

**BY ORDER OF THE COMMANDER
OKLAHOMA CITY AIR LOGISTICS
COMPLEX**



**OKLAHOMA CITY AIR LOGISTICS
COMPLEX INSTRUCTIONS 10-2501**

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Operations

***EMERGENCY MANAGEMENT
(EM) PROGRAM***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management Program Planning and Operations*, and AFI10-2501_TINKERAFBSUP, *EM Program Planning and Operations*, and identifies the Oklahoma City Air Logistics Complex (OC-ALC) Emergency Management (EM) program requirements in support of the Tinker Air Force Base (TAFB) EM Program; thereby, ensuring one fully integrated installation-wide EM program. It provides guidance and procedures to ensure there is a system in place for proper notification and response for the safety and well-being of the workforce in the preparation of and during EM events throughout the OC-ALC. This instruction is applicable to OC-ALC units and applies to all personnel within OC-ALC. This publication may not be supplemented. 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 Forms 847 from the field through the appropriate functional's chain of command. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force (AF) Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include updates to EM checklists, Group Unit Emergency Management Monitor (UEMM), emergency equipment (whistle added), Air Force emergency program courses and education and information material.

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1. Purpose/Scope. The OC-ALC EM program ensures there is a system in place for proper notification and response for the safety and well-being of the OC-ALC workforce, which include health of the program through self-inspections, notification procedures, evacuation and/or shelter designations, personnel accountability reporting requirements, and contingency plan coordination. It includes specific OC-ALC requirements that are not specified in the AFI10-2501_TINKERAFBSUP. This instruction must be used in conjunction with AFI10-2501, AFI10-2501_TINKERAFBSUP, and TAFB Plan 10-2, *Installation Comprehensive Emergency Management Plan (IEMP)*. This instruction is applicable to all OCALC organizations and personnel.

2. OC-ALC Support to the AF EM Program Structure. OC-ALC supports Tinker EM program’s planning and management structure by providing designated members to the Unit EM Representatives (UEMRs).

2.1. The OC-ALC is required to provide flight line maintenance representatives to the Tinker Emergency Operations Center (EOC) (best represented by the 76th Aircraft Maintenance Group (76 AMXG), Maintenance Operations Center (MOC)) and Unit Control Center (UCC).

2.2. The OC-ALC UCC functions and responsibilities are shared between the Contingency Cell in the OC-ALC, Director of Staff, Administration Element (OC-ALC/DSA), hereafter referred to as the OC-ALC Contingency Cell, and the MOC. Both functions form a concerted team effort with key OC-ALC emergency/contingency program OPRs and the MOC’s 24/7 flight line maintenance operations in the event of a base emergency or contingency.

3. Responsibilities.

3.1. The OC-ALC Commander (OC-ALC/CC):

- 3.1.1. Establish an EM program within the OC-ALC to fully support AF and TAFB EM program.
- 3.1.2. Appoint, in writing, a primary and alternate OC-ALC UEMR out of OC-ALC/DSA, to act as the OC-ALC point of contact (POC) for all emergency management issues and to manage and coordinate OC-ALC requirements to fully support the TAFB EM program.
- 3.1.3. Ensure a UCC is established/fully functional within OC-ALC to support Tinker emergency/contingency operations.
- 3.1.4. Provide representatives to TAFB EOC. Representatives will be selected from 76 AMXG MOC.
- 3.1.5. Appoint, in writing, a primary and alternate OC-ALC chemical, biological, radiological, nuclear and high yield explosives (CBRNE)/chemical warfare defense equipment (CWDE) training monitor/scheduler (usually a function of the OC-ALC unit deployment manager (UDM)) and/or a task qualification training (TQT) monitor (applicable to military only; can be the UDM or appointed separate military member as an additional duty).
- 3.1.6. Appoint, in writing, primary and alternate Air Force Personnel Accountability and Assessment System (AFPAAS) Commanding Officer Representative (COR).
- 3.1.7. Ensure all personnel participate in annual fire evacuation drills.

