

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

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



12 JUNE 2014

Operations

EMERGENCY MANAGEMENT PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Maj Scott D. Cline)

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This Instruction defines the Hill Air Force Base (Hill AFB) Emergency Management (EM) Program as a cross-functional program that integrates procedures and standards for planning, logistical requirements, emergency response actions, emergency response guidelines, exercises and evaluations, personnel training, detection, identification and warning, notification in accordance with AFI 10-2501 *Air Force Emergency Management Program Planning and Operations*. It clarifies policies and procedures unique to Hill AFB regarding the EM Program, incident response, consequence management, and Chemical, Biological, Radiological, Nuclear and High Yield (CBRN) training. It identifies the Readiness and Emergency Management Flight (REMF) as the Installation Office of Emergency Management (IOEM). This instruction applies to all units and members assigned or attached to Hill AFB, including those assigned to the Utah Test and Training Range (UTTR), Oasis complex, and Little Mountain facilities. An annual review of this instruction will be conducted. Any unit requesting an update or change will submit comments to the 775th Civil Engineering Squadron Readiness and Emergency Management Flight (775 CES/CEX) for consideration. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, Publications and Forms Management, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. 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 in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF

IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include Hill AFB Units requiring a Unit Emergency Management Representative (UEMR), Semi-annual self-assessment requirements, and the Installation Readiness Board structure.

1. Incident Response Structure:

1.1. Air Force Incident Management System (AFIMS) Structure:

1.1.1. AFIMS will be implemented by the following bodies: Crisis Action Team (CAT), Emergency Operations Center (EOC), Incident Commander (IC), Emergency Communication Center (ECC), Fire Alarm Communications Center (FACC) and all Emergency and First Responders. This collective capability is termed the Disaster Response Force (DRF). IAW Homeland Security Presidential Directive 5, Hill AFB will implement the National Incident Management System (NIMS) and the Incident Command System (ICS) as outlined in the National Response Framework (NRF) using the AFIMS structure. **NOTE:** Primary medical response for Hill AFB is handled by the base fire department with support from Davis County Sheriff's Department. Deputies are certified Paramedics and are allowed to respond to all installation facilities in accordance with (IAW) emergency response procedures. Ambulance service is provided by the surrounding community.

1.1.2. The CAT will activate, when directed by the Installation Commander, to ensure mission continuation and to provide strategic guidance. The CAT will provide public affairs guidance and interface with all Higher Headquarters (HHQ) regarding requests for information. Other members may be added on an as needed basis. The Hill Command Post (HCP) will operate IAW standard operating procedures on the CAT's behalf. The HCP/CAT will issue orders from the CAT in the form of CAT Directives (CAT-Ds). The 75th Air Base Wing Plans and Programs Office (75 ABW/XP) will perform all administrative functions for the CAT. CAT activations and notifications will be conducted IAW Hill AFB Plan 8.

1.1.3. The EOC will operate as the coordinating and supporting body for the IC for all incidents involving Hill AFB and/or related assets. The EOC is a flexible, scalable capability tasked to provide support and coordination to an IC for any incident. The EOC will support ICs regardless of jurisdiction. The EOC will form using Emergency Support Functions (ESFs) as shown in **Table 1**. In the event that this structure does not integrate with a supporting EOC, the EOC Director/Manager may alter the model to best fit the jurisdiction requesting support. IAW AFI 10-2504, *Air Force Incident Management Guidance for Major Accidents and Natural Disasters* and the Hill AFB EOC Delegation Letter, the EOC will be recalled by the Installation Commander, the on-call EOC Director, or the IC. Representatives include both permanent members and ad hoc subject matter experts who will be requested depending upon the nature of the incident. If a representative is needed from a state or federal agency, the EOC Director/Manager must coordinate requests for forces IAW established Mutual Aid Agreements (MAA). EOC

activations and notifications will be accomplished using the EOC recall roster. Command Post has primary responsibility for recalling EOC personnel. The EOC manager will perform secondary notification of EOC personnel. **NOTE:** Office of Primary Responsibility (OPR) based on portion of response, responsibilities may fall on assigned Office of Collateral Responsibility (OCR).

