

**BY ORDER OF THE COMMANDER  
22D AIR REFUELING WING (AMC)**



**AIR FORCE INSTRUCTION 10-2501**

**MCCONNELL AIR FORCE BASE  
Supplement**

**25 MAY 2011**

**Operations**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications are available on the McConnell AFB website at <http://www.e-publishing.af.mil/shared/media/epubs/AFI10-2501.pdf> for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 22 CES/CEX

Certified by: 22 CES/CC  
(Lt Col Louis E. Lilley)

Pages: 17

---

**AFI 10-2501 with Incorporated Change 2 dated 6 April 2009 and AMC Sup, 7 May 2010, is supplemented as follows:**

This publication supplements Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, and it establishes responsibilities, procedures and standards for McConnell Air Force Base (MAFB) mitigation and emergency response to major accidents, natural disasters, terrorist use of weapons of mass destruction (WMD) and chemical, biological, radiological, nuclear and explosive (CBRNE) warfare. This instruction encompasses instructions for peacetime, Military Operations Other Than War (MOOTW) and wartime conditions. Its prescribed planning process is to help commanders achieve unit effort, allocate, utilize resources effectively and identify shortfalls in their response capabilities. The Emergency Management program serves as the focal point bringing together unit operations that interact during contingencies so installations can continue their missions.

1.7.2.1. (Added) Unit commanders will ensure all resources employed during disaster relief operations are documented in their log of events. This is necessary to compile reimbursement requests.

2.4.2.4.1.1. (Added) The Emergency Operations Center (EOC) is activated on an as needed basis during major accidents, natural disasters and other contingencies determined necessary by the 22 ARW Commander (22 ARW/CC) and 22d Mission Support Group Commander (22

MSG/CC). The EOC coordinates and directs operations and supports requirements with the Command Post (CP), UCCs, specialized teams and coordinates with civil and governmental authorities.

2.4.2.4.1.2. (Added) EOC assembly points. Primary: Bldg 683. Alternate: Bldg 1200, Alternate EOC.

2.4.2.4.1.3. (Added) Composition. The 22 MSG/CC serves as the EOC Director. Units must identify personnel to perform EOC duties to 22d Civil Engineer Squadron, Readiness and Emergency Management Flight. (22 CES/CEX). As a minimum, each unit must appoint a primary and alternate functional EOC representative in writing. The representative must be in the rank of Technical Sergeant or above. The 22 MSG Deputy Commander serves as the alternate EOC Director, with representatives from the following agencies:

2.4.2.4.1.3.1. (Added) 22 CES/CEX

2.4.2.4.1.3.2. (Added) 22 CES Fire and Emergency Services Flight (22 CES/CEF).

2.4.2.4.1.3.3. (Added) 22 CES.

2.4.2.4.1.3. 4 (Added) 22d Communications Squadron (22 CS).

2.4.2.4.1.3.5. (Added) 22d Logistics Readiness Squadron (22 LRS).

2.4.2.4.1.3.6. (Added) 22d Force Support Squadron (22 FSS).

2.4.2.4.1.3.7. (Added) 22d Medical Group (22 MDG).

2.4.2.4.1.3.8. (Added) 22d Security Forces Squadron (22 SFS).

2.4.2.4.1.3.9. (Added) 22 ARW Public Affairs (22 ARW/PA).

2.4.2.4.1.3.10. (Added) 22 CES Explosive Ordinance Disposal (EOD) Flight (22 CES/CED).

2.4.2.4.1.3.11. (Added) 22d Operations Group (22 ARW/OG).

2.4.2.4.1.3. 12 (Added) 22d Maintenance Group (22 MXG).

2.4.2.4.1.3.13. (Added) 22d Aerospace Medicine Squadron, Bioenvironmental Engineering (BEE) Flight (22 AMDS/SGBP).

2.4.2.4.1.3.14. (Added) Air Force Office of Special Investigations (AFOSI).

2.4.2.4.1.3.15. (Added) 22d Contracting Squadron (22 CONS).

