

**BY ORDER OF THE COMMANDER
OGDEN AIR LOGISTICS COMPLEX**

**OGDEN AIR LOGISTICS COMPLEX
INSTRUCTION 10-101**



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Operations

EMERGENCY MANAGEMENT

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The primary purpose of this instruction is to provide the Ogden Air Logistics Complex (OO-ALC) employees with orderly procedures for the protection of personnel and equipment during emergency/disaster situations. This document details guidance and responsibilities for the OO-ALC and 309th maintenance group organizations, to provide effective and timely response to minimize loss of personnel and material resources in the event of any major accidents, natural disasters (tornadoes, forest fires, flooding, high winds, etc.), conventional attacks and terrorist use of chemical, biological, radiological, nuclear and high explosive (CBRNE) attack. This instruction applies to all OO-ALC and 309th maintenance group employees, military and civilian, as well as contractors. Personnel assigned to the 309th Aircraft Maintenance and Regeneration Group and other operating locations are exempt from this instruction, and will comply with emergency management (EM) operations directed by their host base. It implements tasks required by Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, Hill Air Force Base (AFB) *Installation Emergency Management Plan 10-2 (IEMP 10-2)*, and Hill AFB *Emergency Management Shelter-In-Place Guide*. 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 Air Force (AF) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This interim change revises OO-ALCI10-101 by implementing new guidelines that (1) direct emergency managers to assist facility managers in creation of utility shutdown plans, procedures, and maps, including air handling units. (2) Directing emergency managers to conduct an EM exercise at least annually.

1.	General Information.	2
2.	Mission.	3
3.	OO-ALC Commander/Director Shall:	3
4.	OO-ALC EM Representative Shall:	3
5.	309th Maintenance Group Commanders/Directors Shall:	4
6.	309th Maintenance Group EM Managers Shall:	5
7.	OO-ALC and 309th Maintenance Group Supervisors Shall:	6
8.	OO-ALC EM Checklists:	6
9.	OO-ALC Tasks:	6
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		8
Attachment 2—EM INFORMATION TRAINING AND EQUIPMENT		10
Attachment 3—EM HANDBOOK		13
Attachment 4—CHECKLIST DEVELOPMENT GUIDANCE		15

1. General Information.

1.1. This instruction supports AFI 10-2501 and IEMP 10-2 by establishing procedures within the OO-ALC and 309th maintenance groups to implement the EM program, accomplish emergency tasks, alleviate human suffering, promote the survival of personnel, conserve material resources and restore operations following any type of disaster as quickly as possible.

1.2. The disaster response force is the organization used by the 75th Air Base Wing Commander (75 ABW/CC) to provide command, control and support of disaster response operations. Major accident notification is controlled through the Hill Command Post (HCP).

1.3. When situations require alert/recall of OO-ALC and 309th maintenance group personnel, procedures will be implemented according to the Complex Alert Center (CAC) operations and recall notifications.

1.4. The OO-ALC and 309th maintenance groups may be required to support on-base/off-base disasters or major accidents.

1.5. All references made to full spectrum threat response are interchangeable with EM until such time that AFI 10-2501 has been revised to indicate the official name change.

2. Mission. The OO-ALC mission is to provide the capability to protect AF resources and respond to the effects of major accidents; natural disasters (tornadoes, forest fires, flooding, high winds, etc.); conventional attacks; terrorist use of CBRNE attack and restore primary mission assets following attacks; and assist with the humanitarian disaster relief responsibilities of the 75 ABW/CC.

2.1. 75 ABW Commander is responsible for the Hill AFB EM program.

2.1.1. The 775th Civil Engineer Emergency Management & Readiness office (775 CES/CEX), is the point of contact for installation management of the EM program.

2.2. Control center locations:

2.2.1. The CAC and OO-ALC Control Center are located in building 849, room A-01-A, (801) 777-3238/0195/4948; the alternate location is in building 1515, Executive Conference Room, (801) 586-4440.

2.2.2. The HCP is located in building 133, (801) 777-3007.

2.2.3. When activated, the Hill AFB Crisis Action Team (CAT) is located in the basement of building 133, (801) 775-3309/6624.