Table 1. Emergency Support Function (ESF) and Associated OPR's

ESF-1	Transportation	OPR: 75 LRS
ESF-2	Communications	OPR: 75 ABW/SC
ESF-3	Public Works & Engineering	OPR: 75 CES
ESF-4	Firefighting	OPR: 775 CES
ESF-5	Emergency Management	OPR: 775 CES
ESF-6	Mass Care, Housing & Human Services	OPR: 75 FSS
ESF-7	Resource Support	OPR: 75 LRS
ESF-8	Public Health & Medical Services	OPR: 75 MDG
ESF-9	Urban Search & Rescue	OPR: 775 CES
ESF-10	Oil & HAZMAT Response	OPR: 75 CEG
ESF-11	Agriculture & Natural Resources	OPR: 75 MDG
ESF-12	Energy	OPR: 75 CES
ESF-13	Public Safety & Security	OPR: 75 SFS
ESF-14	Long Term Community Recovery/Mitigation	OPR: 75 CEG
ESF-15	External Affairs	OPR: 75 ABW/PA

1.1.3.1. The EOC will include permanent representatives from the organizations listed in **Table 2**. Other units may be called upon to support the EOC and/or IC should the incident involve their operations or the unit possesses unique capabilities needed during response/recovery operations. Off-base EOCs will be supported by exchanging Liaison Officers upon request. Off-base support can come from any of the surrounding county response forces or the state. Federal support if necessary can be received through multiple agencies using appropriate channels. Depending upon the nature of the emergency, agencies that can be called upon include, but are not limited to, the Federal Bureau of Investigation (FBI), Environmental Protection Agency (EPA), Department of Energy (DOE), etc.

Table 2. Permanent EOC representatives

75th Mission Support Group	75 MSG
75th Medical Group	75 MDG
Communications & Information Directorate	75 ABW/SC
75th Civil Engineer Squadron	75 CES
75th Logistics Readiness Squadron	75 LRS
75th Security Forces Squadron	75 SFS
75th Operations Support Squadron	75 OSS/CC
75th Force Support Squadron	75 FSS
Fire Emergency Services Flight	775 CES/CEF
Readiness & Emergency Management Flight	775 CES/CEX
Public Affairs	75 ABW/PA
Wing Plans & Resources	75 ABW/XP
GeoBase Office	75 CEG/CEAO

1.1.3.2. Squadron commanders/Directors or senior members for the units listed in **Table 2** will fill their representative EOC tasking. ESF reps from units must be senior, experienced personnel that are well versed in the functions and resources of their unit and have direct access to squadron-level leadership or above. Other units may be tasked to provide EOC representatives as situations require. Additionally, associate units may appoint EOC liaisons as they wish. These liaisons will be appointed at the discretion of their commander and will perform liaison work only. Formal training is not mandatory for associate unit liaisons. The unit EM Quarterly Report is the mechanism for EOC appointments and must be filed as outlined in Paragraph 4.2. of this instruction.

1.1.3.3. Units listed in **Table 2** are required to maintain a Unit Control Center (UCC) capability to support response operations and their EOC Representative(s). The UCC need not be operational during normal day-to-day business, but must be able to activate upon notice and provide 24-hour support to the EOC and DRF.

1.1.3.4. Organizations tasked in **Table 2** to provide EOC representatives will have a minimum of two personnel (one primary and one alternate) assigned and available for response. During regular duty hours, members should report to the EOC within 30 minutes of being recalled. After regular duty hours, members should report to the EOC within 60 minutes of being recalled. ESF 5 will periodically monitor ESF Status until all EOC members arrive. Organizations must maintain Installation Emergency Management Plan (IEMP) 10-2 supporting checklists for each ESF. The supporting checklists must follow the Air Force Civil Engineer Center (AFCEC) checklist template. The IOEM will conduct initial and refresher training for EOC appointees as required. The EOC appointee will be thoroughly knowledgeable with their unit's assets, capabilities, and functional response taskings required in the Hill AFB IEMP 10-2. If the appointed representative is not the unit commander or civilian equivalent, he/she must have sufficient authority to commit unit resources as directed by the EOC Director or Installation Commander and must be authorized to fill the EOC tasking in place of the unit commander.

