

**BY ORDER OF THE COMMANDER
633D AIR BASE WING**

**JOINT BASE LANGLEY-EUSTIS
INSTRUCTION 10-2501**



3 AUGUST 2012

Operations

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

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ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 633 CES/CEX

Certified by: 633 CES/CC
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Pages: 44

This instruction provides guidance, establishes procedures, defines responsibilities for the Air Force Incident Management System (AFIMS), and the administration of the Joint Base Langley-Eustis (JBLE) Emergency Management (EM) Program. These procedures apply to all 633 ABW and JBLE tenant unit personnel. This instruction implements HQ ACC AFI 10-2501, ACCSUP1, dated 7 Jan 09. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command.

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Chapter 1

MISSION

1.1. General Information. The JBLE Emergency Management (EM) program is defined as a cross-functional program that integrates procedures and standards for planning, logistical requirements, emergency response actions, emergency response guidelines and exercises, and evaluations. It establishes responsibilities, procedures and standards for JBLE mitigation and emergency response to physical threats resulting from major accidents, natural disasters, conventional attacks (including those using high-yield explosives), and terrorist use of CBRNE materials. Its prescribed planning process helps commanders maintain effective command and control and ensure mission continuation during contingencies. The JBLE EM program addresses these physical threats occurring either individually or in combination.

1.2. Missions. The primary mission of the JBLE EM program is to prevent, prepare, respond to, recover from, and mitigate the effects of major accidents, natural disasters and terrorist use of CBRNE that threaten JBLE missions and resources. The ancillary mission of the JBLE EM program is to support homeland defense and civil support operations and to provide Defense Support to Civil Authorities (DSCA) and sister services located in the Hampton Roads area.

1.3. Supporting Teams. The 633d Air Base Wing Commander (633 ABW/CC) is the Installation Commander. All JBLE policies and emergency response operating plans must have signatory approval from the ABW Commander. The Joint Base Emergency Manager (633 CES/CEX Flight Chief) serves as the Joint Base Commander's primary advisor for Emergency Management Issues.

1.3.1. The 633 ABW will provide host support to all assigned, attached and tenant units. These units include Coast Guard, Air Force Reserve Command (AFRC), Air National Guard (ANG), Army Reserve (AR), and Army National Guard (ARNG) within the JBLE Area of Responsibility. All host and tenant units will be incorporated into the host JBLE Comprehensive Emergency Management Plan (CEMP) 10-2 and provide program representation within their respective units.

1.3.2. 633 Readiness & Emergency Management Flight (633 CES/CEX): The 633 CES/CEX is the 633 ABW/CC's EM program Office of Primary Responsibility (OPR) and is the Joint Base's Office of Emergency Management.

1.3.3. 733 Emergency Management Office (733 MSD/CEXM): The 733 MSD/CEXM is the 633 ABW/CC EM program Office of Collateral Responsibility (OCR).

1.3.4. Tasked organizations are listed within the JBLE CEMP 10-2 and this instruction.

1.4. Major Program Elements. Major program elements of the JBLE EM program include direct and indirect support of emergency response operations, command and control, combat support requirements, emergency preparedness, and EM education and training.

Chapter 2

EMERGENCY MANAGEMENT STRUCTURE

2.1. Purpose. This supplement identifies Emergency Management (EM) Program structure for Joint Base Langley Eustis and all tenant organizations located therein. It outlines and describes specific functions, responsibilities and standards for implementing and managing a Joint EM Program. Unless otherwise noted, the Joint Base EM program will follow the Department of Defense and Air Force instructions.

2.2. Installation Functional Support. All JBLE host and tenant organizations will provide EM program representation.

2.2.1. AFI 10-2501 and JBLE CEMP 10-2 will serve to identify specific unit functional support tasks for emergency response operations.

2.2.2. Organizations specifically tasked will support the programs to the fullest extent, including Staff Assistance Visits (SAV) and training requirements. Organizations without specific support tasking requirements may serve only as a conduit to pass EM information to their unit personnel. The Installation Office of Emergency Management will further define functional support structure and program representation.

2.2.3. All JBLE organizations will become familiar with program planning and threat response actions as defined within AFI 10-2501, chapter 4 and the JBLE CEMP 10-2. Units will utilize planning and response processes under Air Force Incident Management System (AFIMS) phases of incident management: prevention, preparation, response, recovery, and mitigation.

2.2.4. All JBLE organizations are expected to participate in EM related exercises and to take appropriate measures to prepare missions, personnel and resources for all phases of incident management and to safeguard them from the all hazards threat environment.

2.3. Planning and Management. The Emergency Management Program is comprised of a strategic planning and management staff to maintain an EM program and a tactical response structure to manage or conduct contingency response operations.

2.3.1. Strategic Planning Structure: Is comprised of the Joint Base Emergency Management Working Group (JBEMWG); which is supported by the following sub-working groups.

2.3.1.1. Sub-Working Groups: The JBEMWG is comprised of the following sub-working groups: 633 and 733 Emergency Management Working Groups (EMWGs), Emergency Services Working Group (ESWG), Public Health Emergency Working Group (PHEWG), Hazardous Material Planning Working Group (HMPWG), Recovery Working Group (RWG), and Readiness and Emergency Management aspects of the installation exercise evaluation program and unit EM Representatives.

2.3.1.2. Supporting Working Groups: The JBEMWG is supported by the following JBLE working groups: Antiterrorism Working Group (ATWG), Force Protection Working Group (FPWG), Threat Working Group (TWG), and the Integrated Defense Plan Working Group (IDPWG).

2.3.2. Tactical Response Structure: The Disaster Response Force (DRF) combines a scalable structure, able to be recalled as needed and capable of providing command and control to response and recovery operations (See AFI 10-2501, paragraph 2.4.2. for team composition).

Chapter 3

RESPONSIBILITIES

3.1. 633 ABW Commander will:

- 3.1.1. Identify OPR for the JBLE Emergency Management Program.
- 3.1.2. 633 CES/CEX has been identified as the JBLE Readiness and Emergency Management Office and OPR for EM program planning and management.

3.2. Joint Base Emergency Manager (JBEM):

- 3.2.1. Establish and manage the Joint Base Emergency Working Group and sub-groups.
- 3.2.2. Ensure Joint Base plans are coordinated and synchronized with tenant units.
- 3.2.3. Coordinate planning efforts between the 633 CES/CEX and 733 MSD/CEXM.

3.3. Unit Commanders, deputies or equivalents will:

- 3.3.1. Identify and appoint in writing, a primary and two alternates per shift, EOC representatives for Emergency Support Functions (ESFs) IAW JBLE CEMP 10-2 and under AFI 10-2501, to manage respective emergency response roles. (See appointment letter sample at Attachment 2).
- 3.3.2. Ensure all personnel requiring entry into the EOC or CAT have the proper clearances have a line badge with Area 3 open. During actual events personnel without the appropriate badge or clearance may be denied entrance.
- 3.3.3. Identify and appoint in writing, a primary and an alternate Unit Emergency Management Representative to manage unit program requirements and maintain program continuity. Organizations with fewer than fifty members may be represented at the Group level. Consult the JBLE Office of Emergency Management, 225-4417, for required level of representation, i.e., Wing, Group, Squadron, etc. The program goal is that every JBLE organization be represented (See appointment letter sample in Attachment 3).
- 3.3.4. Identify and appoint in writing, Unit Control Center (UCC) controllers to manage unit support requirements and facilitate command and control activities. Subsequent additions and changes will be identified on the Quarterly Emergency Management Reporting Tool (QEMRT) submitted by Unit EM representatives, (see paragraph 3.6.7) (See appointment letter sample at Attachment 3).
- 3.3.5. Ensure sufficient number of personnel are identified and trained to maintain 24 hour operations.
- 3.3.6. Identify and appoint in writing, Specialized Teams and augmentation members as tasked by higher directives, local directives, this supplement, and the JBLE CEMP 10-2 to support the EM program.
- 3.3.7. Identify and appoint in writing, Shelter Area Managers for all manned facilities under their control. In addition, it is the unit's responsibility to write Shelter-in-Place (SIP) plans, to ensure SIP kits are present in each facility and exercise the plan semi-annually.
- 3.3.8. Ensure managers and supervisors comply with EM program requirements.

