

**BY ORDER OF THE COMMANDER
434TH AIR REFUELING WING**



**AIR FORCE INSTRUCTION 10-2501
GRISSOM AIR RESERVE BASE
Supplement**

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OPERATIONS**

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 10-25, *Emergency Management*, Air Force Instruction (AFI) 10-2501, *Emergency Management (EM) Planning and Operations* and Air Force Manual (AFMAN) 10-2507, *Readiness and Emergency Management (R&EM) Flight Operations*. It establishes responsibilities and procedures for the 434 Air Refueling Wing (ARW) EM program. It defines the functions of units within the 434 ARW that contribute to the program. This instruction applies to all 434 ARW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*. 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/afirms/afirms/rims.cfm>. The use of the name or mark of any specific manufacture, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of Grissom Air Reserve Base (GARB) Supplement to AFI10-2501.

1.6.3. (Added) The Mission Support Group Readiness and Emergency Management Office is the point of contact for all Military Support to Civil Authorities (MSCA) operations and support at Grissom ARB.

1.7.3. (Added) The Common Operating Picture (COP) for Grissom ARB is accomplished through a combination of SharePoint Virtual Operations Center (VOC) and WebEOC to work with the local civilian authorities.

2.4.1.2. (Added) In order to keep our Reserve Forces informed of Emergency Management Working Group (EMWG) activities, a briefing will be provided at least quarterly at the Unit Training Assembly (UTA) Commanders meeting on the primary UTA. The installation's daily civilian forces emergency management issues will be incorporated into the EMWG. At Grissom ARB, the typical minimum Installation EMWG members include:

Air Force Office of Special Investigations	Logistics Readiness Squadron
Air Traffic Control	Medical representative
Aircrew Life Support	Personnel Readiness Function
Civil Engineer	Bioenvironmental Engineer
Public Health Emergency Officer	CE Asset Management
Public Affairs	Readiness and Emergency Management
Communications	Contracting
Fire Emergency Services	Installation Deployment Officer
Exercise Evaluation Team Chief	Judge Advocate Representative
Safety	Services Representative
Security Forces	Wing Inspector General
Wing Plans and Programs	Command Post Representative
Operations Group Representative	Maintenance Group Representative

3.11.1. (Added) Unit Commanders manage their Emergency Management Programs by appointing and training a primary and alternate Emergency Management Representative. The EM Reps will attend training provided by the Readiness and Emergency Management Flight as well as the computer based training available on line at the ADLS web site. Copies of these certificates and appointment letters will be provided to the R and EM flight and maintained in the Unit Emergency Management Continuity Book. Unit Commanders will appoint and train replacements for anticipated vacancies. Unit EM Reps may be traditional reservists or Air Reserve Technicians (ARTs), as determined by the commander as long as one of them is a full-time employee, available through the week. Wing, group, and squadron emergency management is combined as listed below. The designated squadron appoints a primary and alternate unit representative to administer the program for their squadron and these combined units: FSS will support Wing Staff and MSG Staff; MOF will support the MXG Staff; and OSS will support the OG Staff.

3.11.1.1.1. (Added) Attend quarterly Unit Emergency Management Representative Meetings. EM Representative Meetings will be held quarterly, normally in the first month of the calendar quarter, i.e. January, April, July and October.

3.11.1.1.2. (Added) Coordinate Emergency Management training requirements with the unit training manager. Ensure unit personnel are scheduled for and attend required Emergency Management and Chemical, Biological, Radiological, Nuclear, and high-yield Explosive (CBRNE) training. Unit EM Reps will verify training and coordinate disparities with MSG/CEX.

3.11.1.1.3. (Added) Conduct a quarterly Unit Information Program tailored to the unit's needs and mission.

3.11.1.1.4. (Added) In conjunction with the unit equipment manager, act as the point of contact for sizing and obtaining CBRNE defense operational, training personnel protective equipment (PPE) and gas mask support kit.

3.11.1.1.5. (Added) Ensure mask inspections are accomplished as required.

3.11.1.1.6. (Added) Ensure applicable directives and technical orders (T.O.s) (see attachment 3 for Applicable Directives and T.O.s) are maintained for emergency management planning, management and maintenance and inspection of unit owned equipment. Directives and technical orders may be electronic or hard copy.

3.11.1.1.7. (Added) Request (non-reportable) Emergency Management Assistance Visit from MSG/CEX whenever there is a need.

3.11.1.2.4. (Added) Maintain a unit Emergency Management Continuity Binder in accordance with attachment 2.