1.1.3.5. IAW AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, the EOC Director is the 75 MSG Commander or other senior representative designated by the Installation Commander. The EOC Director provides support to the IC and ensures emergency response coordination across the EOC. Additionally, the EOC Director will provide the Installation Commander with regular updates during responses involving the EOC as well as routine responses of interest. The EOC Director should be able to support multiple ICs simultaneously. IAW AFI 10-2501, if a senior military representative is required on scene, the EOC Director or designated representative can move from the EOC to the incident site. Before leaving the EOC, the EOC Director must appoint and brief a replacement. IAW AFI 10-2501, the replacement must meet the same training requirements as the EOC Director. On scene, the IC maintains legal authority and tactical control, including any establishment of a National Defense Area (NDA) with the advice of the Staff Judge Advocate (SJA).

1.1.3.6. IAW AFI 10-2501 the EOC Manager will be the IOEM Flight Officer or Superintendent and will be trained IAW AFI 10-2501 Chapter 6. During periods of minimal manning, or as otherwise directed by the EOC Director, an Emergency Management Non-Commissioned Officer (NCO) will fill this tasking. The EOC Manager assists and serves as an advisor to the EOC Director and IC General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensures compliance with operational area emergency plans and procedures. During the activation phase, the EOC Manager will assist the EOC Director in determining appropriate staffing for the EOC. The EOC Manager assists and provides advice to the EOC Director, General Staff, and Liaison Officer in any and all decisions and/or actions that need attention during the Operational Phase. The EOC Manager ensures smooth EOC operations and provides senior EM subject matter expertise to the EOC Director, IC, and CAT.

1.1.4. IAW AFMAN 10-2504, the IC is the individual responsible for all incident activities, including the development of strategies and tactics as well as the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. The IC must be fully qualified IAW National Fire Protection Association (NFPA) standards, US Code, and pertinent Department of Defense (DoD) guidance. The IC will be the Senior Fire Official for incidents that involve more than two response agencies.

1.1.4.1. The IC can request any specialized support needed for response operations directly from any unit assigned or attached to Hill AFB. If operational, and upon request from the IC, the EOC will coordinate and activate the installation's specialized teams. If the IC requires a specialized team not available locally, the request will go to the EOC for sourcing from off-base jurisdictions or to the CAT for consideration from HHQ and/or United States Northern Command (USNORTHCOM).

1.1.4.2. Upon completion of site stabilization and response operations termination, the recovery process begins with the transfer of command from the IC to the Recovery Operations Chief (ROC). The ROC must be a subject matter expert in the

hazards or activities within the incident site. The EOC Director will designate a ROC from the 75 ABW, normally a field grade officer (or civilian equivalent). The ROC must be trained IAW AFI 10-2501, Table 6.1.

1.1.5. The ECC will provide 24 hour operation for Hill AFB emergency communications.

2. EM Program Responsibilities:

2.1. Hill AFB will follow Chapter 3 of AFI 10-2501, as supplemented by Air Force Materiel Command (AFMC) regarding program responsibilities. The following sections clarify local implementation and constitute local guidance.

2.1.1. IAW AFI 10-2501 para 1.6.1., 775 CES/CEX will serve as the IOEM.

2.1.2. The IOEM will administer AFIMS and the implementation of the NRF at the direction of 75 CEG/CL, IC, EOC Director, and/or the Installation Commander.

2.1.3. The Chief of Fire Emergency Services at UTTR will be appointed as an alternate Local Emergency Planning Council Representative with the specific tasking to liaise with other DoD assets stationed at Dugway Proving Grounds and neighboring jurisdictions for both the North and South Range areas in addition to the Military Operations Areas.

2.1.4. IAW AFI 10-2501, each unit (including tenants) that is tasked in IEMP 10-2 must develop unit-specific checklists to support the IEMP 10-2 within 30 days from the date of publication of IEMP 10-2. Checklists must describe in detail the who, what, when, where, and how actions will be accomplished. Each unit must develop checklists for each specialized team they control. Once checklists are complete but before implementation, they must be approved and signed by the unit commander and coordinated through the IOEM. All other units that are not tasked by IEMP 10-2 are required to maintain the following checklists: Shelter-In-Place (SIP), natural disasters, HAZMAT incidents, UCC, and suspicious items. These checklists will be developed using the IEMP 10-2 template sent out by the IOEM.