3.2. The OC-ALC Unit UEMR:

- 3.2.1. Manage the OC-ALC-level EM program. Advise OC-ALC/CC and OC-ALC staff on EM matters to include support requirements and ensure an effective system is in place to ensure EM information reaches assigned personnel.
- 3.2.2. Be an assigned member of the OC-ALC Contingency Cell. Work with, support and assist other OC-ALC key program OPRs (anti-terrorism force protection (AT/FP), security, operation security (OPSEC), war planner) within the OC-ALC Contingency Cell and the MOC to ensure real world and exercise contingency/emergency events and messages are communicated throughout the OC-ALC, and OC-ALC actions/status reporting is coordinated/tracked and complied with.
- 3.2.3. Complete the following training on Advanced Distributed Learning Service (ADLS):
 - 3.2.3.1. Air Force Emergency Management Program Course (ZZ133131) and Unit EM Representative course (ZZ133062).
 - 3.2.3.2. UCC Operations Course (ZZ133056) and Unit Control Center 72d local training.
 - 3.2.3.3. Unit Emergency Management Representative local 72d training.

3.2.4. Attend additional classroom training for local conditions (UEMR & UCC) provided by 72d Air Base Wing, Readiness and Emergency Management Office (72 ABW/CEX).

3.2.5. Maintain OC-ALC EM program continuity handbook IAW TAFB UEMR Program Reference Guide provided by 72 ABW/CEX.

3.2.6. Prepare OC-ALC quarterly EM briefings.

3.2.6.1. Provide briefings to all group/staff office UEMMs for distribution to OC-ALC personnel.

3.2.6.2. Recommended topics should include but are not limited to environmental and seasonal weather conditions, safety, hazardous materials (HAZMAT) protection (shelter-in-place), active shooter, evacuations, storm, wildfires, etc.

3.2.6.3. Prepare Unit EM quarterly report and submit to 72 ABW/CEX by the 15th of January, April, July, and October of each year.

3.2.7. Act as OC-ALC EM POC for the annual Tinker EM Staff Assistance Visit (SAV) conducted by TAFB EM Program Manager (72 ABW/CEX). Provide SAV discrepancies to the OC-ALC/CC, produce a written reply which includes corrective actions and estimated completion dates, then send to 72 ABW/CEX.

3.2.8. Prepare OC-ALC-specific initial EM briefing for newly assigned personnel (base new-employee orientations only provide “general overview” EM briefings).

3.2.9. Coordinate with group/staff office UEMMs to develop unit evacuation and assembly procedures, shelter locations, written emergency notification procedures/checklists.

3.2.10. Maintain OC-ALC EM checklists as required by TAFB IEMP 10-2.

3.2.11. Receive and consolidate group/staff office personnel accountability status reports for all evacuation/shelter events.

3.2.12. Be assigned as primary AFPAAS COR for OC-ALC/CC.

3.2.13. Provide education and information material for emergency actions to be posted on bulletin board or electronic displays.

3.2.14. Update education and information material (quarterly EM briefings, EM POCs, new employee initial briefing, OC-ALC EM checklists, evacuation site maps, and tornado shelter maps, etc.) on the OC-ALC Contingency Cell Enterprise Information Management (EIM) site:

3.2.15. Maintain OC-ALC Key Personnel/Top 3 Recall/Notification List IAW TAFB Plan 10205, *Installation Recall/Notification*.

3.2.16. Review and maintain this instruction to ensure proper support of AFI10-2501_TINKERAFBSUP and TAFB Plan 10-2, IEMP.

3.3. The OC-ALC UCC duties/responsibilities are shared between the OC-ALC Contingency Cell and 76 AMXG MOC. Although they are geographically separated, this UCC provides a focal point to maintain OC-ALC command and control 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.

3.3.1. The OC-ALC Contingency Cell's organization symbol is OC-ALC/DSA. It is listed in the Global Address List (GAL) as "OC-ALC Contingency Cell" and the organizational email address is OC-Complex.Contingency Cell@us.af.mil.

3.3.1.1. The OC-ALC Contingency Cell is comprised of key emergency/contingency OPRs including the OC-ALC AT/FP, security/OPSEC, UEMR, and war planner program managers.

3.3.1.2. Each program manager in the OC-ALC Contingency Cell will manage their respective program(s) and also assist with the other programs.

3.3.1.3. The OC-ALC Contingency Cell in conjunction with the MOC will coordinate all OCALC notifications during base emergency/contingency real world events or exercise scenarios. During normal dayshift hours, OC-ALC Contingency Cell will be primary point of contact for these scenarios. The MOC will assume primary responsibility for these scenarios after normal duty hours. The MOC will normally disseminate weather notices to OC-ALC personnel for all shifts.