2.4.2.4.1.3.16. (Added) 22d Comptroller Squadron (22 CPTS).

2.4.2.4.1.3.17. (Added) 22 ARW Chaplain (22 ARW/HC).

2.4.2.4.1.3.18. (Added) 22 ARW Judge Advocate (22 ARW/JA).

2.4.2.4.1.3.19. (Added) 22 ARW Safety (22 ARW/SE).

2.4.2.10.1. Unit Control Centers (UCC). UCCs support peacetime and wartime EM operations and are responsible for dispatching and controlling unit resources during emergency/contingency operations. UCCs are required for all organizations tasked for EOC and will be activated when the EOC is recalled. UCCs must remain in operation until termination of the emergency or released by a competent authority. Each control center must have a primary and alternate

location identified located within separate sectors. UCC operators must be trained IAW para 6.6.4.3. and appointed by their respective unit commander.

2.4.2.10. 2 (Added) The UCCs identified in Table 2.1. will, as a minimum, maintain the following items:

2.4.2.10.2.1. Unit specific emergency response checklists in support of MAFB CEMP 10-2.

2.4.2.10.2.2. Current military grid reference system maps (MGRS) (provided by CEX).

2.4.2.10.2.3. Communication equipment (e.g., phones, radios and SIPR if required).

2.4.2.10.2.4. Current unit recall rosters identifying unit personnel, key emergency essential personnel.

2.4.2.10.2.5. Applicable off-base maps (e.g., city, county, state, current year).

2.4.2.10.2.6. Key Control Center phone numbers (e.g., unit, group, wing, local area contacts, etc.).

2.4.2.10.2.7. Administrative supplies.

2.4.2.10.2.8. Log of Events (hard copy or electronic capability).

2.4.2.10.3. (Added) When Comprehensive Emergency Management Plan (CEMP) 10-2 is implemented. Unit control centers report operationally to the EOC, and administratively report to the Group Control Centers (GCC).

**Table 2.1. (Added) UCC/GCC Requirements**

<b>Group</b>	<b>Unit</b>	<b>UCC</b>	<b>GCC</b>
<b>DS</b>	<u>DS</u>		X
<b>OG</b>	<u>OG</u>	X	X
<b>MXG</b>	<u>AMXS</u>	X	X
	<u>MOS</u>	X	
	<u>MXS</u>	X	
<b>MSG</b>	<u>CES</u>	X	X
	<u>CONS</u>	X	
	<u>CS</u>	X	
	<u>LRS</u>	X	
	<u>SFS</u>	X	
	<u>FSS</u>	X	
<b>MED</b>	<u>MDG</u>	X	X
<b>Group</b>	<b>Unit</b>	<b>UCC</b>	<b>GCC</b>
<b>TENANTS</b>	<u>184 IW</u>		X
	<u>373</u>		
	<u>DET 8</u>		
	<u>931ARG</u>		X

3.2.9. (Added) Unit EM Program Responsibilities. Unit EM Representatives (EM Reps) are the link between their commander and 22 CES/CEX.

3.2.9.1. (Added) General Responsibilities of Unit EM Reps. All units tasked below will appoint a primary and alternate EM Rep; these individuals must be in the rank of Senior Airman or above or civilian equivalent, have at least one year of retainability on their current assignment and must attend training within 30 days of appointment.

3.2.9.1.1. (Added) 22 DS (Includes wing staff and all wing staff agencies).

3.2.9.1.2. (Added) 22 FSS.

3.2.9.1.3. (Added) 22 CES.

3.2.9.1.4. (Added) 22 CONS.

3.2.9.1.5. (Added) 22 CS.

3.2.9.1.6. (Added) 22 SFS.

3.2.9.1.7. (Added) 22 LRS.

3.2.9.1.8. (Added) 22d Maintenance Operations Squadron.

3.2.9.1.9. (Added) 22d Aircraft Maintenance Squadron.