2.1.5. Facility Managers are appointed as Shelter-In-Place (SIP) Managers. IAW the Hill AFB Shelter Guide and IEMP 10-2, the Unit Emergency Management Representatives (UEMR) and facility managers will identify areas in work centers or unit facilities suitable for service as SIP locations. Every work-center must have a SIP program. The UEMRs will ensure personnel are trained and are aware of shelter locations and procedures. Additionally, the UEMR will forward applicable shelter information, including exact location of the shelter and number of personnel the shelter can accommodate to the IOEM using the standard EM Quarterly Report. Facility managers will ensure the requisite materials and communications assets are available at all times for no-notice shelter operations. A facility manager may not be a SIP manager for more than one building.

2.1.5.1. Mandatory items required for a SIP kit are as follows: Plastic Sheeting (sized to cover any doors, vents or windows within the SIP room), Duct tape, towel(s), water and SIP checklist.

2.1.6. Defense Support to Civil Authorities (DSCA):

2.1.6.1. Each unit with MAAs, Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), or any other document offering or requesting support during incident response will retain ownership and maintenance of that agreement. The owning organization will ensure all MAAs are current and monitored by the IOEM to prevent conflicting or competing agreements. Additionally, each owning organization will ensure a current copy of the MAA is on file in the EOC in electronic format using the Hill AFB EM SharePoint site.

2.1.7. The Installation Notification and Warning System (INWS) will be tested IAW AFI 10-2501 para. 9.4.3. HCP personnel will test the INWS daily and weekly. They will also ensure a procedure is in place to verify each INWS location is operational. The HCP will maintain a record of the test results. The 75 ABW Radio Maintenance/PWCS Section (75 ABW/SCOIR) will provide support and maintenance for INWS testing.

3. Training:

3.1. CBRN Survival Skills Demonstration Training:

3.1.1. The IOEM will prepare a training calendar and post it to the Automated Civil Engineer System (ACES). The schedule will be updated quarterly.

3.1.2. Each unit scheduler must schedule their personnel using ACES Unit Scheduler. Individuals will be scheduled to attend classes no later than one day prior to the scheduled training date. Personnel not on the ACES Roster will be turned away.

3.2. CBRN Survival Training Requirements:

3.2.1. CBRN Awareness Course Computer Based Training (CBT). Military personnel and Emergency Essential (E-E) civilians in Air Expeditionary Force (AEF) tempo bands A, B, C, M, and N are required to complete the current version of CBRN Awareness and Explosive Ordnance Reconnaissance (EOR) within 12 months prior to entering their assigned AEF band.

3.2.2. Military personnel and E-E civilians in AEF tempo bands D, E, and those identified as Enablers are required to complete the current version of CBRN Awareness and EOR every 2 years.

3.2.3. CBRN Survival Skills Hands-On Training. Military personnel tasked to deploy in AEF Tempo Bands A, B, C, M, and N are required to complete CBRN Survival Skills within 12 months prior to deployment departure.

3.2.4. Military personnel tasked to deploy in AEF Tempo Bands D, E and those identified as Enablers will maintain proficiency by completing CBRN Survival Skills every 2 years.

3.2.5. Reserve Unit Training Assembly CBRN Training will be scheduled monthly as needed.

3.2.6. 419 FW Emergency Management Office (DSN 586-8197) will coordinate training dates, times, and instructors accordingly.

3.3. CBRN Survival Skills :

3.3.1. All members attending CBRN Survival Skills must complete the Awareness CBT and EOR CBT on Advanced Distribution Learning Service (ADLS) prior to attending. Unit Training Managers (UTM)/Unit Deployment Managers (UDM) are required to validate completion of CBTs prior to registering a member for Survival Skills Training. Once CBTs are verified, UDM/UTMs will register the member for CBRN Survival Skills training using ACES Unit Scheduler.