2.2.4. The readiness control center is located in building 30, west-end, 2d floor, (801) 777-4909/4910/4184.

2.3. The primary means of communication is the base telephone system, AF major command emergency notification system (at Hill operations center), electronic mail, facsimiles with radio nets and runners as backup. Telephones, NIPRNET electronic mail, unsecured facsimiles and radios are not secure means of transmitting classified information.

2.3.1. See AFI 31-401, *Information Security Program Management*, for proper transmission of classified information.

3. OO-ALC Commander/Director Shall:

3.1. Ensure OO-ALC planning documents incorporate EM objectives to support the AF plans, by minimizing effects caused by all hazardous incidents.

3.2. Appoint in writing a primary/alternate representative to manage the OO-ALC EM program. Designate replacements immediately as the need arises. Do not assign representatives with conflicting emergency duties.

3.3. Ensure representatives have authority within the OO-ALC to ensure requirements and objectives are met.

4. OO-ALC EM Representative Shall:

4.1. Perform, as required all actions listed in AFI 10-2501 and established local guidance.

4.2. Establish an OO-ALC EM program and manage it with established policy guidance.

4.3. Brief the OO-ALC Commander/Director on EM responsibilities, status of the OO-ALC EM program and any pertinent EM matters.

4.4. Act as the OO-ALC Commander/Director representative and POC for all EM matters including plan reviews.

4.5. Ensure the Emergency Operations Center (EOC) response kit (if applicable) is maintained. NOTE: Recommended content list is located on [Attachment 2](#).

4.6. Ensure detailed checklists are developed by group EM managers for conducting wartime and peacetime operations IAW AFI 10-2501 and IEMP 10-2, as applicable.

4.6.1. Review checklists annually.

4.7. Manage the OO-ALC information program as prescribed (see [Attachment 2](#)).

4.8. Provide EM initial briefing material to group EM managers. This will be used by OO-ALC and 309th maintenance group supervisors to brief new-hire employees.

4.9. Provide group EM managers information on protective actions.

4.10. Maintain this OO-ALC instruction and ensure it is in current status. Coordinate any changes with the 775 CES/CEX and provide them a copy of the published document.

4.11. Be available for scheduled staff assistance visits (SAV).

4.12. Disseminate EM briefing/information material as provided by the 775 CES/CEX to group EM managers for further dissemination to all employees within their group.

4.13. Act as the EM manager for the OO-ALC staff offices. Staff offices will provide a POC for quick dissemination of material.

4.14. Assist facility manager (FMs), as needed, with shelter in place (SIP), fire evacuation, and active shooter plans according to established local guidance.

4.14.1. FMs are appointed as shelter-in-place managers as stated in Hill AFB Instruction 10-2501, *Emergency Management Program*.

4.14.2. FM plans must include shut off procedures for all utilities and air handling units when applicable.

4.14.3. Utilities that need to be shut down must be clearly labeled on their control panel, and on a map of the building.

4.15. Ensure the OO-ALC Control Center has required maps, checklists, plans, supplies and current recall roster.

4.16. Assist OO-ALC and 309th maintenance group FMs, as needed, to ensure staff office supervisors include evacuation procedures and response actions in organizational security/safety meetings, to include but not be limited to, how to evacuate the building, where to assemble in case of fire or other emergency and other general safety precautions.

4.17. Conduct an exercise within the EM program at least annually.

4.17.1. DO NOT SHUT DOWN UTILITIES DURING EXERCISES.

5. 309th Maintenance Group Commanders/Directors Shall:

5.1. Ensure group planning documents incorporate EM objectives to support AF plans by minimizing effects caused by all hazardous incidents.

5.2. Appoint in writing a primary/alternate representative to manage the group EM program. Designate replacements immediately as the need arises. Do not assign representatives with conflicting emergency duties.

5.3. Ensure representatives have authority within the group to ensure requirements and objectives are met.

5.4. Provide qualified personnel to train for specific EM assignments to support emergency response operations as stated in the IEMP 10-2.

6. 309th Maintenance Group EM Managers Shall:

6.1. Establish and manage a group EM program with established policy guidance (see [Attachment 2](#)).

6.2. Brief the 309th Maintenance Group Commanders/Directors on group command EM responsibilities, the status of the group programs and any other pertinent EM matters.

