manage the EM program for the installation commander to ensure an effective program is executed IAW AFI 10-2501 and AFMAN 32-1007, as supplemented.

2.3.2. Serve as facilitator for the EMWG meetings.

2.3.3. Distribute EM information material, pamphlets, visual aids, and other educational material.

2.3.4. Provide EM SAV to all assigned units IAW AFI 10-2501, as supplemented.

2.3.5. Conduct EM-related training IAW AFI 10-2501, as supplemented.

2.3.6. Ensure that a process is in place for units to obtain current grid maps and cordon overlays.

2.3.7. EM Flight will support the base Right Start function with a localized briefing. Subject matter will include disaster preparedness, severe weather, major accidents, emergency actions (evacuation and shelter in place), and family disaster kit recommendations.

#### 2.4. Unit Emergency Management Representatives will:

2.4.1. Manage the unit EM program IAW AFI 10-2501, this instruction, and the Fairchild AFB Emergency Management Unit Program Guide.

2.4.1.1. Submit EM program quarterly reports to 92 CES/CEXM.

2.4.1.2. Maintain a unit EM program continuity binder and bulletin board IAW the Fairchild AFB Emergency Management Unit Program Guide.

2.4.1.3. Conduct EM information program briefings for unit personnel at least quarterly utilizing material provided by 92 CES/CEXM.

2.4.1.4. Develop, implement and maintain unit operating checklists in support of Fairchild AFB Installation Emergency Management Plan (IEMP) 10-2. Utilize checklist templates provided by 92 CES/CEXM and submit checklists to 92 CES/CEXM for review and approval prior to implementation.

2.4.1.5. Identify requirements and ensure the unit obtains, stores and maintains EM-related equipment IAW applicable technical orders.

2.4.1.6. Establish, in cooperation with unit facility managers, Shelter In-Place (SIP) procedures and maintain SIP materials for all unit facilities. Establish facility evacuation plans using the IEMP 10-2.

2.4.2. Perform self-inspections of the unit EM program at least twice semi-annually using checklists provided by 92 CES/CEXM. Additionally, Fairchild AFB EM programs should accomplish self inspections after EM program turn over to ensure program continuity.

2.4.3. Accompany SAV or inspection teams while they evaluate the unit EM program and coordinate any meetings or interviews with unit personnel that are requested.

#### 2.5. Unit CBRNE training schedulers will:

2.5.1. Schedule unit personnel for CBRNE training IAW AFI 10-2501, as supplemented, using the ACES scheduling module provided by 92 CES/CEXM.

2.5.2. Notify unit leadership of training attendance issues or non-compliance by unit personnel.

### 3. Emergency Response and Recovery:

3.1. All persons on the base will heed warnings and direction from mass notification systems and first or emergency responders.

3.2. The installation Command Post (CP) is the primary command and control function for initial installation notification and warning. Additional information and updates during a response and recovery from an emergency will be provided by fire dispatch, the BDOC, and the EOC. The CP will execute emergency recalls as prescribed by functional guidance and AFI 10-2501 as supplemented using At Hoc. 92 CES/CEXM will provide rosters to the CP for EOC recalls.

3.3. The EOC is the command and control function for all base response and recovery once recalled. The EOC may be used by or augmented with local responders and emergency management personnel as needed.

3.3.1. During normal duty hours, the EOC is considered to be in a “warm” status. This can quickly be raised to a “partial” level of recall, including a “monitor” status, when formal tracking of an incident begins. A “full” recall may be requested by the Incident Commander or EOC Director.

3.3.2. The primary facility layout will comply with unified facilities criteria. This includes an EOC Operations room for the EOC Director, the Operations section and key staff, with work centers in separate rooms for Logistics and Planning Sections as well as additional office space for the EOC Director, administrative support, and classified communications.