3.3.9. Ensure personnel appointed to UCC, EOC and specialized teams participate in at least one training event per year.

3.4. Joint Base Emergency Management Working Group (JBEMWG). The 633 ABW/CC chairs the JBEMWG. The JBEMWG introduces, reviews, debates, validates, resolves and prioritizes installation readiness, contingency and EM-related program requirements. The JBLE Readiness and Emergency Management Office is responsible for the agenda and minutes, and manages the meetings.

3.4.1. Meetings: The JBEMWG meets semi-annually and/or as directed by the chairman.

3.4.2. Responsibilities: The JBEMWG will focus on JBLE readiness, contingency and EM issues. Functions include:

3.4.2.1. Provide policy and guidance for satisfying mission support requirements related to training and execution of contingency operations.

3.4.2.2. Identify enhancements and direct necessary changes to manning, equipage and training programs to meet mission needs.

3.4.2.3. Create sub-working groups and approve Integrated Process Teams (IPTs) to develop recommendations for specific topics.

3.4.2.4. Conducts a coordinated annual risk assessment that includes all-hazard, vulnerability and capability assessments.

3.4.2.5. Coordinates new AFIMS Tactics, Techniques and Procedures (TTPs) and initiatives.

3.4.2.6. Addresses any unfunded high priority shortages for additional functional support.

3.4.2.7. Addresses any issues that arise during EMWG meetings.

3.4.2.8. Approve the annual exercise schedule.

3.4.3. JBEMWG membership for JBLE is identified in Attachment 4. **633 ABWI 10-2501 9**

3.5. Installation Emergency Management Working Group (EMWG). The 633d Mission Support Group (MSG/CC) and the 733 MSG/CC chair their respective MSG EMWG. The chairperson appoints members and establishes working subgroups. Representatives from civilian agencies may be invited to discuss functional issues.

3.5.1. Meetings: The EMWG meets semi-annually or as directed by the chairman.

3.5.2. Responsibilities: The Readiness and Emergency Management Flight from each installation is responsible for the agenda, minutes, and to conduct the meetings.

3.5.2.1. Coordinates with the EET Chief to review EM program training status.

3.5.2.2. Schedule and design EM exercises through the 633 ABW/XP office.

3.5.2.3. Monitor CEMP 10-2 updates.

3.5.2.4. Monitor Mutual Aid Agreement (MAA) updates through the 633 ABW/XP office.

3.5.2.5. Review SAV findings and exercise trends.

3.5.2.6. Monitor AFIMS and CBRNE defense equipment shortfalls.

3.5.2.7. Coordinate new AFIMS TTPs and initiatives.

3.5.2.8. Review the installation augmentation program In Accordance With (IAW) AFPAM 10-243, Augmentation Duty.

3.5.2.9. Facilitate computer-based training equipment for the base populace.

3.5.2.10. Coordinates with the other Working Groups to prevent duplication of effort.

3.5.2.11. Addresses any unfunded high priority shortages for additional functional support.

3.5.2.12. Reviews any action items from prior EMWGs.

3.5.3. EMWG Membership for Langley AFB and for Fort Eustis is identified in Attachment 5.

3.6. Unit Emergency Management Representatives: As appointed by unit commanders or directors.

3.6.1. Training: Unit EM representatives must receive training within 60 days of appointment (See AFI 10-2501, paragraph 6.6.10. and Table 6.3, line 13).

3.6.2. Responsibilities: Some unit representatives will be required to support the program to greater detail, mission dependent, as discussed in paragraph 2.2.2. At a minimum, all represented units are expected to:

3.6.2.1. Fully support the EM Information Program (See AFI 10-2501, paragraph 6.7).

3.6.2.2. Request that Readiness and Emergency Management provide newly-assigned unit commanders a briefing on EM policies and responsibilities. Senior leader briefings may be conducted through individual briefings, the Right Start Program or other Airman and Family Readiness Center programs.

3.6.3. Information Management: Readiness and Emergency Management maintains a Portal website <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-OT-AC-69> for distributing program documents and guidance. Unit EM representatives will register membership to this site by visiting and requesting access.

3.6.4. EM Reps will create and maintain a unit EM program folder, either hard copy or electronic (See AFI 10-2501, 3.11.1.2).

3.6.5. Unit Self-Inspections: Readiness and Emergency Management has developed a checklist to perform self inspections requirements per AFI 10-2501, 3.11.21. Only those units identified as full participants are required to perform self-inspections. The latest version of this checklist can be found on the website referenced in paragraph 3.6.3.

3.6.6. Staff Assistance Visits (SAV): Scheduling for the annual SAV will be sent out by email and posted to the Community of Practice (CoP) by the first week of December. Schedules are tentative and require the unit EM representative to confirm the date and time for a formal in-brief with the unit commander as desired.

3.6.6.1. Each unit, organization and activity located on the joint base will receive an annual SAV by either the 633 CEX flight or 733 CEXM branch.

3.6.6.2. Readiness and Emergency Management will submit written SAV results to the corresponding CE commander/director within five duty days after the visit. The report will include commendable areas, improvement areas, problems identified, suggested solutions and assistance provided, and a suspense for deficiency corrections.

3.6.6.3. After the written report is signed it will be forwarded to the unit commander for which the SAV was performed.

3.6.6.4. SAV findings and results will be maintained for one year. Identified discrepancies will be tracked until corrected and may require a follow-up visit to the unit.

3.6.6.5. Readiness and Emergency Management will document SAV findings for presentation to the EMWG and JBEMWG.

3.6.7. Quarterly Reports: EM representatives must submit unit status reports per AFI 10-2501, paragraph 3.11.1.2.1. The format for the quarterly report is available on the CoP website referenced in paragraph 3.6.3.

3.6.7.1. Reports will be approved and signed by the affected squadron commander/director prior to submittal.

3.6.7.2. Reports will be submitted no later than the 15th of the month following the reported quarter. Report dates will be 15 October, 15 January, 15 April, and 15 July.

3.6.8. Unit Specific Checklists (USC): EM representatives will be the OPR for unit specific checklists in support of JBLE CEMP 10-2.

3.6.8.1. USC will be updated within 30 days following the publication or update of JBLE CEMP 10-2.

3.6.8.2. USC must be approved by the squadron commander/director before submittal to Readiness and Emergency Management Flight. Units will use the USC Approval letter template available in Attachment 12.

3.6.8.3. The Readiness and Emergency Management Flight will review within 15 days all USC submissions and either approve or return with recommended corrections.

Chapter 4

PROGRAM PLANNING, THREATS AND RESPONSE

4.1. Purpose. JBLE, including tenant units, will remain vigilant toward threats to mission, personnel and resources. Commanders must be aware of current threat posture and facilitate awareness within their respective organizations. Every effort must be undertaken to identify and correct vulnerabilities. Planning must include protective and response actions to provide unity of effort, allocate resources efficiently and identify shortfalls early. Force survivability and mission continuation are the highest priorities for planning.

4.2. Planning Goals. JBLE is considered a low threat area (LTA) for CBRNE events. For specific threats and planning see the CEMP 10-2. The planning goals listed below are not in priority order:

4.2.1. Decentralize vital operations and mission-critical resources.

4.2.2. Disperse, shelter or cover response and recovery resources.

4.2.3. Relocate, evacuate, or shelter all personnel affected or potentially affected by the incident.

4.3. Incident Response. Disaster Response Force (DRF) personnel are task organized to employ threat-specific countermeasures that mitigate risk to resources and personnel necessary to sustain operations. Unit specific tasks are identified within the JBLE CEMP 10-2. As a minimum, all units must maintain the following response capability:

4.3.1. Communications: Maintain unit recall capability to direct duty reporting requirements for all personnel. Advise personnel of warning and notification procedures.