6.3. Act as the group representative and POC for all EM matters including plan reviews.

6.4. Establish and keep current a group EM handbook (see [Attachment 3](#)).

6.5. Ensure the Group Control Center (GCC) has required maps, checklists, plans, supplies and current recall roster.

6.6. Maintain EM publications IAW AFI 10-2501.

6.7. Ensure detailed group checklists are developed for conducting wartime and peacetime operations IAW AFI 10-2501 and IEMP 10-2, as applicable.

6.7.1. Tailor and/or create emergency checklists to meet specific needs of the group.

6.7.1.1. Tailor checklists for each building, if applicable.

6.7.2. Forward checklists to the OO-ALC EM representative, also known as Unit Emergency Management Representative for review.

6.7.3. For checklist development guidance see [Attachment 4](#).

6.7.4. Ensure checklists are updated as necessary, or reviewed at least annually.

6.8. Provide a group EM program self-assessment to the OO-ALC EM representative to facilitate in an annual program review; using the checklist supplied by 775 CES/CEX for SAV.

6.8.1. Provide a quarterly readiness report utilizing OO-ALC Form 4, *Unit Emergency Management Report*, for each quarter of the calendar year by the first duty day of the month, following the quarter being reported on.

6.9. Distribute initial briefing material to supervisors to brief new-hires.

6.10. Review this publication annually and submit changes/correction to the OO-ALC EM manager.

6.11. Be available for a scheduled SAV.

6.12. Ensure Air Force Visual Aid (AFVA) 10-2510, *U.S. Air Force Emergency Notification Signals*; AFVA 10-2512, *Mission-Oriented Protective Postures*; and AFVA 10-2511, *USAF Standardized Attack Warning Signals for CBRNE Medium and High Threat Areas* are permanently displayed on all official bulletin boards and in all work areas.

6.13. Ensure dissemination of EM briefing/information material as provided by the OO-ALC EM manager, to the entire group.

6.14. Assist FMs within their organizations in developing evacuation, SIP plans/procedures and checklists for each building within the group IAW Hill AFB EM SIP guide.

6.14.1. FM plans must include shut off procedures for all utilities and air handling units when applicable.

6.14.2. Utilities that need to be shut down must be clearly labeled on their control panel, and on a map of the building.

6.15. Ensure group annual budget submission/preparation includes funding for SIP kit supplies.

6.15.1. Ensure SIP kits are inspected monthly.

6.16. Assist FMs within their organization, as needed, to ensure supervisors include evacuation procedures and response actions in organizational security/safety meetings, to include, but not be limited to: how to evacuate the building, where to assemble in case of fire or other emergencies and other general safety precautions.

6.17. Assist OO-ALC and group Exercise Evaluation Team (EET) chiefs to ensure proper training is completed and documented (see [Attachment 2](#)).

6.18. Conduct an exercise within the EM program at least annually.

6.18.1. DO NOT SHUT DOWN UTILITIES DURING EXERCISES.

7. OO-ALC and 309th Maintenance Group Supervisors Shall:

7.1. Ensure initial EM information material is provided/briefed to new employees (new to Hill AFB only). OO-ALC/Group EM managers will furnish information/briefing material.

7.1.1. Ensure new employees to the shop/area/office are aware of evacuation routes, assembly points and SIP areas.

7.2. Ensure periodic EM briefings are disseminated to all employees. OO-ALC/Group EM managers will furnish information/briefing material.

8. OO-ALC EM Checklists:

8.1. Ensure all EM checklists are located in the OO-ALC EM representative book.

8.2. Ensure all EM checklists are reviewed annually and as new guidance is received.

9. OO-ALC Tasks:

9.1. All OO-ALC staff offices/309th maintenance groups shall:

9.1.1. Provide assistance as needed during emergency/disaster conditions.

9.2. The 309th Maintenance Support Group (309 MXSG) shall:

9.2.1. Provide chemical analysis for hazardous material.

9.2.1.1. Analysis of hazardous material outside the capability of 309 MXSG shall be sent to an appropriate lab.

9.2.2. Perform tests to extend the shelf-life of time-limited chemical materials..

9.2.3. Assist personnel in solving case problems concerning shelf-life materials.

9.2.4. Ensure vehicle support is provided to assist OO-ALC operations during emergency/disaster situations.

9.3. The 309th Aircraft Maintenance Group, 309th Commodities Maintenance Group, 309th Electronics Maintenance Group, 309th Missile Maintenance Group (309 MMXG), 309 MXSG and the 309th Software Maintenance Group shall:

9.3.1. Provide engineering and hazardous waste expertise for each group's use during an emergency.

9.3.2. Provide samples for analysis as required, to implement requirements of the Hill AFB hazardous material management plan.