3.2.9.1.10. (Added) 22d Maintenance Squadron .

3.2.9.1.11. (Added) 22 MDG (includes all 22 MDG personnel).

3.2.9.1.12. (Added) 22 OG (includes all Operations Squadrons).

3.2.9.1.13. (Added) Det 8, 373d Training Squadron.

3.2.9.1.14. (Added) 184<sup>th</sup> Intelligence Wing.

3.2.9.1.15. (Added) 931<sup>st</sup> Air Refueling Group.

3.2.10. (Added) EM Reps speak on the behalf of the commander in matters involving EM Planning and Operations in addition to providing a brief to the unit commander at least quarterly on the status of the unit program. The minimum issues to be briefed are as follows:

3.2.10.1. (Added) CBRN Defense Survival Skills Training (SST). Status of unit CBRN Defense SST to include percentage of unit currently trained, allocated slot utilization, no-show rate, etc.

3.2.10.2. (Added) Status of follow-up actions to correct identified deficiencies noted during self-assessments or Staff Assistance Visits (SAV).

3.2.10.3. (Added) EM Reps are the focal point for the unit's EM SAV. The objective of the SAV program is to identify deficiencies within the unit program, provide assistance to resolve problems and to be compliance oriented. SAVs will not substitute for routine work or continued corrective action by the unit.

3.2.10.4. (Added) EM Reps will review the following plans and directives annually and upon changes or revisions.

3.2.10.5. (Added) AFI 10-2501 and applicable supplements.

3.2.10.6. (Added) 22 ARW CEMP10-2.

3.2.10.7. (Added) EM information program pamphlets and/or handouts.

3.3.13.5.1. (Added) The 22 CES Senior Fire Officer (SFO) is the HAZMAT program manager during HAZMAT response contingencies. The HAZMAT Emergency Planning Team will consist of 22 CES/CEF, CEV, CEX, 22 SFS, 22 MDG and BEE.

3.11.1.2.3.1. (Added) Deficiencies will be tracked via EM Quarterly Report. Deficiencies will remain on the quarterly report until the next annual SAV and until deficiencies have been closed.

3.11.1.2.4.1. (Added) CE Readiness & EM Flight will specify EM program folder requirements in the EM Representatives Guide.

3.11.1.3. (Added) Quarterly Unit EM Report. Unit EM Reps will submit a Unit EM Report quarterly. Reports are due by the 10th duty day of the first month of each quarter (January, April, July, and October). Additionally, a new report must be submitted when changes occur.

3.11.1.3.1. (Added) Units will assign, in writing and by their unit commander, a primary and an alternate EM, EOC, UCC representative via EM Quarterly Report.

3.11.2.1. (Added) Unit commanders will request a briefing on EM policies and responsibilities as a part of in-processing to the squadron.

3.11.7.1. (Added) CES/CEX will provide a written report within 5 duty days to the CES Commander.

3.11.7.2. (Added) Provide the CE Readiness and Emergency Management Flight a written reply to EM program SAV observations within 30 calendar days upon receipt. Include corrective actions and estimated completion dates.

3.11.7.3. (Added) Unit EM reps will conduct an internal unit self-inspection 60 days prior to their annual SAV and 6 months after the annual SAV and forward the results to 22 CES/CEX. Unit self-inspection report format will be determined by the Readiness & EM Flight. EM reps will maintain self-inspection reports for two years.

3.12.1.1.1. (Added) There is no Readiness Support Team (RST) requirement for this installation.

4.3.1.1. (Added) Units will develop/update unit-specific checklists within 30 days of publication or revision of MAFB Comprehensive Emergency Management Plan (CEMP) 10-2. Units will forward draft checklists for review to 22 CES/CEX prior to implementation. Unit checklists will be reviewed by units at a minimum annually.

4.3.2.1. CEMP 10-2. Provides comprehensive guidance for response to major accidents, natural disasters, and terrorist use of Weapons of Mass Destruction (WMD). This plan will not include program management, exercise procedures or administrative information.