4.3.2. Expedient Sheltering: Provide the ability to implement expedient contamination control and shelter-in-place procedures if an incident occurs with little or no warning. For planning considerations, see the Shelter in Place Operating Instruction maintained by the Office of Emergency Management. (AFI 10-2501, paragraph 3.10.15)

4.3.3. Evacuation: Be prepared to evacuate hazard areas upon threat (i.e. credible bomb threat), direction of the Incident Commander (IC) or JBLE Commander. Evacuation may be ordered due to major accidents, natural disasters, active shooter, terrorist use of CBRNE, and/or hazardous material releases.

4.4. Emergency Response Maps. Installation maps are available to unit EM representatives for distribution to UCCs, First Responders and Emergency Responders. Maps are available in print at 1:6000 scale. Contact 633 CES Readiness and Emergency Management to request maps (764-4417).

Chapter 5

PROGRAM LOGISTICS

5.1. Purpose. EM program logistics includes assets and equipment necessary to support the Disaster Response Force, Specialized Teams and Installation Protection Program (IPP). Equipment must be available to mitigate incidents, restore and sustain mission operations, and train for EM competencies.

5.2. Operational Assets. All First Responder, Emergency Responder, Specialized Teams, and personnel having an emergency response function must:

5.2.1. Maintain available assets to ensure accountability and mission capable status.

5.2.2. Posture response equipment for immediate use. Where possible, disperse or stage response equipment at protected locations.

5.2.3. Report EM Program equipment operational discrepancies, inventory shortfalls and malfunctions to the appropriate Emergency Management office at Langley AFB (LAFB) or Fort Eustis VA (FEVA) Programs and Operations section for operational planning purposes. Each organization must program sustainment requirements into the Logistics and Resources budget and request additional funding through their command when necessary.

5.2.4. Review and validate equipment readiness during increased threat posture conditions.

5.3. Training Assets. All training assets will be kept separate from operational assets. Clearly mark such assets as training use only and use only IAW Technical Orders (T.O.s). For further guidance, see AFI 10-2501, paragraph 5.5.2.

5.4. Unit EM Program Assets. All materials required for individuals are the responsibility of the unit.

5.4.1. Shelter-In-Place (SIP) guidelines are provided by Readiness and Emergency Management, but all materials required to implement and all cost involved will be unit funded.

Chapter 6

PROGRAM EDUCATION, TRAINING AND EVALUATION

6.1. Purpose. To effectively prepare for and respond to disaster situations, JBLE personnel must apply the all-hazards concept of integrating cross-functional education and training into the EM program. Training requirements are listed in AFI 10-2501, chapter 6.

6.2. Objective. The objective of EM training is to provide the required knowledge and skills to prepare for, prevent, respond to, recover from, and mitigate contingencies or emergencies requiring JBLE response. To meet this objective all personnel must:

6.2.1. Complete installation-level and blended learning training courses for each scope of individual tasked responsibility. A listing of fielded EM education and training products is located on the Air Force Portal. Web-delivered products can be found at <https://golearn.csd.disa.mil>

6.2.2. Maintain knowledge and proficiency for emergency response operations.

6.2.3. Participate in realistic exercises and scenarios to demonstrate level of proficiency required for evaluation purposes. Supervisors will train and evaluate individual demonstration-performance objectives.

6.2.4. Share experiences and lessons learned to strengthen EM program plans and objectives.

6.2.5. Ensure proficiency training is documented for each asset.

6.3. Exercise Program. The 633 ABW/XP is the office of primary responsibility for all Joint Base Langley-Eustis exercises. These exercises include but are not limited to emergency management exercises, deployment exercises, major medical exercises, and force protection exercises. See Table 1 below for a listing of EM exercises conducted at JBLE.

6.3.1. Exercise Scheduling. The 633 ABW/XP will conduct a scheduling planning meeting with wing exercise evaluation team functional area chiefs during the second quarter of each calendar year. A proposed schedule and design of each EM exercise will be developed during this meeting. Attendance is required from each wing exercise evaluation team unit area chief. The finalized exercise schedule will be approved during the 4th quarter JBEMWG.

6.3.2. Exercise Planning. The 633 ABW/XP will plan exercises for JBLE using the Homeland Security Exercise and Evaluation Program (HSEEP) Tool-Kit as a guide to the greatest extent possible. Exercise planning terminology will be in-line with HSEEP Tool-Kit. The following planning meetings will be held to the greatest extent possible:

6.3.2.1. Concept and Objective Meeting

6.3.2.2. Initial Planning Meeting

6.3.2.3. Midterm Planning Meeting

6.3.2.4. Master Scenario Events Listing (MSEL) Planning Meeting

6.3.2.5. Final Planning Meeting

6.3.2.6. After Action Report Planning Meeting

Table 6.1. EM Exercise Schedule

EM Exercise	Location
Terrorist Use of Chemical, Biological, Radiological, Nuclear (CBRN) 1 Full Scale Exercise (FSX)	LAFB
Terrorist Use of CBRN 2 FSX	FEVA
Natural Disaster Table Top Exercise (TTX) ^{Note 1}	LAFB
Natural Disaster FSX	Both
Major Accident Response FSX	LAFB – Odd Years FEVA – Even Years
Major Accident Response TTX	LAFB – Even Years FEVA – Odd Years
Operational Readiness Exercise	LAFB
Note 1 This TTX is held at LAFB but agencies from LAFB and FEVA are required to attend.	

6.3.3. Exercise Evaluation. EM exercises must be realistic to the extent that safety is never compromised. Exercise scenarios should be challenging and plausible with clearly defined evaluation goals. Robust EM exercises will serve to prepare our collective response and strengthen mission sustainment practices. AFI 10-2501, chapter 7 further defines exercise goals and objectives.

6.3.4. Wing Exercise Evaluation Team (WEET). Members must be technically competent to the response task being evaluated. Evaluators must be trained to the same level to which they are called to evaluate. Evaluation methods will focus on competency as well as compliance with existing base plans. Training for WEET members must be documented accordingly and managed at the unit level, i.e. scheduling, tracking and reporting.

6.3.4.1. Each unit commander will appoint WEET members using the form memorandum in attachment 13. These appointment memorandums must be reviewed and updated at 12 month intervals. The unit commander will also identify his/her senior ranking individual as the “Area Chief” and appoint one other individual as an “Alternate Area Chief” for the unit on this appointment memorandum. Send appointment memorandums electronically to the 633 ABW/XP at 633abw.xp@langley.af.mil. The 633 ABW/XP will maintain appointment memorandums electronically and physically.

6.3.4.2. All WEET members will complete Air Force Emergency Response Operations (AERO) Command and Control Web Based Training (WBT) course and Exercise Evaluation Team (EET) WBT Course within 30 days of appointment and forward their completed certificate electronically to the 633 ABW/XP at 633abw.xp@langley.af.mil.

6.3.4.3. All WEET members are required to attend the localized WEET training conducted by the 633 ABW/XP. Classes are offered at LAFB during the months of

February, April, August, and October each year as needed. Classes are offered at FEVA during the months of June and December each year as needed. Each unit Area Chief will submit a request electronically to the 633 ABW/XP using “Localized WEET Training Request – *Insert the Month/Year*” by the third Tuesday of the month prior. (e.g. Localized WEET Training Request – February 201# needs to be submitted to 633 ABW/XP by third Tuesday of January 201#). Send requests to 633abw.xp@langley.af.mil.

6.3.5. After Action Reports. All JBLE organizations participating in actual incident response and exercises will submit a closeout report, to include any lessons learned, to the 633 CES Readiness and Emergency Management Flight.