9.3.2.1. Notify the 809 MXSS Chemical Sciences Flight of material requiring shelf-life update testing.

9.3.3. 309 MMXG will provide support during liquid and solid incidents upon request from the Air Force Nuclear Weapons Center ICBM Systems Division Missile Potential Hazard Network.

9.4. The OO-ALC Contracting office oversees the contract for moving ground support equipment (GSE). GSE shall alert contractor to move GSE away from the aircraft during severe weather conditions (winds over 35 knots).

HERMAN J. RAIFF, GS-15, DAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Reference***

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

AFI 10-2501_AFMCSUP, *Air Force Emergency Management (EM) Program Planning and Operations*, 17 December 2012

AFI 31-401, *Information Security Program Management*, 01 November 2005

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

AFVA 10-2510, *U.S. Air Force Emergency Notification Signals*, 29 September 2011

AFVA 10-2511, *USAF Standardized Attack Warning Signals for CBRNE Medium and High Threat Areas*, 05 August 2011

AFVA 10-2512, *Mission-Oriented Protective Postures*, 15 August 2011

IEMP 10-2, *Hill AFB Installation Emergency Management Plan*, 20 September 2012

Hill AFB, *Emergency Management Shelter-In-Place Guide*, 15 January 2010

HILLAFBI 10-2501, *Emergency Management Program*, 13 November 2012

Prescribed Forms

OO-ALC Form 4, *Unit Emergency Management Report*, Pending Publication

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

DoD Form 2861, *Cross Reference*, 01 June 2003

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMCSUP—Air Force Materiel Command Supplement

AFVA—Air Force Visual Aid

CAC—Complex Alert Center

CAT—Crisis Action Team

CBRNE—Chemical, Biological, Radiological, Nuclear and High Explosive

EET—Exercise Evaluation Team

EM—Emergency Management

EOC—Emergency Operations Center

FM—Facility Manager

GCC—Group Control Center

GSE—Ground Support Equipment

HCP—Hill Command Post

IAW—In Accordance With

IEMP—Installation Emergency Management Plan

OO—ALC – Ogden Air Logistics Complex

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

POC—Point of Contact

RDS—Records Disposition Schedule

SIP—Shelter in Place

SAV—Staff Assistance Visits

TO—Technical Order

UDM—Unit Deployment Manager

75 ABW/CC—Air Base Wing Commander

309 MMXG—Missile Maintenance Group

309 MXSG—Maintenance Support Group

775 CES/CEX—Civil Engineer Emergency Management and Readiness Office

809 MXSS—Maintenance Support Squadron

Attachment 2

EM INFORMATION TRAINING AND EQUIPMENT

A2.1. Group Commanders and OO-ALC EM representative:

A2.1.1. The OO-ALC EM representative will assist the group EM representatives with scheduling students for EM training. Any personnel needing to make changes/cancellations to student scheduling can by utilizing the 775 CES/CEX website <https://cs.eis.afmc.af.mil/sites/readiness/EM/Hill/EM%20Reps/Forms/AllItems.aspx?RootFolder=%2fsites%2freadiness%2fEM%2fHill%2fEM%20Reps%2fTraining%20Material&FolderCTID=&View=%7bF02C1C03%2d1B72%2d4808%2d8EED%2dE1E0C6FBA57A%7d>.

A2.2. CBRNE defense training (applicable to military only).

A2.2.1. Scheduled by the OO-ALC Unit Deployment Manager (UDM).

A2.2.2. Newly assigned military personnel are required to complete training within 60-days of assignment to a mobility position.

A2.2.3. Rescheduling will be done by utilizing the 775 CES/CEX website above for new class dates and times.

A2.2.4. 775 CES/CEX will notify UDM when personnel do not show up for EM courses.

A2.2.5. 775 CES/CEX will maintain attendance rosters. UDM must document completed training for their personnel.

A2.3. Specialized team members:

A2.3.1. EM specialized team members are those individuals who perform specialized duties which allow Hill AFB to recover from an accident or attack, and/or maintain and improve the ability of the OO-ALC/group to complete its mission under adverse circumstances.