4.3.8. (Added) 22 CES/CEX is the OPR for the CEMP 10-2.

4.3.9. (Added) CEMP 10-2 will address major accidents, natural disasters and terrorist use of WMD likely to occur in the 22 ARW community and area of responsibility.

4.4.1. (Added) 22 CES/CEX must review unit-specific checklists within 30 days after publication of CEMP 10-2.

4.6.6.4.1. (Added) McConnell AFB will contract all decontamination and site restoration due to HAZMAT, WMD and all other incidents that might render McConnell contaminated. The installation has the ability to contain small HAZMAT incidents but does not have restoration ability.

4.6.6.6.2.1. (Added) 22 CES/CEF is the OPR for McConnell gross personnel decontamination and HAZMAT/WMD response element coordination.

4.7.4.2.1. (Added) See MAFB CEMP 10-2 for natural disasters sheltering instructions. The local natural disaster threats such as tornadoes, snow storms, ice storms and flash floods usually do not warrant evacuation. There may be times, due to extensive damage to the base that some personnel may have to relocate for temporary housing. Only the Crisis Action Team(CAT) may direct such evacuations. Also, as determined by the force protection condition (FPCON), 22 SFS may need to coordinate/provide convoy protection to evacuating personnel.

5.4.5.1.1. (Added) The Mobile Emergency Operations Center (MEOC) vehicle will be determined by the EOC Director and be clearly identified with a sign marked "Mobile Emergency Operations Center." The MEOC may be any type vehicle suitable to mission, area of responsibility and environmental needs; however, as a minimum, it must have secure, weather-tight storage for response equipment and be equipped with emergency (flashing) beacons and a siren. Unique communications items may be procured or requested through the EOC on an as-needed basis. On-base military grid reference system maps, local road maps or an atlas for the base response area will be maintained. Clear plastic overlays or templates scaled to the grid maps are required for monitoring incidents and marking disaster cordons.

5.7.2.6.1. (Added) 22 LRS will procure, store and issue IPE for McConnell AFB, except for equipment required by non-active duty Air Force units. When individually issued, MAFB personnel will store and maintain their protective mask according to Technical Order 14P4-15-1. Units are responsible for storing, issuing and tracking EOC operational equipment including EOC communication equipment.

6.4.1.13.6. (Added) Exception: Supervisors are authorized to instruct CBRN Defense TQT.

6.4.3.1. (Added) Each unit will maintain a minimum of two appointed EM schedulers (a primary and alternate) with log-on access to the Automated Civil Engineer System (ACES) Unit Scheduler's Module as listed in paragraph 6.6 and/or Tables 6.1 and 6.2. Only unit schedulers will be allowed to add, change, or cancel class reservations.

6.4.3.2. (Added) Class Documentation. Training documentation for EM Training Courses is maintained in Automated Civil Engineer System – Personnel Readiness (ACES-PR). Unit EM Reps are responsible for maintaining documentation on exercise participation for EOC and UCC members by utilizing the AF Form 1098, *Special Task Certification and Recurring Training*.

6.4.3.4. (Added) EM classes can be scheduled up to two months prior to the class date. Any unit may schedule up to 10 individuals for any EM class. No unit may schedule or attempt to schedule more than 10 slots without prior approval by 22 CES/CEX. Units may schedule short-notice additions, and/or change names to scheduled classes within ACES (swapping students) and cancellations can be made up to 24 hours prior to class start. Cancellations received within 24 hrs of class start time, unless due to emergency circumstances, will result in a no-show. Upon class completion, 22 CES/CEX will identify students as either "in attendance" or "no-show" within the ACES Unit Schedulers module. Unit schedulers can determine unit members that

attended class by accessing ACES. The wing goal for CBRNE training is 90%. Training levels, by unit, will be briefed to the wing on a quarterly basis.

6.6.1.2.8. (Added) Students must complete the most current version of the online CBRN Defense Awareness Course, Explosive Ordnance Reconnaissance (EOR), and AF Counter-Improvised Explosive Device Course (C-IED).