6.4. Chemical, Biological, Radiological, Nuclear, and High Yield Explosive Survival Skills (CBRNE SS) (LAFB only).

6.4.1. Prerequisite CBT courses must be completed prior to scheduling personnel for the CBRNE SS course. Course prerequisite completion and scheduling requirements are managed at the unit level. Military personnel must have the following items to attend CBRNE SS course:

1. ABU or Flight Suit with combat boots.
2. Ground Crew Ensemble (aka Chem Suit).
3. Overboots.
4. Gloves with inserts.
5. M50 Protective Mask with filters and carrying case.
6. WEB belt.
7. Canteen with M50 mask adapter.
8. Kevlar Helmet.

NOTE: Personnel missing any of these items, or unable to wear any of these items due to improper sizing, will be turned away from training.

6.4.2. Installation and tenant unit training schedulers will use Automated Civil Engineer System - Personnel Readiness (ACES-PR), unit scheduler module to schedule personnel for CBRNE Survivor Skills (SS) courses. Each unit is responsible for tracking completion and currency of their assigned personnel.

6.4.2.1. Unit training schedulers must be appointed in writing. Appointment letters and DD FORM 2875s will be filed with 633 CES/CEX Training upon assignment.

6.4.2.2. Unit training schedulers can request access to ACES-PR by contacting 633 CES/CEX Training at 764-4840.

6.4.3. CBRNE SS class may not exceed 30 students. If less than 10 personnel are scheduled the day prior to class, the class will be cancelled and members will need to be rescheduled by their Unit Training Manager (UTM). UTMs will receive an email with notification of the class cancellation and will have the responsibility of disseminating the information to all attendees within their unit.

6.4.4. Names and total number of personnel who fail to attend class, or “No Show”, will be provided to UTMs and Commander monthly.

6.4.5. Medical Profiles: Individuals medically exempt from duty IAW AFI 48-123 are exempt from the CBRNE Defense Survival Skills Course. Personnel must complete training no later than 60 days after exemptions or waivers have expired.

6.5. Emergency Operations Center (EOC) Training: Training is required for those filling any role within either EOC location.

6.5.1. Readiness and Emergency Management will provide EOC training at least quarterly. Each person assigned a role must participate in EOC training at least once a year.

6.5.2. AERO Command and Control Web Based Training WBT course will be accomplished prior to attending. Members must bring a copy of their completed WBT certificate for validation.

6.6. Unit Control Center (UCC) Training: Training is required for those filling any role within a group, squadron or equivalent UCC.

6.6.1. Readiness and Emergency Management will provide UCC training on a bi-monthly basis.

6.6.2. AERO Introduction Course and UCC WBT course will be accomplished prior to attending. Members must bring a copy of their completed WBT certificate for validation.

6.7. Unit Emergency Management Representative Training: Training is required for those individuals selected as the Primary or Alternate Unit EM Rep.

6.7.1. Readiness and Emergency Management will provide Unit EM Rep training on a bi-monthly basis.

6.7.2. AERO introduction and EM Representative WBT course will be accomplished prior to attending. Members must bring a copy of their completed WBT certificate for validation.

6.8. Readiness Support Team Training:

6.8.1. The Base Civil Engineer will appoint in writing, personnel to the Readiness Support Team (RST) IAW AFI 10-2501.

6.8.2. RST Members will be trained to an equal response level as the Readiness and Emergency Management flight with the exception of Hazardous Material (HazMat) Training.

6.8.3. RST Training will be held on a monthly basis to ensure proficiency levels are maintained.

Chapter 7

PROGRAM ASSESSMENT AND REPORTING

7.1. Purpose. Program assessment and reporting is directed for the Emergency Management program. EM analysis and metric reporting will promote command emphasis, direct management efforts toward process improvement and gauge program performance.

7.2. Objective. Critical data points will be utilized to evaluate the overall program status, and its capability to respond to the installation deployment mission or support a disaster response. These include:

7.2.1. Interagency Combating WMD Database of Responsibilities, Authorities and Capabilities (INDRAC): Readiness and Emergency Management will submit this report per ACC guidance.

7.2.2. EM Metric: Readiness and Emergency Management will submit this report per ACC guidance.

Chapter 8

AIR FORCE INCIDENT MANAGEMENT SYSTEM (AFIMS)

8.1. Introduction: JBLE has implemented the operational objectives and organizational structure of the AFIMS. Full Operational Capability (FOC) was obtained in October 2010.

8.2. Requirement: The Installation Commander of JBLE is responsible for a myriad of operational and emergency situations that require established procedures, trained personnel and sufficient communications and equipment to adequately respond to the situations. Homeland Security Presidential Directive (HSPD) 5 was signed into legislation requiring all first responders to use the National Incident Management System (NIMS). HQ Air Force Civil Engineer Support Agency (AFCESA) developed the AFIMS to be in compliance with HSPD 5. Therefore, JBLE will use the framework of the AFIMS for such responses. AFIMS will provide the commander the flexibility to assemble his senior staff, special advisors and a formal Emergency Operation Center element, to respond as needed or directed. The system will be tailored to address serious operational interruptions, anti-terrorism/force protection situations, industrial plant responses, natural disasters, and other crises requiring immediate response by the JBLE senior leadership.

Chapter 9

AFIMS STRUCTURE

9.1. Organizational Structure for JBLE: The 633 ABW/CC, as the designated installation commander, is responsible for all mission operations and for all crisis action responses. To assist the 633 ABW/CC with crisis responses, the JBLE will provide expertise and response support through a series of elements called the Disaster Response Force (DRF) as required by AFI 10-2501 and highlighted below:

9.1.1. DRF Composition: DRF Members assigned functions are listed in AFI 10-2501, paragraph 2.4.2. These elements are summarized in Chapter 10 and specific guidance is contained in the JBLE CEMP 10-2.

Chapter 10

AFIMS RESPONSE

10.1. Approach: The Disaster Response Force will assemble as directed by the 633 ABW/CC or in response to notification by JBLE first responders. This marks the identification of an incident.

10.2. DRF Member Capabilities

10.2.1. Incident Command (IC):

Who: IC plus: Operations, planning, logistics, and finance/administration functions filled by fire department and security forces, as required

Location: Entry Control Point of incident

Communications used: Linked with Emergency Control Center (ECC), Command Post (633 ABW/CP), and EOC by radio/cell

Mission: Performing command activities, such as establishing command; protecting life and property; controlling personnel and equipment resources; maintaining accountability for responder and public safety, as well as for task accomplishment; and establishing and maintaining an effective liaison with outside agencies and organizations, including the EOC when it is activated

10.2.2. Emergency Communications Center (ECC)

Who: Fire and Security Forces Dispatch

Location: Facility (F.) 367 (LAFB) and F. 648 (FEVA)

Communications: Linked with Incident Command and CP via radio and phone; linked with EOC by phone, electronic log of events and site picture

Information Technology (IT) Equipment: Computers, base station radio, phone, cell phones

Mission: ECC will operate a centralized dispatch capability and provide support as needed to the IC, First Responders, and EOC

10.2.3. 633 ABW Command Post

Who: Command Post Personnel

Location: Primary: F. 764

Access: Area 3 line badge required

Communications: Linked with Incident Command and ECC via radio and phone; linked with EOC and Crisis Action Team (CAT) by phone, electronic log of events, and site picture

IT Equipment: Installation Notification Warning System, computers, base station radio, phone, cell phones

Mission: Focal point for installation-wide warning and notification and operation, maintain communication and connectivity with HHQ and provide support as needed to the IC, First Responders, ECC, and EOC as needed

10.2.4. LAFB EOC: Location: Primary: 633 ABW/CP, F. 764; Alternate: F. 328 Rm 260

Access: Area 3 line badge required

Who: EOC Director (MSG/CC or designated alternate) plus 15 Emergency Support Function (ESF) representatives