3.11.5. (Added) All units assigned to GARB publish checklists or procedural guides for Unit Control Center (UCC) activation, evacuation and relocation, major accidents, natural disasters (to include sheltering) and attack actions. Checklists must be year dated when developed. Completed checklists must be approved and signed by the commander and then forwarded to CEX for review. Checklists must be reviewed for currency by the unit annually. The date of annual reviews must be annotated on each checklist along with the reviewing official's name.

3.11.5. (Added) The units that must establish and maintain control centers (UCCs) for emergency response will be identified in the GARB Comprehensive Emergency Management Plan (CEMP) 10-2 in the Command and Control Relationship Annex.

3.11.5. (Added) MSG/CEX procures, maintains, and stores personal protective equipment and response equipment for the Readiness office. CEX provides identification material for the Emergency Operation Center (EOC) members. The individual or individual's unit supplies cold weather clothing and wet weather gear. Emergency Management Readiness Support Team (EMRST) Nuclear, Biological, Chemical (NBC) detection and decontamination equipment are stored and maintained by CEX. Contamination control materials may be drawn from in stock resources. Materials are not stockpiled for the sole purpose of contamination control. Additional materials required at the time of an incident are procured through Contracting (LGC). Hazardous Material (HAZMAT) contamination control materials are determined, procured, stored and maintained by Civil Engineering Fire Department (CEF).

3.12.1.1. (Added) The Grissom EMRST, (formally known as the Readiness Support Team), manning will consist of 10 individuals assigned from 434 ARW units. ARW (1), OG (2), MSG (4) and MXG (3) will appoint individuals for assignment to the EMRST. They can be military, civilian, or contractors; however assignment of civilians or contractors requires the approval of the Civilian Personnel Office (DPC) or Contracting office. Appointed individuals must have normal color vision and meet minimum physical profile and fitness standards be able to lift of up to 50 pounds, must possess a valid driver's license and have at least a Secret security clearance. EMRST duties include, but are not limited to: map reading & plotting, Land Mobile Radio (LMR) and base station communications, EOC and NBC Cell augmentation, deployment and set-up of the Mobile Communications Center trailer and on-scene liaison with the Incident Commander. Members of the EMRST must be available on a weekday basis and cannot be assigned any other additional duties that would conflict with EMRST duties in an emergency.

4.7.5.2. (Added) The Wing Shelter Policy is to Shelter-in-Place. The designated facility managers are responsible for their shelter-in-place program with the oversight and assistance of the unit's Emergency Management Representative. Each occupied building must establish a

Shelter-in-Place Program. The most likely disasters to affect GARB are snow and ice storms, tornadoes, hazardous materials incidents and Weapons of Mass Destruction (WMD) or terrorist actions. GARB is also designated through plans and support agreements as a reception base for personnel and equipment evacuating the effects of a disaster or an expected hurricane. Natural disaster shelters are not designated for severe weather at GARB. The base populace will take shelter in their work area, as applicable, or time permitting, would be released to the shelter of their homes or evacuate to a safer area. See CEMP 10-2 for shelter-in-place procedures and further details.

5.7.2.2. (Added) GARB units will assign an equipment manager to enter mobility “C-bag” data into the Mobility Inventory Control and Accounting System (MICAS) system for their unit. Supply personnel will maintain and store mobility bags in the supply warehouse. All changes in personnel, sizing data, and mask control data are the responsibility of the unit.

6.6.1.3. (Added) At Grissom, the training requirement increment for the CBRNE Survival Skills will be in accordance with AFI 10-2501_AFGM2, para. 6.6.1.3.1: The recurring training frequency for CBRNE Defense Survival Skills Course is for all Airmen tasked to deploy in Air and Space Expeditionary Force (AEF) Tempo Bands A, B, C, M and N will complete this training within 12 months prior to deploying. When tasked to deploy, all Airmen in AEF Tempo Bands D & E and those filling an Enabler mission must ensure this training is completed once every 24 months. Additionally, airmen who must maintain mission ready status for an Major Combat Operation/Operational Plan (MCO/OPLAN) must complete this training once every 24 months.

6.6.1.13. (Added) Medical readiness training officers must provide written documentation to MSG/CEX verifying the personnel have met CBRNE defense training requirements through participation in one of the creditable formal medical courses.