3.3.2. The MOC's office symbol is 76 AMXG/MOC, listed in the GAL as "76 AMXG/CC Contingency". The organizational email address is 76amxg.mxa.contingency@tinker.af.mil. The MOC is primarily responsible for coordinating and monitoring aircraft depot maintenance operations and statuses and is the central POC regarding maintenance for the 76 AMXG commander. It is a 24/7 operational function supporting OC-ALC's aircraft maintenance depot production efforts. The MOC shall also:

3.3.2.1. Work with OC-ALC Contingency Cell to help disseminate OC-ALC emergency response notifications.

3.3.2.2. Operate as OC-ALC's UCC after duty hours (swing shift, grave shift, weekend, holidays) for all initial notifications for all base emergency/contingency real world events or exercise scenarios. Provide notifications to the OC-ALC/CC or OC-ALC Vice Director (DV) and/or maintenance group Commanders/Civilian Leaders (CC/CL), as required. Notify/recall the required OC-ALC program OPR in the OC-ALC Contingency Cell.

3.3.2.3. Provide representatives to the EOC (minimum of one primary and two alternates), and maintain current recall roster which will include means to contact EOC reps after normal duty hours and on weekends.

3.3.2.4. Maintain communications with 76 AMXG EOC representatives once recall is initiated. Forward updates to OC-ALC Contingency Cell and OC-ALC/CC or DV, as required.

3.3.3. OC-ALC UCC overall/combined responsibilities: The OC-ALC Contingency Cell and MOC will do the following as the combined OC-ALC UCC.

3.3.3.1. Maintain emergency response checklists, disaster response maps, communications equipment, alternate control centers, and recall rosters as applicable.

3.3.3.2. Disseminate threat and emergency action information, disaster cordon evacuation instructions, protective measures and other emergency information to affected OC-ALC personnel.

3.3.3.3. Maintain the following documents:

3.3.3.3.1. Current TAFB EM grid map with appropriate overlays (provided by 72 ABW/CEX). Ensure map is displayed and unit controlled facilities and operating areas identified.

3.3.3.3.2. Oklahoma state highway map (provided by 72 ABW/CEX).

3.3.3.3.3. Copy of Tinker Plan 10-2, *IEMP*.

3.3.3.3.4. Current OC-ALC Key Personnel/Top 3/Notification List.

3.3.3.3.5. Current OC-ALC EM checklists.

3.4. Emergency Operations Center (EOC) Representatives. OC-ALC provides Tinker EOC representatives (minimum of one primary and two alternate) from 76 AMXG MOC.

3.4.1. EOC reps shall be MOC subject matter experts for flight line operations on the TAFB aircraft maintenance ramps and flight line.

3.4.2. Complete Air Force Emergency Management Program Course (ZZ133131) and Emergency Operations Center course (ZZ133132) and Emergency Operations Center local training.

3.4.3. Attend additional classroom training for local conditions provided by 72 ABW/CEX. Contact OC-ALC UEMR for classroom dates.

3.4.4. Provide copies of training certificates to OC-ALC UEMR.

3.4.5. Participate in at least one exercise annually or receive refresher training from 72 ABW/CEX.

3.4.6. Assume the EOC on-scene representative duties as required, acting as OC-ALC representatives when called upon. They are responsible to the OC-ALC/CC and 76 AMXG/CC and will provide support and assistance to Tinker EOC, as needed, when it comes to the OCALC side of the flight line and ramp operations IAW TINKERAFBI 21-43, *Crashed, Damaged or Disabled Aircraft Recovery (CDDAR) Procedures*.

3.4.7. Have the authority to recall key personnel or coordinate OC-ALC flight line operations and crash recovery resources as required during emergencies/contingencies.

3.4.8. Ensure MOC is provided updates of the event for communication purposes with director/deputy director or other appropriate personnel.

3.5. Group CC/CL or staff office chief:

3.5.1. Establish an EM program within their respective group/staff office to fully support OCALC, TAFB and AF EM programs.

3.5.2. Appoint, in writing, primary and alternate UEMMs. Appointments below group level are at the discretion of the respective group CC/CL.

3.5.3. Identify EM requirements. Plan/budget to purchase and store materiel needed to accomplish specific EM functional tasks. (See paragraph 5.6. below).

3.5.4. Ensure evacuation sites and shelter locations are identified for personnel in organization's facilities.

3.5.5. Ensure personnel are trained on emergency and personnel accountability procedures.

3.5.6. Establish tailored UCC to meet current operational needs during emergency/contingency events.

3.5.7. Brief personnel annually on AFPAAS procedures.

3.5.8. Conduct annual fire evacuation drills for all personnel.

3.5.9. 76 AMXG/CC appoints representative to 72 ABW EOC.