3.3.2. Short-notice individual CBRN classes require an MFR signed by the individuals' Unit Commander stating why they cannot attend a regularly scheduled class.

3.3.3. Completion of the mask confidence chamber is a requirement to receive credit for this class. This requirement can be waived in the event that the mask confidence chamber is not operational or member is on a profile prohibiting them from participation.

3.3.4. All members attending CBRN Survival Skills must bring all Chemical Warfare Defense Ensemble (CWDE) gear. This includes: protective mask (with filters, carrier, and all accessories), Chemical Protective Overgarment (JSLIST), chemical protective gloves with inserts, chemical protective over boots, canteen with black M-50 compatible cap, and AFPAM 10-100, *Airman's Manual*. With the exception of AFPAM 10-100, if a student is missing any required gear they will not be able to complete the course and will be dismissed from class. Students dismissed from training will have to reschedule for the next available class and will be considered a No Show.

3.3.5. Use of contact lenses is not permitted during the CBRN Survival Skills course. Students who show up wearing contacts will be turned away and will be considered a No Show.

3.3.6. The CBRN Survival Skills course is now based on a Go/No-Go criteria. If a student fails to perform the tasks in any section of the evaluation portion of the training, they will be given a letter stating what section they failed, and will have to return to the next available class to perform those areas not successfully completed during evaluation. They will take that letter to their UDM/UTM to be scheduled for the next class. When that student attends the next class they will only have to perform the activities not successfully completed to receive credit for class completion.

4. EM Program Implementation:

4.1. Each Commander/Director of a unit listed in **Table 3** will appoint a primary and alternate Unit Emergency Management Representative (UEMR) in writing using the quarterly report format. The UEMR serves as the focal point for EM matters for their organization. All unit commanders will receive an in-brief prior to the IOEM conducting the Staff Assistance Visit (SAV). Organizations not listed in **Table 3** will appoint a member to liaise with the IOEM and will be designated as an Associate Emergency Management Representative (AEMR). AEMRs will be trained by the IOEM and will participate in the EM Information Program, but will not receive an annual SAV unless requested. **NOTE:** Each unit should look at the EM program unit breakdown that is located on the EM Share Point site to ensure that their program covers all areas under their responsibility.

4.1.1. The intent of this EM Program Implementation is to ensure base-wide coverage of the EM program. Units requiring an EM program not listed in **Table 3** will appoint their own AEMR to ensure complete coverage. Those units listed in **Table 3**: Unit

Commanders will appoint UEMRs (primary and alternate). An EM program SAV will take place annually for all programs listed in table 4.1. If a UEMR has an AEMR, the AEMR will be inspected during the bi-annual self-assessment & the annual SAV conducted by the IOEM.

Table 3. Hill AFB Units Requiring a UEMR

Ogden Air Logistics Complex (OO-ALC)	419th Fighter Wing (419 FW)
75th Civil Engineer Group (75 CEG)	75th Medical Group (75 MDG)
388th Operations Group (388 OG)	388th Maintenance Group (388 MXG)
75th Logistics Readiness Squadron (75 LRS)	75th Force Support Squadron (75 FSS)
75th Security Forces Squadron (75 SFS)	75th Comptroller Squadron (75 CPTS)
75th Operations Support Squadron (75 OSS)	Judge Advocate Office (75 ABW/JA)
75th Air Base Wing Bldg 1102 Staff Agencies (75 ABW/XP)	388th Fighter Wing Staff Agencies (388 FW/DS)
Air Force Life Cycle Management Center (AFLCMC/WWM)	748th Supply Chain Management Group (748 SCMG)
Air Force Nuclear Weapons Center (AFNIC/NI)	Defense Logistics Agency at Ogden
372d Recruiting Group (372 RCG)	Defense Information Systems Agency (DISA)
Air Force Sustainment Center Personnel (AFSC/PK OL-H)	Air Force Sustainment Center Contracting (AFSC/FM OL-H)
Det 113, Air Force Office of Special Investigations (AFOSI Det 113)	Defense Non-Tactical Generator & Rail Equipment (DGRC)
2d Combat Camera Squadron (2 CTCS)	367th Training Support Squadron (367 TRSS)
514th Flight Test Squadron (514 FLTS)	729th Air Control Squadron (729 ACS)
84th Radar Evaluation Squadron (84 RADES)	Army & Air Force Exchange Service (AAFES)
Defense Commissary Agency (DeCA)	Hill Aerospace Museum
Utah Test Training Range (UTTR)	