WILLIAM T. CAHOON, Col, USAFR
Commander

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

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

AFI 10-2501, Air Force Reserve Command Supplement, 6 February 2009, *Air Force Emergency Management (EM) Program Planning and Operations*

Abbreviations and Acronyms

ADLS— Advanced Distributed learning Service

AEF— Air and Space Expeditionary Force

AFGM— Air Force Guidance Memorandum

AFH— Air Force Handbook

AFI—Air Force Instruction

AFMAN— Air Force Manual

ART— Air Reserve Technician

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

CBT— Computer Based Training

CE— Civil Engineer or Civil Engineering

CEF— Civil Engineering Fire Department

CEMP— Comprehensive Emergency Management Plan

CEX— Civil Engineering Readiness and Emergency Management Flight

COP— Common Operating Picture

DPC— Civilian Personnel Office

EET— Exercise Evaluation Team

EM— Emergency Management

EM Rep— Emergency Management Representative

EMRST— Emergency Management Readiness Support Team

EMWG— Emergency Management Working Group

EOC— Emergency Operations Center

FSS— Force Support Squadron

GARB—Grissom Air Reserve Base

HAZMAT or HazMat— Hazardous Material

IPB— Illustrated Parts Breakdown

LMR— Land Mobile Radio
MCO/OPLAN—Major Combat Operation/Operational Plan
MOF— Maintenance Operations Flight
MICAS— Mobility Inventory Control and Accounting System
MSCA— Military Support to Civil Authorities
MSG— Mission Support Group
MXG— Maintenance Group
NBC— Nuclear, Biological, Chemical
OG— Operations Group
OI— Operating Instruction
OPR— Office of Primary Responsibility
OSS— Operations Support Squadron
PPE— Personal Protective Equipment
R and EM— Readiness and Emergency Management
RDS— Records Disposition Schedule
SAV— Staff Assistance Visit
SI— Self Inspection
T.O.— Technical Order
TR— Traditional Reservist
UCC— Unit Control Center
UTA— Unit Training Assembly
VOC— Virtual Operations Center
WMD—World Mass Destruction

Attachment 2

434 ARW UNIT EMERGENCY MANAGEMENT CONTINUITY BOOK

A2.1. Each unit Emergency Management Representative will maintain a continuity book with the following format and content:

A2.2. This handbook will be centrally located and accessible within the unit by all unit personnel. The primary purpose is to maintain continuity in the unit Emergency Management Program.

Attachment 3**PUBLICATIONS AND TECHNICAL ORDERS MINIMUM REQUIREMENTS**

A3.1. Publications and Technical Orders. Unit's EM representatives will maintain the following publications (or electronic access to them) as a minimum in the unit Emergency Management Continuity Book. Minimum Technical Orders (T.O.) (or electronic access) required for protective equipment and specialized team operations may be maintained at the responsible work center or central unit T.O. library.

A3.1.1. Management Publications:

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

AFI 10-2501 AFRC Supplement

AFI 10-2501 434 ARW Supplement

AFH 10-2502, *USAF Weapons of Mass Destruction (WMD) Threat Planning and Response Handbook*

AFMAN 10-2602, *Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Operations and Standards*

AFMAN 10-2502, *Air Force Incident Management System (AFIMS) Standards and Procedures*

AFMAN 10-2504, *Air Force Incident Management Guidance for Major Accidents and Natural Disasters*

434 ARW Comprehensive Emergency Management Plan (CEMP) 10-2

A3.1.2. Technical Orders (T.O.s): Units that maintain ground crew chemical warfare defense equipment will ensure they have access to the following T.O.s for equipment inspections and training.

11D1-1-131, *Operator's Manual – Decontaminating Kit, Skin: M291*

11D1-3-10-1, *Operator's Manual for Marking Set, Contamination: Nuclear, Biological, Chemical (NBC) (9905-12-124-5955)*

11D1-3-11-1, *Operator's Manual – Individual Equipment – Decontamination Kit – P/N M295*

11H2-14-5-1, *Operating Instructions – Paper, Chemical Agent, BGH ABC-M8*

11H2-2-21, *Operator's Manual – Paper, Chemical Agent Detector, M9*

14P3-1-141, *Operation and Maintenance Instructions – Ground Crew Chemical Ensemble*

14P4-15-1, *Operation and Maintenance Instructions – with IPB – Chemical-Biological Mask Type, MCU-2A/P and MCU-2/P*

14P4-20-1, *Operator and Field Maintenance Manual, Including Repair Parts and Special Tools Listing, for Mask, Chemical-Biological: Joint Service General Purpose (JSGPM), field M50*