3.6. Group/Staff Office UEMM:

3.6.1. Monitor group/staff office level EM program.

3.6.2. Advise group CC/CL on EM procedures and requirements.

3.6.3. Provide OC-ALC UEMR with additional information requested.

3.6.4. Complete Air Force Emergency Management Program Course (ZZ133131), Unit EM Representative course (ZZ133062), UCC Operations course (ZZ133056) on ADLS and attend additional training for local Unit Control Center and UEMR provided by 72 ABW/CEX. Contact OC-ALC UEMR for class dates.

3.6.5. Up-channel personnel accountability status reports to OC-ALC Contingency Cell.

3.6.6. Update information/bulletin boards and/or plasma screen TV displays with current OCALC UEMR and UEMM personnel contact information.

3.6.7. Distribute EM information/quarterly briefings to supervisors for dissemination to all assigned/attached personnel (uniformed, civilian, and contractors).

3.6.8. Provide changes and updates of evacuation and shelter area requirements to OC-ALC UEMR.

3.6.9. Provide education and information material for emergency actions to be posted on bulletin boards or electronic displays throughout the groups/staff offices. Verify the materials provided by group/staff office UEMM are posted in work/rest areas (bulletin boards, electronic displays, etc.). Education and information materials can be found at

3.6.10. Provide group/staff office Top 3 Key Personnel contact information to OC-ALC UEMR monthly or as changes occur IAW TAFB Plan 10-205.

3.6.11. Provide end of calendar year report to OC-ALC UEMR of number of personnel who participate in annual fire evacuation drills.

3.7. Group UCCs:

3.7.1. OC-ALC groups must establish tailored UCC to meet current operational needs during emergency/contingency events.

- 3.7.2. The UCC will operate IAW group commander/leader direction.
- 3.7.3. The UCC will provide information to appropriate group/staff members as required.
- 3.7.4. The UCC will respond to OC-ALC Contingency Cell as required.
- 3.7.5. The UCC members include but are not limited to key program OPRs (UEMR, war planner, AT/FP rep, security/OPSEC manager) as directed by group commander/leader.

3.8. Supervisors:

- 3.8.1. Present all personnel (uniformed, civilian, & contractors) OC-ALC quarterly EM briefings.
- 3.8.2. Present all newly assigned personnel with the OC-ALC EM initial orientation briefing and review previous quarter OC-ALC EM briefing. Both briefings are located on the OC-ALC Contingency Cell EIM site.
- 3.8.3. Provide evacuation and shelter areas as part of the work section's safety briefings/meetings held and documented on AFMC Form 316, *Supervisor Safety Meeting Minutes*.
- 3.8.4. Keep unit personnel recall roster current IAW TAFB Plan 10-205.
- 3.8.5. Relay information to all personnel pertaining to EM events as they occur.
- 3.8.6. During EM events, follow procedures outlined in specific OC-ALC EM checklists located on the OC-ALC Contingency Cell EIM site.
- 3.8.7. Acquire assistance for "mobility impaired" personnel for evacuation/shelter events by using all available resources (i.e., wingman, electric carts, etc.). **Note:** "Mobility impaired" consists of but is not limited to: Disabled, physically limited, pregnant, hearing impaired, vision impaired, etc.
- 3.8.8. Notify group/staff office UEMM of evacuation and shelter area changes.
- 3.8.9. Ensure the following materials, provided by group/staff office UEMM, are posted in work/rest areas (bulletin boards, electronic displays, etc.). Education and information materials can be found at <https://org.eis.afmc.af.mil/sites/76MXW/ContingencyCell/Emergency%20Management/Forms/AllItems.aspx>. **NOTE:** For quick and easy reference, EM information should be located in one area of the bulletin board (not scattered).
 - 3.8.9.1. UEMR and UEMM POC and contact information.
 - 3.8.9.2. Air Force Visual Aid (AFVA) 10-2510, USAF *Emergency Notification Signals*.
 - 3.8.9.3. Evacuation site maps.
 - 3.8.9.4. Storm/Tornado shelter maps.
 - 3.8.9.5. HAZMAT shelter-in-place location.
 - 3.8.9.6. Active shooter information.
 - 3.8.9.7. OC-ALC Abbreviated Emergency Plan.

3.8.10. Brief all military and civilian personnel on AFPAAS (Attachment 2).

3.8.11. Issue individual AFPAAS pocket card to all personnel, Figure A2.1, Attachment 2.

3.8.12. Ensure all personnel participate in an annual fire evacuation drill. Every individual must participate in at least one fire evacuation drill per calendar year.