6.6.1.3.8. (Added) Students will arrive to CBRN Skills Survival Training (SST) class prior to class start time with training CBRN IPE consisting of a serviceable chemical protective mask and AFPAM 10-100.

6.6.1.3.9. (Added) Unit commanders are responsible for ensuring assigned personnel attend scheduled training. Students will be turned away from class and re-directed to their unit scheduler for the following reasons: Students arriving late, medically profiled specifically prohibiting his/her participation to a particular class or to any particular component of the course instruction (i.e. can't wear IPE), has just completed a full-duty work shift, not having course specific CBT completed, wearing any combination of an Air Force blue uniform, and/or showing up for a class who are not scheduled, etc. Units will be notified of all personnel released from training for any of the above reasons.

6.6.1.3.10. (Added) Cancellations received within 24 hrs of class start time, unless due to emergency circumstances, will result in a no-show. Slot change requests affecting utilization (i.e. cancellations) will only be accepted from the unit scheduler, first sergeant, or commander. All correspondence regarding scheduling, rescheduling, cancellations and swapping of slots must go through the appointed unit scheduler or alternate. EM Training will not deal directly with students for the issues listed above. 22 CES/CEX, Training Section Non-Commissioned Officer In Charge will provide unit commanders, through the 22 CES/CC, monthly attendance statistics and quota utilization.

6.6.4.3. (Added) UCC Operations. Members must complete UCC Operations Part I Computer Based Training (CBT) and Air Force Emergency Response Operations (AERO) Command and Control Part I and II prior to attending UCC Part II (classroom) training.

6.6.5.3. (Added) (AERO). Required attendees (identified in AFI 10-2501, para 2.4.2.) must complete AERO Part I (CBT) prior to attending AERO Part II (classroom) training. EOC and UCC Members must complete AERO Command and Control for the Part I. Participation in actual or exercise activations may be counted as refresher training, if documented by the unit (see para 6.4.).

6.6.10.5. (Added) EM Rep. Representatives must complete the EM Rep Part I CBT prior to attending EM Rep Part II (classroom) training. Participation in the annual EM Program SAV is considered refresher training for this course.

6.7.2.4. (Added) Unit Information Program. The purpose of the unit information program is to ensure all unit personnel receive current EM information. Unit personnel with dependents are responsible for briefing their dependents on local conditions.

7.7.3. (Added) Exercise Evaluation Team (EET) members must perform EET duties in at least one wing-level exercise annually not to exceed 15 months. This satisfies refresher requirements identified in AFI 10-2501. EET personnel who have not participated in an exercise must attend

formal classroom refresher training. The EET chief is required to document all training and exercise participation.

7.7.4. (Added) Establish a munitions custody account IAW local requirements. The EET account custodian is responsible for preparing issue requests in advance so that items will be available within a 24-hour period and forecasting munitions requirements for local and Inspector General (IG) exercises annually.

JAMES W. CROWHURST, Colonel, USAF  
Commander

**Attachment 1 (MCCONNELLAFBSUP)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

AFI 10-2501, AMC Supplement, *Air Force Emergency Management Program Planning and Operations*, 7 May 2010

MAFB CEMP 10-2, *McConnell Air Force Base Comprehensive Emergency Management Plan*, October 2010