A2.3.1.1. Only the 775 CES/CEX will have readiness support team mission requirements.

A2.3.2. Appointment of specialized team members.

A2.3.2.1. Use an appointment memorandum to formally appoint/replace team members.

A2.3.2.2. Ensure the member does not have any conflicting duties which would prevent them from performing the specialized team duties. When activated, specialized team duties become the member's primary duty.

A2.3.2.3. Appoint only the number of personnel tasked by internal unit tasking, or use the guide below to fill team positions as follows:

A2.3.2.3.1. EM managers (OO-ALC/group) - One primary and one alternate.

A2.3.2.3.2. EOC (OO-ALC) - One primary and up to three alternate members as tasked in IEMP 10-2.

A2.3.3. Replacement/removal of specialized team members:

A2.3.3.1. Team members should not be removed for reasons other than commander's direction, permanent change of station (PCS), discharge or medical condition that prohibits their ability to conduct duties.

A2.3.3.2. Assign the replacements at least 30 days prior to the current team members PCS or projected removal, so training can be completed prior to the current member departing.

A2.3.4. Specialized team training: These courses are scheduled on an "as-needed" basis.

A2.3.4.1. SIP.

A2.3.4.2. Utilize the 775 CES/CEX Hill AFB EM SIP guide, to define your specific facility requirements.

A2.3.4.3. FMs require training from the 775 CES/CEX.

A2.3.4.4. Each unit will budget for, maintain and replace equipment required for SIP operations.

A2.3.5. OO-ALC/group EM representative training:

A2.3.5.1. Each OO-ALC/group representative (at least 1 primary and 1 alternate) will register for training from the 775 CES/CEX at the following website: <https://cs.eis.afmc.af.mil/sites/readiness/EM/Hill/EM%20Reps/Forms/AllItems.aspx?RootFolder=%2fsites%2freadiness%2fEM%2fHill%2fEM%20Reps%2fTraining%20Material&FolderCTID=&View=%7bF02C1C03%2d1B72%2d4808%2d8EED%2dE1E0C6FBA57A%7d>.

A2.3.5.2. Group EM managers will notify OO-ALC EM manager of new representatives.

A2.3.5.3. Participation in the annual SAV will substitute for the recurring training requirement, IAWAFI 10-2501.

A2.3.5.4. Take Unit Control Center Training course number (ZZ133056), and Unit Emergency Management (EM) Representative course number (ZZ133062); located in the Advanced Defense Learning Systems.

A2.3.6. EOC OO-ALC level:

A2.3.6.1. Upon appointment of a new member, the 775 CES/CEX will schedule, track and document training of all EOC members.

A2.3.6.2. When EOC members are trained, the OO-ALC EM manager will document their training with EM representatives. EOC tasks and operations are contained in Hill AFB IEMP 10-2.

A2.3.6.3. Each EOC tasked agency will maintain a response kit for the OO-ALC EOC representative.

A2.3.6.4. EOC recall information will be kept current with the 775 CES/CEX.

A2.3.6.5. All OO-ALC EOC representatives should be familiar with kit contents and location.

A2.3.6.6. The OO-ALC EM manager should coordinate with the EOC representatives to ensure the kit is maintained in a ready status between responses. Recommended contents are:

A2.3.6.6.1. Copy of unit EOC checklists;

A2.3.6.6.2. Forms, plans and regulations required by the EOC member to perform duties;

A2.3.6.6.3. Flashlight with spare batteries;

A2.3.6.6.4. Administrative supplies (paper, pens, etc.);

A2.3.6.6.5. Other equipment as desired (gloves, snack foods, etc.).

A2.4. OO-ALC/group information program:

A2.4.1. Flyers and newsletters provided by the 775 CES/CEX to be distributed to the entirety of the OO-ALC and 309th maintenance groups through the EM OO-ALC and group managers. These packages may include briefing material and/or display posters. These materials are provided to ensure all unit personnel maintain the knowledge necessary to retain adequate levels of information.

A2.4.1.1. Permanently display AFVA 10-2510, AFVA 10-2512, and AFVA 10-2511 on unit bulletin boards.

Attachment 3
EM HANDBOOK

A3.1. Publications. OO-ALC and 309th maintenance group EM managers will maintain the following publications (or electronic access to them) in the EM handbook. Technical Order (TO), or electronic access for protective equipment and specialized team operations may be maintained at the responsible work center or central unit TO library.