EOC Elements by ESF:

ESF 1 – Transportation: 633d Logistics Readiness Squadron (633 LRS)
 ESF 2 – Communications: 633d Communications Squadron (633 CS)
 ESF 3 – Public works & engineering: 633d Civil Engineer Squadron (633 CES)
 ESF 4 – Firefighting: Fire Emergency Services Flight (633 CES/CEF)
 ESF 5 – Emergency Management: Readiness and Emergency Management Flight (633 CES/CEX)
 ESF 6 – Mass care, housing & human services: 633d Force Support Squadron (633 FSS)
 ESF 7 – Resource support: 633 LRS
 ESF 8 – Public health & medical services: 633d Medical Group (633 MDG)
 ESF 9 – Urban search & rescue: 633 CES/CEF
 ESF 10 – Oil & hazardous materials response: 633 CES/CEF
 ESF 11 – Agriculture & natural resources: 633 MDG
 ESF 12 – Energy: 633 CES
 ESF 13 – Public safety & security: 633d Security Forces Squadron (633 SFS)
 ESF 14 – Long-term community recovery & mitigation: 633 CES
 ESF 15 – External Affairs: Public Affairs Office (633 ABW/PA)
 OCRs – 633d Aero Medical Squadron (633 AMDS), 633d Contracting Squadron (633 CONS), Judge Advocate Office (633 ABW /JA), 1st Operations Support Squadron (1 OSS), 633d Comptroller Squadron (633 CPTS), Safety Office (633 ABW/SE), and Base Chaplain (633 ABW/HC)

Communications: Linked with Incident Command via radio and phone; linked with ECC, and CAT by phone, electronic log of events & site picture

IT Equipment: Desktop computers, internet, radios, cell phones, projector screen, and television

Mission: Command and Control (C2) support elements that direct, monitor, and support the installation's actions before, during, and after an incident. The EOC updates the CAT with ongoing incident status and seeks support through the CAT when on-scene requirements surpass the installation's inherent capability and the installation's cumulative capabilities acquired through Mutual Aid Agreements (MAAs)

10.2.4.1. The EOC will provide to updates to other DRF agencies using a standardized Common Operating Picture (COP).

10.2.5. **FEVA EOC:** Location: Primary: F. 1028; Alternate: F. 667

Access: Area 3 line badge required

Who: EOC Director (MSG/CC or designated alternate) plus 15 ESF representatives

EOC Elements by ESF:

ESF 1 – Transportation: 733 Logistics Readiness Division (733 LRD)
 ESF 2 – Communications: Network Enterprise Center (NEC)
 ESF 3 – Public works & engineering: 733d Civil Engineer Division (733 CED)
 ESF 4 – Firefighting: Fire and Emergency Services Branch (733 CED/FES)

ESF 5 – Emergency Management: Readiness and Emergency Management Branch
(733 MSD/CEXM)

ESF 6 – Mass care, housing & human services 733d Force Support Division
(733 FSD)

ESF 7 – Resource support: 733 LRD

ESF 8 – Public health & medical services: McDonald Army Health Clinic (MCAHC)

ESF 9 – Urban search & rescue: 733 CED/FES

ESF 10 – Oil & hazardous materials response: 733 CED/FES

ESF 11 – Agriculture & natural resources: MCAHC

ESF 12 – Energy: 733 CED

ESF 13 – Public safety & security: 733d Security Support Squadron (733 SFS)

ESF 14 – Long-term community recovery & mitigation: 733 CED

ESF 15 – External Affairs: 633 ABW/PA

OCRs – 633 AMDS, 633 CONS, 633 ABW /JA, 1 OSS, 633 CPTS, 633 ABW/SE, 633 ABW/HC, 7th Sustainment Brigade (7th SBDE), 93rd Signal Brigade (93rd SIG BDE), 597th Transportation Brigade (597th Trans BDE), and the United States Army Aviation Logistics School (USAALS)

Communications: Linked with Incident Command via radio and phone; linked with ECC, and CAT by phone, electronic log of events & site picture

IT Equipment: Desktop computers, internet, radios, cell phones, and projector screen.

Mission: C2 support elements that direct, monitor and support the installation's actions before, during and after an incident. The EOC updates the CAT with ongoing incident status and seeks support through the CAT when on-scene requirements surpass the installation's inherent capability and the installation's cumulative capabilities acquired through MAAs

10.2.5.1. The EOC will provide updates to other DRF agencies utilizing a standardized Common Operating Picture (COP).

10.2.5.2. The LAFB and FEVA EOCs will exchange information using the COP whenever both are activated.

10.2.5.3. In some instances each EOC may be activated separately and individually, in other instances both EOCs will be activated to include special circumstances when the LAFB EOC will be activated to help the JBLE CAT track and monitor events at Fort Eustis.

10.2.6. **JBLE Crisis Action Team (CAT):** Location: Primary: F. 764; Alternate: F. 10

Access: Area 3 line badge required

Who: 633 ABW/CC; the size and composition of the CAT is scalable to support the Installation Commander's requirements

Communications: Linked with CP, EOC and UCCs by COP and telephone

IT Equipment: Desktop computers, radios, telephones

Mission: C2 function activated during crisis/contingency operations. Provides C2 capability for Response, Recovery and base sustainment operations.

REGGIE L. AUSTIN, Colonel, USA
Vice Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 33-324, *The Information Collections and Reports Management Program*, 1 June 2000

AFI 90-201, *Inspector General Activities*, 17 June 2009

AFI 90-201_ACCSUP 1, *Inspector General Activities*, 4 November 2010

AFI 90-201_ACCSUP_ADDENDUM A, *Combat Aviation Operational Readiness Inspection (ORI)*, 13 July 2007

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AFMAN 10-2602, *Air Force Incident Management System (AFIMS) Standards and Procedures*, 25 September 2009

AFMAN10-2507, *Readiness and Emergency Management (R&EM) Flight Operation*,

14 May 2009

Abbreviations And Acronyms

ACC—Air Combat Command

AERO—Air Force Emergency Response Operations

AFCESA—HQ Air Force Civil Engineer Support Agency

AFIMS—Air Force Incident Management System

AFRC—Air Force Reserve Command

ARNG—Army National Guard

ATSO—Ability to Survive and Operate

ATWG—Antiterrorism Working Group

CAT—Crisis Action Team

CBRNE—Chemical, Biological, Radiological, Nuclear, and High-Yield Explosives

CEMP—Comprehensive Emergency Management Plan

CoP—Community of Practice

COP—Common Operating Picture
DRF—Disaster Response Force
DSCA—Defense Support to Civil Authorities
ECC—Emergency Communications Center
EM—Emergency Management
EMWG—Emergency Management Working Group
ESF—Emergency Support Function
ESWG—Emergency Services Working Group
ENDEX—End of Exercise
EOC—Emergency Operations Center
FAM—Functional Area Manager
FEVA—Fort Eustis
FOC—Full Operational Capability
FPWG—Force Protection Working Group
GBS—Ground Burst Simulator
HMPWG—Hazardous Material Planning Working Group
HazMat—Hazardous Material
HQ—Headquarters
HSEEP—Homeland Security Exercise and Evaluation Program
HSPD—Homeland Security Presidential Directive
IAW—In Accordance With
IC—Incident Commander
ICS—Incident Command System
IDP—Integrated Defense Plan
IDPWG—Integrated Defense Plan Working Group
IPP—Installation Protection Program
IPT—Integrated Process Teams
JBEMWG—Joint Base Emergency Management Working Group
JBLE—Joint Base Langley Eustis
LAFB—Langley Air Force Base
MAA—Mutual Aid Agreement
MARE—Major Accident Response Exercise