T.O. 14P4-15-1, *MCU-2AP Protective Mask*, 12 May 2003

***Abbreviations and Acronyms***

**ACES**—Automated Civil Engineer System

**ACES**—PR – Automated Civil Engineer System – Personnel and Readiness

**ADLS**—Advanced Distributed Learning System

**AERO**—Air Force Emergency Response Operations

**AF**—Air Force

**AFB**—Air Force Base

**AFI**—Air Force Instruction

**AFOSI**—Air Force Office of Special Investigation

**AFPAM**—Air Force Instruction

**AMC**—Air Mobility Command

**AMDS**—Aerospace Medicine Squadron

**ARG**—Air Refueling Group

**ARW**—Air Refueling Wing

**BEE**—Bioenvironmental Engineering

**BLDG**— Building

**C2**—Command and Control

**CAT**—Crisis Action Team

**CBRN**—Chemical, Biological, Radiological, Nuclear

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

**CBT**—Computer Based Training

**CC**—Commander

**CED**—Civil Engineer Explosive Ordnance Disposal Flight

**CEF**—Civil Engineers Fire Department  
**CEMP**—Comprehensive Emergency Management Plan  
**CES**—Civil Engineer Squadron  
**CEX**—Civil Engineer Readiness and Emergency Management Flight  
**C-IED**—Counter-Improvised Explosive Device  
**CONS**—Contracting Squadron  
**CP**—Command Post  
**CPTS**—Comptroller Squadron  
**CS**—Communication Squadron  
**DCO**—Direct Connect Online  
**DET**— Detachment  
**DS**—Directorate of Staff  
**EET**—Exercise Evaluation Team  
**EM**—Emergency Management  
**EOC**—Emergency Operations Center  
**EOD**—Explosive Ordnance Disposal  
**EOR**—Explosive Ordnance Reconnaissance  
**ESF**—Emergency Support Function  
**FPCON**—Force Protection Condition  
**FSS**—Force Support Squadron  
**GCC**—Group Control Center  
**HAZMAT**—Hazardous Material  
**HC**— Chapel  
**IAW**—In Accordance With  
**IC**—Incident Commander  
**ICC**—Installation Control Center  
**IPE**—Individual Protective Equipment  
**IW**—Intelligence Wing  
**JA**—Judge Advocate  
**LRS**—Logistics Readiness Squadron  
**MAFB**—McConnell Air Force Base  
**MEOC**—Mobile Emergency Operations Center

**MDG**—Medical Group  
**MGRS**—Military Grid Reference System  
**MOOTW**—Military Operations Other Than War  
**MSG**—Mission Support Group  
**MXG**—Maintenance Group  
**NCOIC**—Non-Commissioned Officer In Charge  
**NIPR**—Non-Secure Internet Protocol Network  
**OG**—Operations Group  
**OPR**—Office of Primary Responsibility  
**PA**—Public Affairs  
**RST**—Readiness Support Team  
**SAV**—Staff Assistance Visit  
**SE**—Safety Office  
**SFO**—Senior Fire Official  
**SFS**—Security Forces Squadron  
**SGPB**—Bioenvironmental Engineering  
**SIPR**—Secure Internet Protocol Network  
**SITREP**—Situation Report  
**SST**—Survival Skills Training  
**TQT**—Task Qualification Training  
**UCC**—Unit Control Center  
**WMD**—Weapons of Mass Destruction

**Attachment 8 (Added-McConnellAFB)****22 ARW EOC PROCEDURES****A8.1. General.**

A8.1.1. The EOC is activated and recalled at the discretion of the 22 ARW/CC.

A8.1.2. The EOC updates the Crisis Action Team (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.

A8.1.3. The EOC may also support joint information activities. The scope of responsibilities include: coordination, communications (including exchanging data with the UCCs, resource dispatching and tracking, information collection, and analysis and dissemination).

A8.1.4. The EOC Director, in conjunction with 22 CES/CEX, is the primary custodian for any modifications/alterations to the infrastructure of the primary and alternate EOC.

**A8.2. Responsibilities.****A8.2.1. EOC Director:**

A8.2.1.1. The EOC Director is the 22 MSG/CC or other senior representative designated by the 22 ARW/CC who has completed the Air Force Incident Management Course.

A8.2.1.2. The EOC Director provides oversight for the 22 ARW/CC and the Incident Commander (IC) to support and control emergency response to incidents.

A8.2.1.3. The EOC Director can support multiple ICs simultaneously, while providing senior officer level C2 for sustained response and recovery operations.