3.9. All employees:

3.9.1. Participate in all EM events.

3.9.2. Do not provide information to any person outside of the government concerning any event unless cleared through the 72d Air Base Wing, Public Affairs Office (72 ABW/PA).

3.9.3. Ensure “mobility impaired” requirements are known to your supervisor or fellow employees for assistance to shelter or evacuation site.

3.9.4. Assist “mobility impaired” personnel in evacuating by using all available resources (i.e., wingman, electric carts, etc.).

3.9.5. Be familiar with AFPAAS (Attachment 2). If you are in an AFPAAS event affected area, you are encouraged to utilize the AFPAAS pocket card to report your status Figure A2.1., Attachment 2.

3.10. Facility manager will in conjunction with group/staff office UEMM identify protective tornado shelter locations, HAZMAT in-place sheltering, and/or evacuation for terrorist weapons of mass destruction incidents in all unit facilities IAW TINKERAFB Handbook (TINKERAFBH) 32-9001, *Facility Management Guidelines*.

3.11. Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE)/CWDE Training Monitor/Scheduler is normally part of the military unit training monitor’s duties; however, the unit deployment manager (UDM) may also be tasked as part of his/her responsibilities, as follows: **NOTE:** Applies only to military members/UDMs within the OC-ALC.

3.11.1. Trained in Automated Civil Engineer System (ACES) unit scheduler by base EM and the unit schedule in the ACES-PR system.

3.11.2. Ensures CBRNE training is documented and status tracked.

3.11.3. Ensures applicable military personnel are equipped for CBRNE training.

3.12. Serves as the CBRNE Defense Functional Area TQT Monitor. The TQT program manager/monitor must: **NOTE:** Applies only to military members/UDMs within the OC-ALC.

3.12.1. Manage the OC-ALC military TQT program to ensure OC-ALC military members are properly trained in the CBRNE Defense Functional Area TQT/ Counter Chemical Warfare (CCW) Operations for Functional Area Organizations/CBRNE Key Leaders.

3.12.2. Work with the AF career field managers to incorporate required tasks into the TQT program.

- 3.12.3. Ensure TQT is being conducted within 60 days of completing CBRNE training.
- 3.12.4. Ensure supervisors are training and evaluating individual-performance objectives per their AF specialty code (AFSC) training requirements.
- 3.12.5. Ensure TQT is documented, and as applicable, ensure C-CW Operations for Functional Area Organizations computer based trainings (CBT) are being completed.
- 3.13. Serve as CWDE Custodian. The CWDE custodian must: **NOTE:** Applies only to military members/UDMs within OC-ALC.
 - 3.13.1. Ensure the military members have sufficient levels of CWDE to support unit tasking plus 10%.
 - 3.13.2. Ensure the unit has current TOs on CWDE.
 - 3.13.3. Ensure CWDE items are being inspected and maintained IAW applicable TOs.
 - 3.13.4. Ensure the unit maintains a stock of spare parts authorized for user maintenance.
 - 3.13.5. Ensure all deployable personnel are issued a personal protective mask.
 - 3.13.6. Ensure personnel received proper mask fit testing.
 - 3.13.7. Ensure members retest with proper mask fit test after a weight change of 10% or more, or the wearer experiences extensive dental work, facial surgery, scarring, or disfigurement.
 - 3.13.8. Ensure UDM has mask “fit-tested” by personnel who are notionally tasked to medium or high chemical threat areas prior to deployment.
 - 3.13.9. **Note:** All military members of the OC-ALC (active duty and Individual Mobilization Augmentee (IMA)) are loaded into Mobility Inventory Control Accountability System (MICAS). Gas mask, A-1, B-1 and C-1 bags are stored and maintained by 72d Logistics Readiness Squadron (72 LRS). Mobility items are issued and returned through 72d Mission Support Group, Deployment and Distribution Flight (72 MSG/LGRD). Items are only issued for deployments, base exercises and training appointments.
- 3.14. Unit equipment custodians. **Note:** 72 LRS maintains and stores all real world deployable assets. Items are tracked, inspected and updated through MICAS.

4. OC-ALC EM Program Administration.

- 4.1. The EM program continuity handbook. OC-ALC UEMR will maintain an EM Program continuity handbook (hardcopy or electronically) IAW TAFB UEMR Program Reference Guide. The handbook will be labeled “Unit EM Program Continuity Handbook”. If any of the items required to be in the handbook are maintained elsewhere, place a cross-reference sheet or a memo behind the appropriate tab. The continuity book will include the following:
 - 4.1.1. Cover letter which explains where the binder is stored, current OPR, and brief description of unit EM program and a table of contents.
 - 4.1.2. Tab A: Appointment memos.
 - 4.1.2.1. OC-ALC UEMR: Quarterly unit EM reports.