MSEL—Master Scenario Events Listing
NDRE—Natural Disaster Response Exercise
NIMS—National Incident Management System
NLT—Not Later Than
OCR—Office of Collateral Responsibility
OPR—Office of Primary Responsibility
ORE—Operational Readiness Exercise
ORI—Operational Readiness Inspection
PH I—Phase I (ORE/I)
PH II—Phase II (ORE/II)
PHEWG—Public Health Emergency Working Group
POC—Point of Contact
QEMRT—Quarterly Emergency Management Reporting Tool
RAP—Remedial Action Program
RST—Readiness Support Team
RWG—Recovery Working Group
SAV—Staff Assistance Visit
SIM—Simulation
SIP—Shelter in Place
SME—Subject Matter Expert
SP—Superior Performer
TTP—Tactics, Techniques and Procedures
UCC—Unit Control Center
USC—Unit Specific Checklist
UTM—Unit Training Manager
WBT—Web Based Training
WEET—Wing Exercise and Evaluation Team

Attachment 2

EMERGENCY OPERATIONS CENTER (EOC) APPOINTMENT LETTER

MEMORANDUM FOR 633 CES/CEX

FROM: (Your Organization)

SUBJECT: Emergency Operations Center (EOC) Representatives

1. The following individuals have been appointed EOC representatives for (organization).

Primary EOC Rep:

Name/Rank

Home Phone

Cellular

Pager

Office Phone

Security Clearance

Alternate EOC Rep:

Name/Rank

Home Phone

Cellular

Pager

Office Phone

Security Clearance

Alternate EOC Rep:

Name/Rank

Home Phone

Cellular

Pager

Office Phone

Security Clearance

2. The above representatives will act as the Office of Primary Responsibility (OPR) for the following Emergency Support Functions (ESFs):

- a. ESF 2 – Communications (EXAMPLE)

3. The above representatives will also act as an Office of Collateral Responsibility (OCR) for any other ESFs they are tasked to support.

4. The point of contact for this information is _____, at phone #.

(Unit Commander Signature Block)

Attachment 3

EMERGENCY MANAGEMENT (EM) /UNIT CONTROL CENTER (UCC)
APPOINTMENT LETTER

MEMORANDUM FOR 633 CES/CEX

FROM: (Your Organization)

SUBJECT: (Unit EM or UCC Representatives Appointment)

1. The following individuals have been appointed (Unit EM or UCC) representatives for (organization).

Primary Rep:

Name/Rank

Home Phone

Cellular

Pager

Office Phone

Security Clearance

Alternate Rep:

Name/Rank

Home Phone

Cellular

Pager

Office Phone

Security Clearance

Alternate Rep:

Name/Rank

Home Phone

Cellular

Pager

Office Phone

Security Clearance

2. Please schedule necessary training for our appointed representatives fulfilling this roll.

3. The point of contact for this information is _____, at phone #.

(Unit Commander Signature Block)

Attachment 4

JOINT BASE EMERGENCY MANAGEMENT WORKING GROUP MEMBERSHIP

633 ABW/CC	Chairman	733 MSG/CC	Member
633 ABW/CV	Deputy Chairman	733 LRD/DIR	Member
Joint Base Emergency Manager	Program Coordinator	733 MSD/DIR - 733 MSD/CEXM	Members
633 ABW/JA	Member	733 CED/DIR 733 CED/FES	Member
633 ABW/PA	Member	733 FSD/DIR	Member
633 ABW/HC	Member	733 SFS/CC	Member
633 ABW/SE	Member	CID	Member
633 ABW/XP	Member	MEDDAC CDR - Public Health - Medical Readiness - Mental Health	Members
633 ABW/ATO	Member	192 MSG/CC	Member
633 MSG/CC	Member	735 SCOG	Member
633 CES/CC - 633 CES/CEF - 633 CES/CED - 633 CES/CEX	Members	TRADOC HQ	Member
633 CONS/CC	Member	JTF-CS	Member
633 MDG/CC - Public Health - Bioenvironmental Engineering - Medical Readiness - Mental Health	Members	IMCOM-ER	Member
633 CS/CC	Member	597 th TRANS BDE	Member
633 FSS/CC	Member	7 SBDE CDR	Member
633 SFS/CC	Member	93 rd SIG BDE - NEC DIR	Member Member
633 LRS/CC	Member	USAALS CDR	Member
ACC/HQ	Member	ATSC CDR	Member
1 FW/CC	Member	ASA DIR	Member
AFOSI Det 201	Member	MICC	Member
480 ISRW	Member	VET CMD	Member
1 OG	Member		

Attachment 5

EMERGENCY MANAGEMENT WORKING GROUP MEMBERSHIP

Table A5.1. Langley Air Force Base EMWG Membership

633 MSG/CC	Chairman	633 MSG/CD	Deputy Chair
Joint Base Emergency Manager	Program Coordinator	633 ABW/JA	Member
633 FSS/CC	Member	633 ABW/PA	Member
633 SFS/CC	Member	633 ABW/SE	Member
633 LRS/CC	Member	633 ABW/XP	Member
633 CONS/CC	Member	633 ABW/ATO	Member
633 CS/CC	Member	633 ABW/HC	Member
633 CES/CC	Members	ACC/HQ	Member
- 633 CES/CEF		1 FW/CC	Member
- 633 CES/CED		AFOSI Det 201	Member
- 633 CES/CEX		192 MSG/CC	Member
633 MDG/CC	Members	735 SCOG	Member
- Public Health		480 ISRW	Member
- Bioenvironmental Engineering		1 OG	Members
- Medical Readiness		- 1 OSS	
- Mental Health	- Life Support		
		- Air Traffic Control	

Table A5.2. Fort Eustis EMWG Working Group Membership

733 MSG/CC	Chairman	733 MSG/CD	Deputy Chair
733 MSD/CEXM Chief	Program Coordinator	TRADOC HQ	Member
733 LRD/DIR	Member	JTF-CS	Member
733 MSD/DIR - 733 MSD/CEXM - Harbormaster - Postal Services - COMS	Members	93 rd SIG BDE - NEC DIR	Members
733 CED/DIR - 733 CED/FES	Members	IMCOM-ER	Member
733 FSD/DIR	Member	597 th TRANS BDE	Member
733 SFS/CC	Member	7 SBDE CDR	Member
CID	Member	USAALS CDR	Member
MEDDAC CDR - Public Health - Medical Readiness - Mental Health	Members	ATSC CDR	Member
633 ABW/PA	Member	ASA DIR	Member
633 ABW/ATO	Member	MICC	Member
633 ABW/HC	Member	VET CMD	Member
		633 ABW/XP	Member
		633 ABW/SE	Member
		633 ABW/JA	Member

Attachment 6

EMERGENCY SERVICES WORKING GROUP MEMBERSHIP

Table A6.1. Langley Air Force Base, ESWG Membership

633 CES/CEX Flight Chief	Chairperson		633 CES/CEF	Member
633 CES/CED	Member		633 CS	Member
633 MDG - Medical Readiness - Public Health - Bio Environmental Engineering	Member		633 FSS	Member
633 SFS	Member			

Table A6.2. Fort Eustis ESWG Membership

733 MSD/CEXM Chief	Chairperson		733 CED/FES	Member
733 SFS	Member		633 CES/CED	Member
MEDDAC - Medical Readiness - Public Health	Member		633 CES/CEX	Member
733 FSD	Member		633 BEE	Member