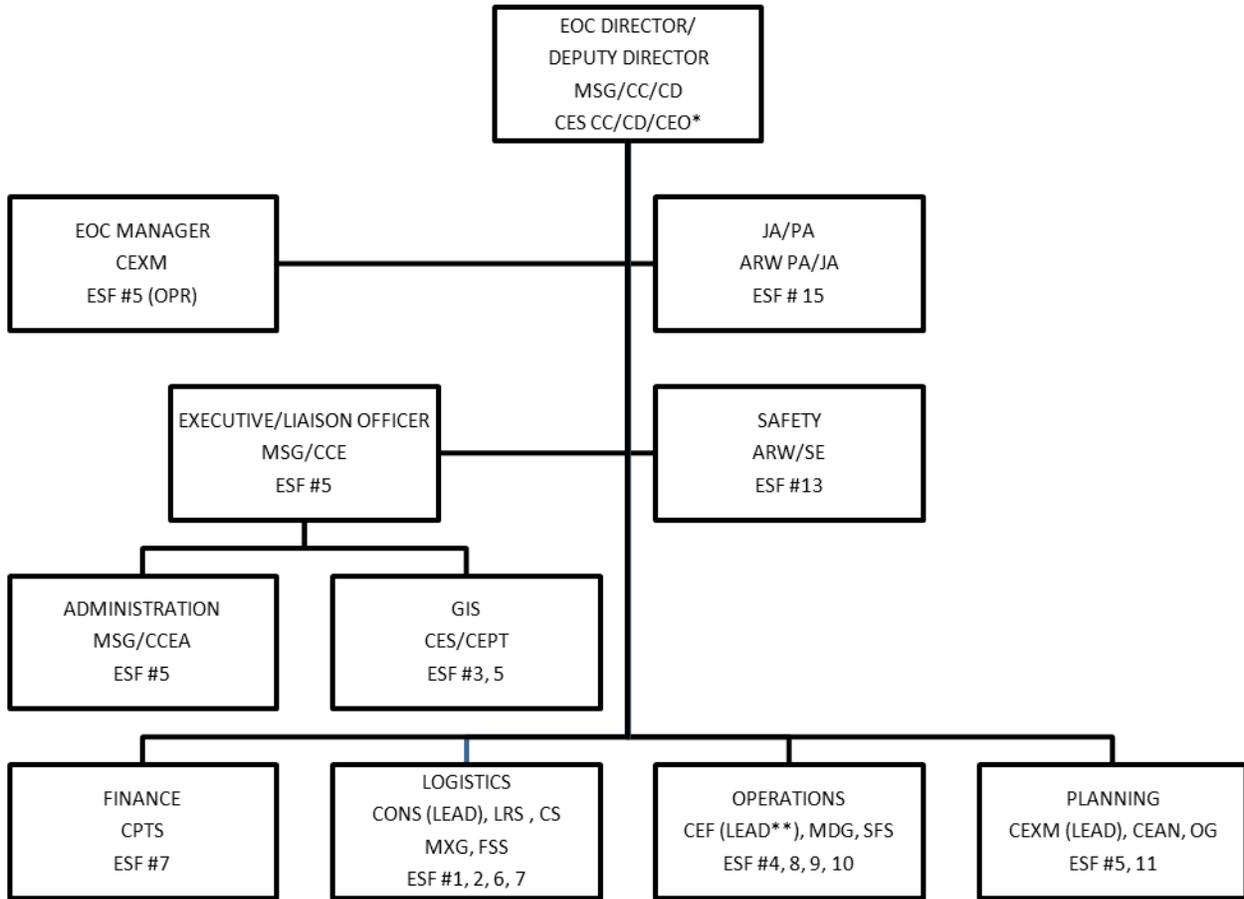
3.4. EOC members will be trained and appointed in accordance with AFI 10-2501 as supplemented and this publication. Commanders and the Director of Staff will equip EOC members with tools required for an effective and efficient response and recovery. These include, but are not limited to, a method of direct recall (phones or other electronic device), functional reference material, and copies of checklists supporting the EOC Director’s checklist. These checklists will be reviewed by the EOC Manager (CES/CEXM) before implementation as required by AFI 10-2501.

3.5. 92 ARW/CC or MSG/CC, acting as the EOC Director, will recall the EOC. This should be done only after consulting with the Incident Commander in order to establish the correct level of recall (see Fairchild AFB EOC Activation Guide) and to ensure EOC members have a safe route of travel to either the primary or alternate EOC. EOC members will respond safely but quickly once recalled and sign in with the EOC Manager.

3.6. The EOC will be organized in accordance with AFI 10-2501 as supplemented and the AMC and Fairchild AFB EOC Guides. Once recalled, EOC organizational representatives are under operational control of the EOC Director.

3.7. Office of Primary Responsibilities will report directly to the ICS Support Section Chiefs which are: Finance/Administration, Operations, Logistics and Planning. Incident Command System (ICS) Support Section Chiefs will report to the EOC Director but will keep open and continuous lines of communication with the on scene incident command staff they are supporting, their respective units of assignment, and each other. EOC Director’s staff will report to the Executive Officer. See Figure 3.1.

Figure 3.1. EOC Director's Staff.



\*CES WILL ALSO BE OPR FOR ESF #3, 12, 14

\*\* SFS WILL LEAD FOR ACTIVE SECURITY INCIDENTS; MDG WILL LEAD FOR DISEASE CONTAINMENT

3.8. Checklists are provided to the EOC Director, ICS Support Section Chiefs and other key staff. ESF members are required to develop supporting checklists for detailed actions as required by AFI 10-2501 as supplemented and the IEMP 10-2.

3.9. The EOC will not be fully demobilized until the ICS Support Section Chiefs and the EOC Director agree that further recovery actions would be more effectively accomplished from members' normal duty sections. The EOC Director may partially demobilize the EOC at any time

BRIAN M. NEWBERRY, Colonel, USAF  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operations*, 30 May 2013

AFMAN 33-363, *Management of Records*, 01 March 2008

Fairchild AFB CEMP 10-2, *Comprehensive Emergency Management Plan*, 1 July 2010

FAIRCHILD AFB 10-126, *Resource Augmentation Duty (READY)*, 04 April 2008

***Prescribed Forms:***

None.

***Adopted Forms:***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**ACES**—Automated Civil Engineer System

**AERO**—Air Force Emergency Response Operations

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**AMC**—Air Mobility Command

**CBRNE**—Chemical, Biological, Radiological, Nuclear, and high-yield Explosive

**CBT**—computer-based training

**CEMP**—Comprehensive Emergency Management Plan

**CP**—Command Post EM-Emergency Management

**EMST**—Emergency Management Support Team

**EMWG**—Emergency Management Working Group

**EOC**—Emergency Operations Center

**ESF**—Emergency Support Function

**FEMA**—Federal Emergency Management Agency

**IAW**—in accordance with

**ICS**—Incident Command System

**IEMP**—Installation Emergency Management Plan

**IMT**—Information Management Tool

**OPR**—office of primary responsibility

**RDS**—Records Disposition Schedule

**SAV**—Staff Assistance Visits

**SIP**—Shelter In-Place

**UCC**—Unit Control Center