- 4.1.2.2. Group/staff office UEMM: A copy of the most current EM position or team appointment memo(s) signed by the appropriate level of supervision for the organization. Memo will be addressed to OC-ALC/DSA.
- 4.1.3. Tab B: Self-Inspections/Self-Assessments and documentation. This tab contains the self-assessment checklists and results (discrepancy tracker) performed semi-annually. The checklist will be kept for three years when write-ups occur to determine if trends are developing. When no write-ups occur, documentation will be retained for one year and replace with the next yearly assessment.
- 4.1.4. Tab C: SAV reports and replies. This tab contains the most recent SAV report and get well plan for all observations that may have been noted during the SAV conducted by 72 ABW/CEX.
- 4.1.5. Tab D: EM Briefings. This tab contains new employee briefing and one year of quarterly EM briefings. Document the process for conveying EM information to the commander/director. Also include a log of briefings (title, date, topics).
- 4.1.6. Tab E: Training Documentation. This tab contains copies of CBT training certificates and local classroom training documentation.
- 4.1.7. Tab F: Written Procedures. This tab contains a copy of this instruction, current versions of all OC-ALC EM checklists and any specific EM checklists developed at the group/staff office and/or squadron level.
- 4.1.8. Tab G: Miscellaneous. This tab includes correspondence/memos that are relevant to the unit's program but are not referenced under another heading. Recommended items are number of personnel by building/shift and zone (if applicable), evacuation and tornado shelter site maps, etc.

5. EM Program Planning and Execution/Operations Procedures.

- 5.1. EM Checklists. OC-ALC checklists will be developed if there are specific requirements that TAFB IEMP 10-2 and/or Installation Control Center (ICC) directives do not cover.
- 5.1.1. Checklists must give detailed instructions to accomplish assigned tasks.
- 5.1.2. Checklists must be identified by title and include the date published and point of contact at top of checklist.
- 5.1.3. Checklists must be reviewed annually (within 60 days of the annual update of TAFB Plan 10-2) and approved by commander or designated OPR.
- 5.1.4. OC-ALC EM checklists are located on the OC-ALC Contingency Cell EIM site.
- 5.1.5. Group-level checklists are encouraged if there are group-specific actions the OC-ALC and base checklists or instructions do not cover. These will be developed by each group/staff office UEMM and approved for use by group commanders.
- 5.2. The OC-ALC Evacuation Sites.
- 5.2.1. Evacuation sites will be established for each facility (500 foot cordon).
- 5.2.2. Sites will be coordinated with the group/staff office UEMMs, supervisors, and approved by the organizational commander.

5.2.3. Provide evacuation site information to the OC-ALC UEMR as updates are identified.

5.3. The OC-ALC storm/tornado shelters.

5.3.1. The UEMM in conjunction with facility manager will identify protective storm/tornado shelter locations for all OC-ALC facilities and approved by organizational commander. **NOTE:** Building storm shelter Assessment may be requested on AF Form 332, *Base Civil Engineer Work Request*.

5.3.2. Provide storm/tornado shelter information to the OC-ALC UEMR as updates are identified.

5.3.3. Maps indicating locations of shelters will be posted in work/rest areas.

5.3.4. Shelters will be identified with TAFB approved signs.

5.4. HAZMAT shelter-in-place (SIP). SIP is a term used to identify actions to take after hazardous materials have possibly been released into the atmosphere. Procedures can provide short-term (one to two hours) protection to building occupants while remaining indoors. Most are simple, low or no cost actions performed by the occupants or facility manager.

5.4.1. UEMMs in conjunction with facility managers will identify SIP locations for their personnel in each facility and approved by organizational commander.

5.4.2. Provide SIP location information to the OC-ALC UEMR as updates are identified.

5.4.3. Information indicating SIP locations will be posted in work/rest areas.

5.5. Active Shooter. Active shooter situations with one or more subjects participating in a shooting spree, random or systematic, with intent to continuously harm others could occur at TAFB. Active shooter situations are incredibly dangerous and difficult because there is no criminal objective (robbery, hostage taking) involved other than violence. Often, the shooter has no regard for their life, and may be planning to die.