Attachment 7

JOINT BASE RECOVERY WORKING GROUP

633 ABW/CC	Chairman	733 MSG/CC	Member
633 ABW/CV	Deputy Chairman	733 LRD/DIR	Member
Joint Base Emergency Manager	Program Coordinator	733 MSD/DIR - 733 MSD/CEXM	Members
633 ABW/JA	Member	733 CED/DIR 733 CED/FES	Member
633 ABW/PA	Member	733 FSD/DIR	Member
633 SFS/CC	Member	733 SFS/CC	Member
633 ABW/HC	Member	7 SBDE CDR	Member
633 ABW/SE	Member	MEDDAC CDR - Public Health - Medical Readiness - Mental Health	Members
633 CONS/CC	Member	597 th TRANS BDE	Member
633 ABW/ATO	Member	USAALS CDR	Member
633 MSG/CC	Member	633 LRS/CC	Member
633 CES/CC - 633 CES/CEF - 633 CES/CEX	Members	633 FSS/CC	Member
633 MDG/CC - Public Health - Bioenvironmental Engineering - Medical Readiness - Mental Health	Members	633 SFS/CC	Member

Attachment 8

HAZMAT EMERGENCY PLANNING TEAM

CE Asset Management	633 CES/CEA
CE Asset Management	733 CED/CEA
Readiness and Emergency Management	633 CES/CEX
Readiness and Emergency Management	733 MSD/CEX
Explosive Ordnance Disposal	633 CES/CED
Fire Emergency Services	633 CES/CEF
Fire Emergency Services	733 CED/CEF
Logistics Readiness Squadron	633 LRS
Logistics Readiness Division	733 LRD
Medical Representatives	633 MDG
Medical Representatives	FEVA MEDDAC
Bioenvironmental Engineering	633 AMDS/SGPB
Safety	633 ABW/SE
Safety	633 ABW/SEG
Security	633 SFS
Security	733 SFS
Maintenance Group	1 MXG

Attachment 9

AFTER ACTION REPORTING

MEMORANDUM FOR 633 CES/CEX

FROM: (Your Unit)

SUBJECT: *Insert Operation Title / Name* After Action Report

1. Organization: (Example: 633d Air Base Wing)
2. Type of Response:
3. Time and Date Event Started: Approximately _____
4. Time and Date Event Ended: Approximately _____
5. Method of Activation:
6. Problems Encountered During Incident: *List all problem sub groups*
 - a. Weather and Terrain.
 - b. LAFB Installation Control Center (ICC).
 - c. Communications.
 - d. Casualty Affairs Office (CAO).
 - e. Supplies.
 - f. Follow-on Element.
 - g. Public Affairs.
 - h. Contamination Control Area (CCA).
7. Chronological Summary of Major Actions: See Attachment 1

Summary of post disaster activities. Provide a chronological summary of actions from notification to termination of response and recovery operations. Include estimate of expenses incurred. Provide pertinent photographs, highlights of the operation, support rendered, unusual actions or occurrences, or other events of interest.

8. Joint Base Langley-Eustis Forces Employed:

List all participating Units

9. Supporting Organization outside JBLE.

List all participating Units

10. Equipment Employed: See Attachment 2

11. Supplies Expended: See Attachment 3

12. Estimate of Expenses Incurred: See Attachment 4

13. Remarks and Lessons Learned:

Remarks and lessons learned. List specific issues key to the success of the operation. Address deficiencies that should have been, but were not considered before or during the response. Include the need for special equipment or training.

a. *Insert sub-area i.e. Training.*

(1) *Insert comments.*

14. Our POC is _____, Phone Number _____.

(Commander Signature Block)

Attachments

1. Chronological Summary
2. Equipment Employed
3. Supplies Expended

Attachment 10

EMERGENCY MANAGEMENT STAFF ASSISTED VISIT CHECKLIST

JBLE UNIT EMERGENCY MANAGEMENT (EM) SAV CHECKLIST				
Version: 1 October 2010				
UNIT/ AGENCY:		UNIT REPRESENTATIVE:		
DATE:		SAV CONDUCTED BY:		
NO.	ITEM	STATUS		
A.	EM PROGRAM ASSESSMENT	YES	NO	N/A
1.	Has the unit commander established effective recall procedures to use during increased alert? (AFI 10-2501, 4.8.3.1.)			
2.	Does the unit participate in the installation Emergency Management Working Group (EMWG), if tasked? (AFI 10-2501, 2.4.1.2.)			
3.	Are local visual aids or posters displayed in work and rest areas to support the EM Program? AFVA 10-2510 / 10-2511 and Unit EM Rep Sign (AFI 10-2501, 9.2.2.)			
4.	<p>Does the EM rep maintain a unit EM Program continuity binder? (IAW The Langley AFB EM Program Unit Rep Guide and AFI 10-2501 3.11.1.2.)</p> <p>TAB 1 – BASE WIDE INFORMATION</p> <ul style="list-style-type: none"> 1. LAFB Unit EM Representative Guide 2. LAFB CEMP 10-2 (Electronic) <p>TAB 2 – UNIT SPECIFIC INFORMATION</p> <ul style="list-style-type: none"> 3. Unit EM Rep.(Pri/Alt) Training Certificates/Documentation <ul style="list-style-type: none"> o Names & Contact Information Day/Nighttime • ESFs (Pri/Alt) Training Certificates/Documentation <ul style="list-style-type: none"> o Names & Contact Information Day/Nighttime • UCC Rep. (Pri/Alt) Training Certificates/Documentation <ul style="list-style-type: none"> o Names & Contact Information Day/Nighttime 1. EET Members (Prim/Alt) Training Certificates/Documentation <ul style="list-style-type: none"> a. Names & Contact Information • Unit Recall Rosters <p>TAB 3 – UNIT CHECKLISTS & RECALL INFORMATION</p> <ul style="list-style-type: none"> • Unit Specific Checklist Supporting the CEMP 10-2 <p>TAB 4 – GENERAL CORRESPONDENCE</p> <ul style="list-style-type: none"> • Information provided by CE Readiness and Emergency Management to include any letters, memos for record, or 			

	<p>other correspondence that is not filed elsewhere in the handbook to include the UCC Handbook & Defense Connect Online (DCO) Checklist.</p> <p>TAB 5 – EMERGENCY MANGAGEMNT REPORTS</p> <ul style="list-style-type: none"> • Unit EM Quarterly Report <ul style="list-style-type: none"> ○ 24 months to Current <p>TAB 6 – SAV INFORMATION</p> <ul style="list-style-type: none"> • Unit EM Program SAV Checklist (This checklist) • SAV Notification Letter • SAV Reports/Response (24 Months) 			
5.	Does the unit provide the EM Quarterly Report to the CE Readiness Flight? (AFI 10-2501, 3.11.1.2.1.)			
B.	COMMANDER’S SUPPORT	YES	NO	N/A
1.	Has the unit commander appointed unit EM Representatives to manage and coordinate unit requirements of the unit EM Program?			
2.	Does the unit commander actively support the information program in accordance with (IAW) AFI 10-2501? (AFI 10-2501, 3.11.2.)			
C.	EM PLANNING	YES	NO	N/A
1.	Has the unit developed mutual aid agreements (MAA) to request or provide mutual aid? (AFI 10-2501, 2.4.3.)			
2.	Has the unit developed unit-specific checklists to support the CEMP 10-2? (AFI 10-2501, 4.3.1.)			
3.	Are the unit’s CEMP 10-2 checklists in AFCESA template format? (AFI 10-2501, 4.3.1)			
4.	Do unit-specific checklists tell who, what, when, where, and how actions will be accomplished? (AFI 10-2501, 4.3.1.)			
5.	Has the unit developed checklists for each specialized team they control? (AFI 10-2501, 4.3.1.)			
6.	Has the unit coordinated checklists that support the CEMP 10-2 through the Readiness & Emergency Management Flight before implementation? (AFI 10-2501, 4.3.1.)			
D.	EM TRAINING	YES	NO	N/A
1.	Are unit personnel scheduled and trained IAW the Air Force EM Program training requirements? (AFI 10-2501, 3.11.9. & Table 6.1)			
2.	Does the unit schedule, track, and document EM training for their personnel? (AFI 10-2501, 3.11.9.)			
3.	Has the EM Rep disseminated EM training material throughout the unit to support the Installation EM Information Program? (AFI 10-2501, 3.11.12)			
4.	Does EM Rep document completion of EM training? (ERO/UCC/ESF)			
5.	Do unit training schedulers use the Automated Civil Engineers			