4.1.2. EM quarterly reports are required from each unit listed in **Table 3**. This is completed by the UEMR or AEMR. The EM quarterly reports are due by the 15th of January, April, July, and October. Upon appointment of a new UEMR, an updated quarterly report will be resubmitted to the IOEM office within seven days. Each UEMR will submit quarterly reports, using the EM Quarterly Report Memorandum template, to the IOEM Plans and Operations section by the dates specified above. The following tiered system will be utilized by the IOEM if unit reports are not submitted in a timely manner. **NOTE:** If at any time a unit is delinquent with an EM quarterly report, IEMP 10-2 supporting checklists, SIP program, SAVs, or any other portion of the EM program, their status will be displayed at the REMWG and IRB.

Table 4. EM Quarterly Report system for late submittals

If Report Is Not Submitted By:	This Action Will Occur:
15th Day of January, April, July, or October	IOEM will send a reminder notification email to the UEMR to submit the quarterly report.
3 Work Days After The Quarterly Report Is Due	IOEM will contact the UEMR by phone requesting the quarterly report.
7 Calendar Days After The Quarterly Report Is Due	775 CES/CC will contact the unit commander/director to advise of the late report.

4.2.1. All EM Reps will meet with the IOEM once a quarter to discuss issues and update deficiencies. This will be coordinated and scheduled by the IOEM.

4.3. The IOEM will develop the Hill AFB SAV checklist and distribute it to all UEMRs. The IOEM will notify units of the tentative SAV schedule at the beginning of each calendar year. Predetermined SAV dates will be sent to affected units on a quarterly basis. Units wishing to reschedule a SAV must notify the IOEM at least 1 week prior to the scheduled date. A formal letter will be sent to the affected unit's commander no later than (NLT) 2 weeks prior to the scheduled SAV date.

4.4. UEMRs will perform semi-annual EM self-assessments using the checklist provided by the IOEM; semi-annual self-assessments are required by 15 January and 15 July of each calendar year. The self-assessments must be signed by the Unit Commander. The UEMR will provide a copy of self-assessment results and remedial actions to the IOEM with get-well dates for noted discrepancies. Units must retain SAV documentation (i.e., checklists, reports, and corrective action plans) for a minimum of 2 years.

4.5. Emergency Management Representative Responsibilities.

4.5.1. UEMR. Note: Only applies to units identified in Table 4.1.

4.5.1.1. Appoint UEMRs to serve as the unit focal point for the IOEM.

4.5.1.2. Establish and maintain a unit EM program using guidance provided in the Hill AFB Emergency Management Representative Guide.

4.5.1.3. Conduct internal self-assessments.

4.5.1.4. Maintain a continuity file.

4.5.1.5. Disseminate any/all information passed from the IOEM in support of the Installation EM Information Program.

4.5.1.6. Ensure coordination with all unit facility managers to oversee completion of all SIP measures for each unit owned facility.

4.5.1.7. Ensure coordination with subject matter experts on completion of annual coordination of the Hill AFB IEMP 10-2.

4.5.1.8. Ensure coordination with subject matter experts on completion of unit specific IEMP 10-2 checklists including final coordination through the IOEM.

4.5.2. AEMR. Note: Only applies to units not listed in Table 4.1.

4.5.2.1. Appoint AEMR to serve as the unit focal point for the UEMR based on organizational structure.

4.5.2.2. Establish and maintain a unit EM program using guidance provided in the Hill AFB Emergency Management Representative Guide in support of the UEMR.

5. Installation Readiness Board (IRB)

5.1. The IRB reviews, validates, resolves and prioritizes installation readiness, contingency and EM-related programs and requirements. The IRB coordinates six working groups (WG) which are focused on installation readiness, contingencies, and EM programs; the six working groups are identified in Figure 5.1. Issues that cannot be resolved at the WG level should be elevated to the IRB for oversight and resolution. The IRB meets semi-annually and is chaired by the Installation Commander. IRB membership is outlined in Table 1.