A3.1.1. Management Publications:

A3.1.1.1. AFI 10-2501, Air Force Materiel Command Supplement (AFMCSUP), *Air Force Emergency Management (EM) Program Planning and Operations* Air, (additional publications are listed in this document);

A3.1.1.2. Hill AFB IEMP 10-2.

A3.1.2. TOs:

A3.1.2.1. OO-ALC and 309th maintenance groups that maintain ground crew chemical warfare defense equipment, will ensure they have access to the following TOs for equipment inspections and training. These are available electronically at <http://www.e-Publishing.af.mil/>.

A3.1.2.1.1. 11H2-2-21, M9 Paper, Chemical Agent Detector.

A3.1.2.1.2. 11H2-14-5-1, M8 Paper, Chemical Agent Detector.

A3.1.2.1.3. 14P3-1-141, Ground Crew Chemical Warfare Defense Ensemble.

A3.1.2.1.4. 14P4-1-151, Chemical-Biological Canisters and Filter Element Procedures and Serviceability Lists.

A3.1.2.1.5. 14P4-15-1, Chemical-Biological mask, Type MCU-2/P - A/P.

A3.2. Group EM handbook. Organize the EM handbook as necessary; the following areas are required:

A3.2.1. Readiness Report. Maintain a current listing of all SIP managers and EM representatives, as applicable. OO-ALC/group program evaluation status reports and records pertaining to the EM program (i.e., SAV, unit self-inspections, inspector general and EET exercise reports).

A3.2.2. Record of Training. Maintain documentation of CBRNE initial/refresher, EM representatives, emergency response operations, unit control center, SIP and information program training as applicable.

A3.2.3. OO-ALC/Group Information Program. Maintain a copy of all EM information program visual aids, booklets, posters and briefing items. Maintain a newcomers briefing section which includes an outline containing unit-specific topics, posters and visual aids.

A3.2.4. OO-ALC/Group Checklists. Maintain a current copy of your checklists and operating instructions in support of IEMP 10-2. See AFI10-2501_AFMCSUP for guidance.

A3.2.5. Planning. Maintain copies of plans and publications (print or automated) that support the EM program. Refer to AFI10-2501_AFMCSUP for guidance

A3.2.6. Base grid maps or (location).

A3.2.7. Past program review reports/corrective actions (keep for a period of 1 year).

A3.2.8. Contact Information:

A3.2.8.1. CAT/EOC/CAC/GCC;

A3.2.8.2. OO-ALC/group call signs;

A3.2.8.3. OO-ALC/group cell phones;

A3.2.8.4. Base phone book;

A3.2.8.5. Radio frequency listing;

A3.2.8.6. OO-ALC/group key personnel;

A3.2.8.7. OO-ALC/group recall roster.

A3.2.9. Shelter program. OO-ALC staff offices/group shelters, procedures, shelter instructions, etc.

A3.2.10. Miscellaneous. Items not filed in the binder can be cross-referenced on a DoD Form 2861, Cross Reference.

Attachment 4**CHECKLIST DEVELOPMENT GUIDANCE**

A4.1. Checklists: are developed to ensure compliance with requirements and implementing procedures. All checklists are required to be reviewed by the OO-ALC EM representative.

A4.2. Program administration checklists: The self-assessment checklist will ensure compliance with administrative requirements.

A4.3. Appointment of specialized team members:

A4.3.1. Detailed checklists to comply with OO-ALC/group tasking as outlined in Hill AFB IEMP 10-2.

A4.3.2. Reference IEMP 10-2 to develop local checklists for responding to major accidents.

A4.4. Control center (complex and group) checklists: Well developed checklists should address topics like these below:

A4.4.1. Activation/ deactivation;

A4.4.2. Major accident procedures;

A4.4.3. Natural disaster actions;

A4.4.4. Relocation/evacuation;

A4.4.5. SIP;

A4.4.6. Recall/activation of specialized teams, as appropriate;

A4.4.7. Communications-out procedures;

A4.4.8. Coordination with subordinate control centers;

A4.4.9. Alerting of work sections/passing emergency information.

A4.5. IEMP 10-2, OO-ALC/group specific task checklists:

A4.5.1. Checklists will be prepared by tasked unit within 30 days of plan publication or revision, and forwarded to OO-ALC EM representative.