	System- Personnel Readiness (ACES-PR), Unit Schedulers Module to schedule personnel for EM training courses? (AFI 10-2501, 6.4.3.)			
E.	EM EQUIPPING	YES	NO	N/A
1.	Does the unit identify requirements, budget for, obtain, store, and maintain unit 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.)			
2.	Does the unit ensure interoperable communications and visual information services are available for incident response? (AFI 10-2501, 3.11.15.)			
3.	Does the unit identify and mark training equipment IAW technical orders (TO), and store separately from operational equipment? (AFI 10-2501, 5.5.2.) (LRS Only)			
4.	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? (LRS Only)			
5.	Does the unit maintain the minimum materials needed for tasked response and support in regards to CEMP 10-2? (AFI 10-2501, 5.5.1.)			
F.	SELF-INSPECTION AND SAV PROGRAM	YES	NO	N/A
1.	Do the unit EM representatives use the Staff Assistance Visit (SAV) checklist to perform semi-annual EM program self-inspections? (AFI 10-2501, 3.11.21)			
2.	Does the unit track open EM program self-inspection deficiencies until closed. (AFI 10-2501, 3.11.1.2.3)			
3.	Does the unit provide follow-up actions on EM program SAV observations or findings? (AFI 10-2501, 3.11.7)			
G.	DISASTER RESPONSE FORCE	YES	NO	N/A
1.	Are team members the senior ranking individuals with decision-making authority for their unit? (UCC/ESF) (AFI 10-2501, 3.11.2.)			
2.	Does the unit appoint members to the Emergency Operations Center (EOC), as tasked by the CEMP 10-2? (AFI 10-2501, 3.11.3)			
3.	Does the unit provide First Responders and Emergency Responders, as tasked by the CEMP 10-2? (AFI 10-2501, 3.11.4)			
4.	Do primary and alternate Disaster Response Force (DRF) personnel each take part in at least one exercise per year? (AFI 10-2501, 3.11.18)			
H.	UNIT CONTROL CENTERS	YES	NO	N/A
1.	Is the UCC established IAW AFI 10-2501? (AFI 10-2501, 2.4.2.10)			
2.	Does the UCC have a current appointment letter on file signed by the			

	unit commander? Signed Quarterly EM Reports that assigns personnel to UCC is considered an appointment letter. (AFI 10-2501 Table 6.3)			
3.	Did UCC members accomplish UCC Training (AFI 10-2501 Table 6.3)			
4.	Are items listed below located in the UCC? a. Current CEMP 10-2 b. Current On/Off-base grid maps with overlay (year: 2010) c. Comm. equipment, to include base stations and handheld radios d. Events Log or equivalent e. Current recall rosters f. List of emergency phone numbers g. Administrative supplies			
5.	Are procedures written for 24-hour operation and manning of the UCC to include activation, deactivation, and relocation?			
6.	Does the UCC maintain unit specific checklists in support of CEMP 10-2 (AFI 10-2501 Para 4.3.1)			
7.	Does the UCC provide mission support to the Incident Commander as directed by the EOC and to the Installation Commander as directed by the ICC? Is there a direct com link to EOC? (AFI 10-2501, 2.4.2.10.)			
8.	Do UCCs have checklists and resources to maintain unit command and control (C2), relay information to and from unit personnel, provide expertise to the EOC or Incident Commander and leverage unit resources to respond to and mitigate the incident? (AFI 10-2501, 2.4.2.10.)			
9.	Does the UCC control unit specialized teams and consolidate report information from the teams? (AFI 10-2501, 4.8.4.4)			
10.	Is UCC equipment compatible with on/off base agencies? Does the UCC have required equipment for the unit mission? (AFI 10-2501, 5.2)			
11.	Does the UCC have a designated alternate location (AFMAN 32-4004 Para 1.4)			
12.	Does the UCC maintain required maps (year: 2010)? (AFMAN 32-4004 Para 1.4)			
13.	Does the UCC have a direct com link to the EOC? (AFI 10-2501 Para 2.4.2.10)			
14.	Is the UCC using Defense Connect Online (DCO)? (UCC Handbook)			
I.	SHELTER IN PLACE PROGRAM	YES	NO	N/A
1.	Does the unit have threat-based shelter management capabilities? (AFI 10-2501, 3.10.15)			
2.	Can unit personnel implement shelter-in-place procedures if an incident occurs with little or no warning? (AFI 10-2501, 3.10.15)			
3.	Did the unit CC assign trained personnel to perform shelter in place			

	(SIP) duties? (AFI 10-2501, 3.12.1.2.)			
4.	Does the unit include SIP costs in programming? (AFI 10-2501, 3.11.13)			
5.	Are unit personnel assigned and trained to perform SIP duties? (AFI 10-2501, 3.12.1.2)			
6.	Do unit plans include methods to disperse, shelter, or cover response and recovery resources? (AFI 10-2501, 4.2.2.2)			
7.	Do unit plans include methods to relocate, evacuate, or shelter all personnel affected or potentially affected by the incident? (AFI 10-2501, 4.2.2.3)			
8.	Do unit plans include methods to improve protection for buildings used as shelters? (AFI 10-2501, 4.2.2.5)			
9.	Do unit plans include methods to evacuate or to shelter-in-place when directed by the incident commander? (AFI 10-2501, 4.6.6.3.3)			
10.	Has the unit developed and tested the shelter-in-place program? (AFI 10-2501, 4.8.4.2)			
J.	EXERCISE EVALUATION	YES	NO	N/A
1.	Does the unit appoint EET members?			
2.	Does the unit participate in installation EM planning and exercises? (AFI 10-2501, 3.11.8.)			
3.	Have new members been appointed and trained before the previous member departs?			
K.	DCO			
1.	Checklist for logging into DCO			
2.	Can navigate to DCO			
3.	Shows ability to functionally operate DCO			
L.	UNRESOLVED ISSUES			
1.	Are there any open items from previous reports?			
2.	ACC/IG			
3.	AF Audit report			
4.	EET			
5.	Previous Staff Assistance Visits			
6.	What actions have been taken to correct open items?			
7.	Are there any repeat deficiencies?			
M.	633 CEX Use Only			
1.	Get Commander name and contact info			
2.	Is a date set up to out-brief unit CC?			
Notes				

Attachment 12

UNIT SPECIFIC CHECKLIST APPROVAL LETTER TEMPLATE

MEMORANDUM FOR RECORD

FROM: **UNIT CC**

SUBJECT: JBLE CEMP 10-2 Unit Specific Checklist Approval

1. I certify that the **YOUR UNIT** Unit Specific Checklists dated **DATE** have been reviewed and approved for implementation in support of JBLE CEMP 10-2.
2. If you have any questions or concerns please contact **EM REPS NAME**.

UNIT CC SIGNATURE BLOCK



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 633D AIR BASE WING
JOINT BASE LANGLEY-EUSTIS VA**

(Date)

MEMORANDUM FOR 633 ABW/XPE

FROM: *(Unit)*

SUBJECT: Wing Exercise Evaluation Team (WEET) Member Nomination

1. IAW AFI 10-2501 Table 6.3, the following personnel from *(your squadron)* are nominated as WEET members.

<u>NAME</u>	<u>Rank</u>	<u>Off Sym</u>	<u>SSN</u>	<u>Duty Ph #</u>	<u>Line badge #</u>

2. The following personnel are removed due to retirement, PCS and medical waiver.

<u>NAME</u>	<u>Rank</u>	<u>Off Sym</u>	<u>Duty Ph #</u>	<u>Line badge #</u>	<u>Reason</u>

3. This letter supersedes all previous correspondence, same subject.

*NAME, Rank, USAF
Commander*