Figure 1. IRB Working Groups

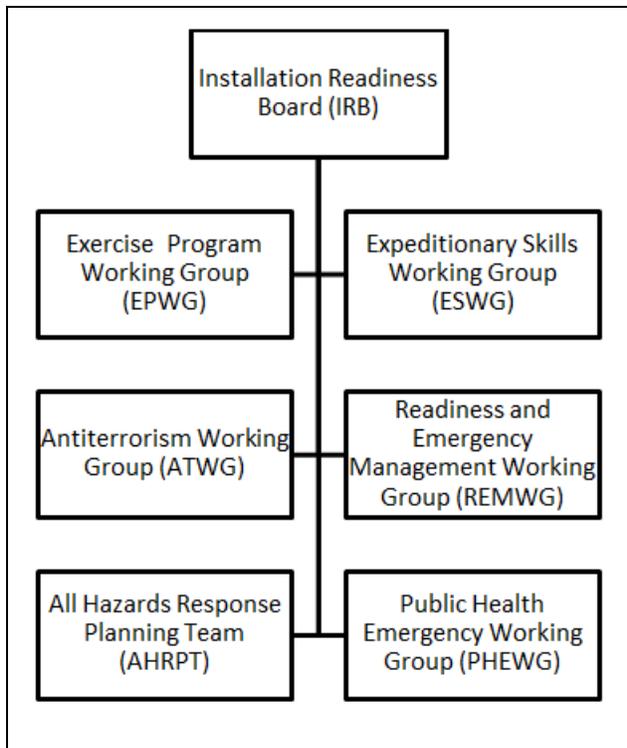


Table 5. IRB Membership

Organization	Function	Organization	Function	Organization	Function
75 ABW/CC	Chair	75 FSS/CC	Member	75 AMDS/SGPB	Member
75 CEG/CL	Member	75 LRS/CC	Member	EPWG Chair	Briefer
75 MSG/CC	Member	775 CES/CEX	Administrator	ESWG Chair	Briefer
75 MDG/CC	Member	775 CES/CEF	Member	ATWG Chair	Briefer
75 ABW/SC	Member	75 ABW/XP	Member	REM WG Chair	Briefer
775 CES/CC	Member	75 ABW/PA	Member	AHRPT Chair	Briefer
75 SFS/CC	Member	75 ABW/AT	Member	PHEWG Chair	Briefer

5.2. The Exercise Program Working Group (EPWG) is the forum used to guide installation exercises and advocate for resources (including readiness exercises, inspection activities employing exercises, war games, experiments, capabilities/technology/other demonstrations) which could be termed “exercises” or non-military exercise requirements. The WIT Chief chairs the EPWG and determines membership composition and meeting frequency. The EPWG briefs the IRB on installation exercise related topics from HQ AFMC.

5.3. The Expeditionary Skills Working Group (ESWG) is the forum used to vet, discuss, and guide expeditionary combat skills preparation on the installation. The ESWG Chair, designated by the Installation Commander, will determine membership composition and meeting frequency. As a minimum, ESWG membership should include the base training manager, installation deployment officer, unit training managers, and unit deployment managers. The ESWG briefs the IRB on the status of installation expeditionary combat skills training statistics and/or related topics from HQ AFMC.

5.4. The Antiterrorism Working Group (ATWG) is the forum to communicate and resolve actions related to antiterrorism and force protection policy, guidance, and program issues. The Installation Antiterrorism Officer chairs the ATWG and determines membership composition and meeting frequency. The ATWG briefs the IRB on installation force protection-related topics from HQ AFMC.

5.5. The Readiness and Emergency Management Working Group (REM WG) is the forum that assures integration of cross-functional EM concept issues IAW DoD and Air Force standards and addresses installation EM management, planning, training and installation EM Staff Assistance Visit (SAV) trends and issues. The R&EM Flight Chief chairs the REM WG and determines membership composition and meeting frequency. REM WG members include unit EM Representatives. The REM WG will brief the IRB when a decision is required, if a formal SAV of the installation EM program should be conducted, if there is a change in threat/vulnerability, and/or any emergency management related topics from HQ AFMC.