5.5.1. Active shooter training, tri-fold pamphlet, and video can be found on the TAFB homepage.

5.6. Emergency Equipment.

5.6.1. Multi-Purpose EM Kit. The following items are to be used for all EM evacuation/shelter events:

5.6.1.1. Weather radio (battery operated or self-powered/hand crank style).

5.6.1.2. Flashlight with batteries (if needed).

5.6.1.3. Shelter/facility map.

5.6.1.4. OC-ALC EM checklists.

5.6.1.5. Whistle.

5.6.1.6. First Aid Kit* (comparable to number of people sheltering); *First Aid kits are NOT intended to be used on a day-to-day basis. Supplies are to be used for

traumatic injuries that occur during an EM event and until medical responders arrive. These kits may be used for both storm/tornado shelters and SIP locations.

5.6.2. HAZMAT SIP Kit. In addition to the Multi-Purpose EM Kit, the following items are required for SIP implementation.

5.6.2.1. Plastic sheeting (4-6 mil thick) pre-cut to fit SIP room openings.

5.6.2.2. Room diagram to designate openings to cover (doors, windows, vents, etc.).

5.6.2.3. Duct tape (3" wide & 10 mm thick).

5.6.2.4. Communication equipment (Land Mobile Radio (LMRs), land line, cell phone, etc.).

5.7. Personnel Accountability Reporting Process.

5.7.1. Work Place Evacuations.

5.7.1.1. Supervisors will account for all "on duty" personnel after all workplace evacuation/shelter events and complete the Personnel Accountability Status Report.

5.7.1.2. Reports will be up-channeled to group/staff office UEMM for consolidation. Initial report is due within two hours of "all clear"; follow-up reports are required hourly until 100% accountability is attained.

5.7.1.3. Group/staff office consolidated reports will be sent to OC-ALC/DSA (Contingency Cell). If the network is unavailable, provide info via phone or runner.

5.7.2. Natural Disaster/National Emergency.

5.7.2.1. Following such events, OC-ALC may be directed to conduct 100% personnel accountability.

5.7.2.2. Supervisors will contact all unit personnel.

5.7.2.3. Supervisors will complete the Personnel Accountability Status Report.

5.7.2.4. Reports will be up-channeled to group/staff office UEMM for consolidation. Initial report is due within two hours of notification; follow-up reports are required hourly until 100% accountability is attained.

6. Classified Material. All classified documents will be secured before taking shelter or evacuating. If time does not permit the placement of classified material in a safe, its security must be maintained by carrying the classified material as the evacuation occurs and advising the supervisor or security manager immediately that they are in possession of classified material. If advised to leave the base or directed to an area other than normally occupied, contact a security manager or safe custodian to secure the classified material.

7. Operation Security (OPSEC). OPSEC is the process of denying information to adversaries about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting military operations and other activities in support thereof. Public Affairs office is the spokespersons for the base and shall clear any public statements.

MARK K. JOHNSON, Brig Gen, USAF
Commander, Oklahoma City Air Logistics Complex

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFPD 10-25, *Emergency Management*, 26 September 2007

AFI 10-2501_AFMCSUP, *EM Program Planning and Operations*, 17 December 2012

AFI 10-2501_TINKERAFBSUP, *EM Program Planning and Operations*, 20 February 2014

TINKERAFBI21-43, *Crashed, Damaged or Disabled Aircraft Recovery (CDDAR) Procedures*

TAFB Plan 10-2, *Installation Comprehensive Emergency Management Plan (IEMP)*, 31 August 2014

TAFB Plan 10-204, *Installation Exercise Management Plan*, June 2011

TAFBI 10-205, *Emergency Notification Procedures*, 25 June 2013

TAFB Plan 10-205, *Installation Recall/Notification Plan*, March 2014

AFI 10-701, *Operations Security (OPSEC)*, 8 June 2011

TINKERAFBH 32-9001, *Facility Management Guidelines*, 26 February 2010

TAFB Unit Emergency Management Representative (UEMR) Program Management Guide, January 2014