A8.2.1.4. If senior military authority or assessment is required on scene, the EOC Director or designated official can move from the EOC to the incident site. Before leaving the EOC, the EOC Director must appoint and brief a replacement. The replacement must meet the same criteria/training requirements as the EOC Director.

A8.2.1.5. The EOC Director serves as the senior military representative to maintain military command authority over military resources as required by law.

A8.2.2. EOC/ (ESF) Members: Coordinate with UCCs to disseminate information and provide support to the IC.

**A8.2.3. EOC Manager (22 CES/CEX Superintendent/NCOIC/Flight Commander):**

A8.2.3.1. Maintains a status of all assigned EOC personnel.

A8.2.3.2. Ensures EOC is fully operational upon activation.

A8.2.3.3. Compiles and tracks EOC Director's objectives.

A8.2.3.4. Tracks recall of EOC/ ESF personnel.

A8.2.3.5. Collects and provides all information needed for the preparation of the daily Situation Report (SITREP).

A8.2.3.6. Prepares SITREPs during and after-action reports after each exercise or contingency.

A8.2.3.7. Controls the EOC during operational and non-operational periods. If units have changes that need to occur within the EOC, they have to be routed through 22 CES/CEX and ultimately 22 MSG/CC for approval.

A8.2.3.8. Facilitates master checklist.

**A8.2.4. UCC:**

A8.2.4.1. UCCs provide the focal point within an organization to maintain unit C2, relay information to and from unit personnel, provide expertise to the EOC or IC, and leverage unit resources to respond to and mitigate the incident.

A8.2.4.2. The UCCs will be activated at the 22 ARW/CC's or Unit CC's discretion.

**A8.2.5. GeoBase Coordinator:**

A8.2.5.1. Ensures maps are current and available during EOC activation.

A8.2.5.2. Provides DCO administrator and EOC Director with up-to-date infrastructure mapping data.

**A8.2.6. Recorder (ESF 5):**

A8.2.6.1. Gathers, tracks, and records information.

A8.2.6.2. Prepares reports for EOC staff.

A8.2.6.3. Provides oversight of the Log of Events.

A8.2.6.4. Manages overall activities of the CBRN Cell and is responsible for tracking/maintaining CEMP 10-2 master checklist.

**A8.2.7. DCO Operator:**

A8.2.7.1. Provides administrative support to both the EOC and CAT.

A8.2.7.2. Prepares the Log of Events.

**A8.2.8. CEX:**

A8.2.8.1. Ensures computers are operational upon activation of EOC.

A8.2.8.2. Manages the EOC audio/visual systems.

**A8.3. Procedures.**

A8.3.1. The 22 ARW/CC and/or the EOC Director (22 MSG/CC) will initiate the EOC recall through the 22 ARW/ CP during a major accident, natural disasters, terrorist use of WMD incidents, contingencies, and wartime operations. The EOC Director and EOC Manager will ensure the EOC is operational immediately after notification/recall from the CP .

A8.3.2. During duty hours, ESFs will report to the EOC within 30 minutes, all ESF members will report within 90 minutes after duty hours.

A8.3.3. The installation's ESFs form an organizational structure within the EOC to provide the installation level support, oversight, coordination, resources, and services that are most likely to be needed during the emergency response and recovery phases.

A8.3.3.1. The EOC Director has the authority to activate all, some, or none of the ESFs depending upon the scope and magnitude of the incident and needs of the IC. Once activated, the ESFs operate under the authority of the EOC Director.

A8.3.3.2. During wartime operations, the EOC structure may be tailored to meet the unique and specific contingency requirements outside the scope of a traditional EOC. The main body of the EOC will inherently be unchanged; the structure will be modified to meet the mission continuation/restoration needs of the commander by adding or removing personnel (adding the Mission Director and Minimum Operating Strip Plotter, removing AFOSI, etc).

A8.3.4. Figure A8.1. Shows the ESFs and how they are grouped in the 22 ARW EOC.