5.6. The All Hazards Planning Response Team (AHRPT) is the forum to ensure all responders are aware of current hazards and threats to the installation, to provide the opportunity to discuss roles and responsibilities, and organize cross-functional training outside the scope of the installation exercise and evaluation system. The AHRPT, chaired by the R&EM Flight Chief, meets semi- annually and membership includes first responders and emergency responders.

5.7. The Public Health Emergency Working Group (PHEWG) establishes the program structure for medical and public health emergency management. The Public Health Emergency Officer chairs PHEWG ensure it meets at least semi-annually. PHEWG composition and guidance is addressed in AFI 10-2603, *Emergency Health Powers on Air Force Installations*.

KATHRYN L. KOLBE, Colonel, USAF
Commander

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

Hill AFB IEMP 10-2, Installation Emergency Management Plan 26 December 2012

AFI 10-2501_AFGM5, *Air Force Emergency Management Program, Planning and Operations*, 14 August 2012

AFMC SUP to AFI 10-2501, Air Force Emergency Management (EM) Planning and Operations, 14 August 2012

AFMAN 10-2504, *Air Force Incident Management Guidance for Major Accidents and Natural Disasters*, 13 March 2013

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

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 33-3, *Information Management*, 28 March 2006, IC-1, 20 September 2007, Certified Current 23 April 2010

Homeland Security Presidential Directive/HSPD-5, *Management of Domestic Incidents*, 28 February 2003

Hill AFB EOC Delegation of Authority Letter

Hill AFB Shelter Guide

Quarterly Unit Emergency Management Report Memorandum

Adopted Forms

AF IMT 847, *Recommendation for Change of Publications*, 22 September 2009

Abbreviations and Acronyms

ACES—Automated Civil Engineer System

ADLS—Advanced Distribution Learning Service

AEF—Air Expeditionary Force

AEMR—Associate Emergency Management Representative

AFCEC—Air Force Civil Engineer Center

AFMC—Air Force Materiel Command

AFIMS—Air Force Incident Management System

AF—IMT - AF Information Management Tool

AFOSI—Air Force Office of Special Investigation

CAT—Crisis Action Team

CAT—D - Crisis Action Team Directive

CBRN—Chemical Biological Radiological Nuclear
CBT—Computer Based Training
CWDE—Chemical Warfare Defense Ensemble
DCO—Defense Connect Online
DoD—Department of Defense
DoE—Department of Energy
DRF—Disaster Response Force
DSCA—Defense Support to Civil Authorities
E-E—Emergency Essential
EM—Emergency Management
EMRG—Emergency Management Representative Guide
ECC—Emergency Communications Center
EOC—Emergency Operations Center
EOR—Explosive Ordnance Reconnaissance
EPA—Environmental Protection Agency
ESF—Emergency Support Function
FACC—Fire Alarm Communications Center
FBI—Federal Bureau of Investigation
HCP—Hill Command Post
HHQ—Higher Headquarters
Hill AFB—Hill Air Force Base
IAW—In Accordance With
IC—Incident Commander
ICS—Incident Command System
INWS—Installation Notification and Warning System
IEMP—Installation Emergency Management Plan
IOEM—Installation Office of Emergency Management
IRB—Installation Readiness Board
MAA—Mutual Aid Agreement
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
NCO—Non-Commissioned Officer

NDA—National Defense Area
NFPA—National Fire Protection Association
NIMS—National Incident Management System
USNORTHCOM—United States Northern Command
NRF—National Response Framework
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
PMR—Program Management Review
REMF—Readiness and Emergency Management Flight
RDS—Records Disposition Schedule
ROC—Recovery Operations Chief
SAV—Staff Assistance Visit
SIP—Shelter in Place
SJA—Staff Judge Advocate
UCC—Unit Control Center
UDM—Unit Deployment Manager
UEMR—Unit Emergency Management Representative
UTM—Unit Training Manager
UTTR—Utah Test and Training Range