AFVA 10-2510, *USAF Emergency Notification Signals*

Prescribed Forms

None

Adopted Forms

DD Form 2861, *Cross-Reference*

AF Form 332, *Base Civil Engineer Work Request*

AFMC Form 316, *Supervisor Safety Meeting Minutes*

Abbreviations and Acronyms

72 ABW—72d Air Base Wing

72 ABW/CEX—72d Air Base Wing, Readiness and Emergency Management Office

72 ABW/PA—72d Air Base Wing, Public Affairs Office

72 LRS—72d Logistics Readiness Squadron

72 MSG/LGRD—Deployment and Distribution Flight

76 AMXG—76th Aircraft Maintenance Group

ACES—Automated Civil Engineer System

ADLS—Advanced Distributed Learning Service
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFMC—Air Force Materiel Command
AFPAAS—Air Force Personnel Accountability and Assessment System
AFPD—Air Force Policy Directive
AFRIMS—Air Force Records Information Management System
AFVA—Air Force Visual Aid
AFSC—Air Force Specialty Code
AT/FP—Anti-Terrorism/Force Protection
CC—Commander
C-CW—Counter Chemical Warfare
CDDAR—Crashed, Damaged or Disabled Aircraft Recovery
CE—Civil Engineering
CBRNE—Chemical, Biological, Radiological, Nuclear and High Yield Explosives
CBT—Computer-based Training
CL—Director
COR—Commanding Officer Representative
CWDE—Chemical Warfare Defense Equipment
DD—Department of Defense (when used as forms)
DV—Vice Director (Complex level)
EIM—Enterprise Information Management
EM—Emergency Management
EOC—Emergency Operations Center
GAL—Global Address List
HAZMAT—Hazardous Materials
I—Instruction
IAW—In Accordance With
ICC—Installation Control Center
IMA—Individual Mobilization Augmentee
IEMP—Installation Comprehensive Emergency Management Plan

LMR—Land Mobile Radio

MICAS—Mobility Inventory Control Accountability System

MOC—Maintenance Operations Center

OC—ALC —Oklahoma City Air Logistics Complex

OC—ALC/CC —OC-ALC, Commander

OC—ALC/DSA —OC-ALC, Director of Staff, Administration Element

OC—ALCSUP —Oklahoma City Air Logistics Complex Supplement

OPR—Office of Primary Responsibility

OPSEC—Operation Security

POC—Point of Contact

RDS—Records Disposition Schedule

SAV—Staff Assistance Visit

SIP—Shelter-in-Place

TAFB—Tinker Air Force Base

TINKERAFBH—Tinker Air Force Base Handbook

TINKERAFBSUP—Tinker Air Force Base Supplement

TQT—Task Qualification Training

UCC—Unit Control Center

UDM—Unit Deployment Manager

UEMR—Unit Emergency Management Representative

UEMM—Unit Emergency Management Monitor

Attachment 2

AIR FORCE PERSONNEL ACCOUNTABILITY AND ASSESSMENT SYSTEM (AFPAAS)

A2.1. AFPAAS is the primary system used by the Air Force to attain and report Total Force Accountability following a declared crisis, natural or man-made disaster, as directed by AF leadership. It is a web-based application used to account for and assess the needs of personnel in the affected area.

A2.2. HQ USAF may or may not activate AFPAAS for local events (tornado/wildfires, etc.).

A2.3. Participation is mandatory for active duty military & family members and non-bargaining civilian members. Bargaining civilian members are encouraged to participate.

A2.4. Actions upon notification of AFPAAS event:

A2.4.1. Units will conduct a 100% personnel accountability to determine if any personnel/family members are TDY or on leave in the affected area (as directed by HQ USAF).

A2.4.2. Attempt to contact all personnel in the affected area until contact is achieved. Supervisors will continue to attempt to contact unaccounted personnel.

A2.4.3. Group/Staff Office UEMR will provide required information on personnel identified as being in the affected area by utilizing AFPAAS Personnel Accountability Report.

A2.4.4. Group/staff office UEMRs will submit initial report to OC-ALC Contingency Cell within two hours of notification. Follow on reports are required every hour until 100% accountability is attained.

A2.4.5. The OC-ALC Contingency Cell will operate as AFPAAS COR for the OC-ALC.

Figure A2.1. AFPAAS Pocket Card

AFPAAS / Air Force Personnel Accountability and Assessment System

In the event of a real-world natural or man-made disaster, safety is your FIRST priority. Use the following methods for accountability of you and your family:

1. Log in to AFPAAS at: <https://afpaas.af.mil/>
2. If you do not have access to a computer, contact your Supervisor/Organization
 Supervisor: _____ Organization: _____
 OC-ALC Contingency Cell: 405-739-3345
3. If you do not have access to a computer and are unable to contact your Organization, call AFPC/PRC at DSN 665-2020 or toll free at 1-800-435-9941
4. Other Emergency Numbers:
 Air Force Family Readiness Emergency Line: 1-866-299-0596
 American Red Cross: 1-866-438-4636

A2.4.6. To avoid unnecessary burden on the system, only individuals required to be accounted for in AFPAAS are those who are in (or have family members in) the affected area.

A2.4.7. Participation is mandatory for active duty military & family members and non-bargaining civilian members. Bargaining civilian members are encouraged to participate.