**Table A8.1. EOC ESFs.**

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

A8.3.5. Additional functional area support not identified as an OPR for any of the ESFs, may be activated at the discretion of the EOC Director:

A8.3.5.1. 22 MXG

A8.3.5.2. 22 OG

A8.3.5.3. 22 CPTS

A8.3.5.4. 22 CONS

A8.3.5.5. 22 ARW/JA

A8.3.5.6. 22 ARW/HC

A8.3.6. If the scope of the incident/event requires 24 hour operations, the EOC Director and Manager will develop a duty roster consisting of primary and alternate ESFs, admin, and additional members to facilitate 12 hour shifts.

A8.3.7. The alternate site for the EOC will be set up, within budgetary and space constraints, identical to the primary. It will be manned when the primary is evacuated or destroyed.

A8.3.8. The following equipment will be on hand for use in the primary/alternate EOC.

- A8.3.8.1. Current 22 ARW CEMP 10-2.
- A8.3.8.2. Current 10-2 Functional Area Checklists and others as needed.
- A8.3.8.3. Computers w/Non-Secure Internet Protocol Network (NIPR).
- A8.3.8.4. Printer.
- A8.3.8.5. Direct Connect Online (DCO) access for each work station.
- A8.3.8.6. Master and Functional Area checklist loaded into DCO.
- A8.3.8.7. GeoBase Terminal.
- A8.3.8.8. Grid Map Overlay.
- A8.3.8.9. Base Grid Map.
- A8.3.8.10. Self Aid/Buddy Care Kit.
- A8.3.8.11. Administrative Supplies.
- A8.3.8.12. EOC continuity binder; Operating Instructions, recall rosters, etc.
- A8.3.8.13. Dry Erase Board/Status Board.
- A8.3.8.14. Phone.
- A8.3.8.15. Secure Terminal Equipment phone.
- A8.3.8.16. Government Services Agency approved safe.
- A8.3.8.17. Bug-out kit.

A8.3.9. Unit EM Reps will provide 22 CES/CEX with a quarterly EM report, signed by the unit commander, appointing a maximum of a primary and alternate representative for the EOC and UCC; a new report must be submitted when changes occur.

#### **A8.4. EOC/UCC Training**

A8.4.1. All personnel assigned to either the EOC or a UCC will complete the following training to work in those respective areas:

- A8.4.1.1. Per AFI 10-2501, Table 6.3 – All personnel working in the EOC or a UCC will complete AERO Command and Control Part I (CBT) along with Part II (classroom).
- A8.4.1.2. Once appointed by the unit commander, UCC personnel will complete UCC Operations Part I (CBT) along with Part II (classroom).
- A8.4.1.3. Training can be found on the Advanced Distributed Learning System. The Part II classes are conducted by 22 CES/CEX and will be scheduled by the respective Unit's EM Training Scheduler through the ACES Unit Scheduler. EM Reps and Training Managers will have to coordinate to ensure training is completed.
- A8.4.1.4. Initial training is an hour with a minimum of one hour refresher training annually. Participation in actual or exercise EOC/UCC response may be counted as refresher training.

A8.4.2. Training will be tracked in ACES-PR. EM Reps will also track the above training by collecting a copy of the respective member's certificate/training date and placing it their EM continuity binders and checked annually through the unit EM SAV program. EOC training certificates must be sent to 22 CES/CEX office.

**Attachment 9 (Added-McConnellAFB)**

**EVACUATION PROCEDURES**

**A9.1.** Alternate site: BLDG 1200, Fire Station 1, 2<sup>nd</sup> Floor Training Room

**A9.2.** Upon notification of an evacuation, ESF 1 will call for a 30 passenger bus and ESF 13 will call for security from the primary to the alternate EOC. All ESF members will notify their UCC of the evacuation to the alternate EOC

**A9.3.** Each ESF member will proceed to the determined exit as expeditiously as possible.

**A9.4.** Updates. The 22 ARW/CC and the EOC Director will determine the timelines for SITREP briefings for incident updates to the ICC