

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



AIR FORCE INSTRUCTION 10-2501

**AIR FORCE MATERIEL COMMAND
Supplement**

**ROBINS AIR FORCE BASE
Supplement**

31 JANUARY 2014

Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-2501 IC3, 29 April 2013 and AFMCSUP, 17 December 2012, is supplemented as follows:

This instruction implements AFPD 10-2, *Readiness* and AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. This publication defines policies and taskings necessary to administer and manage the EM Program at Robins AFB. This instruction applies to all units and associate units on or assigned to Robins AFB. This instruction provides guidance for unit Commanders and unit EM Representatives. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air

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SUMMARY OF CHANGES

This supplement implements new guidelines that clarify requirements IAW DODI 6055.17, AFI 10-2501 IC 3, AFMCSUP to AFI 10-2501 dated 17 December 2012 and AFMAN 32-1007 dated 30 May 2013.

1.6.1. **(Added)** At Robins AFB, the 778th Civil Engineer Emergency Management Flight (778 CES/CEXM) is the Installation Commander's Air Force EM program OPR and is the Installation Office of EM.

1.6.2. **(Added)** Staff Assistance Visits (SAV) for Tier 1 units will be conducted annually. Tier 2 unit SAVs will be conducted every twenty-four months or as requested. Tier 3 units do not require a SAV.

2.4. **(Added)** At Robins AFB, the core functions of the Installation Readiness Board (IRB) are combined within the Mission Partners, Operational Review Forum (MPORF) to reduce duplication of effort. The MPORF is the senior-level advisory committee responsible for interdisciplinary operational readiness and support performance on the installation. The MPORF meets bi-weekly and is chaired by the Installation Commander (78 ABW/CC). Installation readiness and EM topics are addressed every twelve weeks.

2.4.1. **(Added)** Emergency Management Working Group (EMWG). The 78 MSG/CC and 78 CEG/CL co-chair the EMWG and determine installation briefing topics to be included for the MPORF.

2.4.1.5. **(Added)** Installation Exercise and Evaluation Working Group (IEEWG). As a minimum, the IEEWG briefs the MPORF on installation exercise schedule, trends, exercise results and exercise related topics from HQ AFMC.

2.4.1.6. **(Added)** Expeditionary Skills Working Group (ESWG). The ESWG briefs the MPORF on the status of installation expeditionary combat skills training statistics and/or related topics from HQ AFMC.

2.4.1.7. **(Added)** Antiterrorism Working Group (ATWG). The ATWG briefs the MPORF on installation force protection-related topics from HQ AFMC.

2.4.1.8. **(Added)** Readiness and Emergency Management Working Group (REMWG). The REMWG chairperson will brief the EMWG when a decision is required or when it has been determined that a formal SAV of the installation EM program should be conducted; and/or a change in threat/vulnerability and EM related topics from HQ AFMC.

2.4.1.10. **(Added)** Public Health Emergency Working Group (PHEWG). The PHEWG briefs the MPORF on installation public health related topics from HQ AFMC.

2.4.1.2.2. **(Added)** The All Hazards Response Planning Team (AHRPT) will brief the EMWG on the full-spectrum of installation all-hazards threat response preparation and procedures to

include the status of the annual all hazards threat assessment IAW DoDI 60550.17, enclosure 4, para 3.b and vulnerability assessment (to include terrorist use of CBRNE) IAW AFI 10-245.

3.10.1.1.1. **(Added)** The Robins EM Program is tailored to best support the local command structure and mission partnerships. Units have been assigned tier levels to define program support requirements. The Installation EM Office will manage the program with regard to installation partnerships and focus manpower and sustainment requirements on units having a greater response roll, establish process improvement and serve to foster installation partnerships.

3.10.14. **(Added)** Unit commanders will prepare unit personnel and mission sustainment against threats identified within the Robins AFB Installation Emergency Management Plan (IEMP) 10-2.

3.10.14.1. **(Added)** Robins AFB is an industrial complex. Due to the industrial design of many worksites, and population density, some facilities have minimal locations suitable and available for sheltering against hazardous material (HAZMAT) and tornado threats. Unit Commanders will support preparedness against identified threats through awareness and education of assigned personnel.

3.10.14.2. **(Added)** Unit EM Representatives, with assistance from Facility Managers, will identify best available space and necessary actions within their worksites for personnel to shelter in-place. Unit Commanders will ensure occupants are aware of shelter procedures. Consult 778 CES/CEXM if assistance is needed.

3.10.15.1. **(Added)** Unit Commanders/Directors or Staff Agency Chiefs will use the RAFB Evacuation and Shelter In-Place Guide for conducting a facility assessment to determine SIP kit feasibility. If procurement of SIP equipment kits is determined feasible after the facility assessment, expedient SIP equipment kits will be provided for each safe room identified. Unit EM Representatives will identify expedient sheltering kit contents to the Commander/Director or Staff Agency Chief for budget planning as needed.

3.11.1. **(Added)** Unit Commanders/Directors will appoint a primary and alternate unit EM Representative to manage/coordinate unit requirements of the Robins AFB EM program. Each organization on Robins AFB is assigned a tier level to define program support requirements. Consult the EM Flight for current tier level representation requirements. Units without specific support tasks, or deployment requirements, may serve only as a conduit to pass EM information to their unit personnel.

3.11.1.2.1. **(Added)** Unit EM Representatives for Tier 1 units will submit unit quarterly reports no later than fifteenth day of the month following each calendar quarter; January, April, July and October. The quarterly reports must be digitally or ink signed by the unit commander. Robins Form 100 will be used for this report. Unit EM Representatives will use the unit quarterly EM report to update current team assignments and training dates for all unit assigned EM positions (i.e., Unit EM Rep, CAT, EOC/ESF, UCC, EET members, etc.).

3.11.1.2.1.1. **(Added)** Jan-Mar: Due NLT 15 Apr.

3.11.1.2.1.2. **(Added)** Apr-Jun: Due NLT 15 Jul.

3.11.1.2.1.3. **(Added)** Jul-Sep: Due NLT 15 Oct.

3.11.1.2.1.4. **(Added)** Oct-Dec: Due NLT 15 Jan.

3.11.11.1. **(Added)** Unit Control Centers (UCCs) are established to support the Robins Air Force Base Command Post (CP), CAT and EOC. Refer to Robins AFB Plan 17 for a list of unit control centers on Robins AFB and procedures.

3.11.11.2. **(Added)** Units tasked to establish UCCs will be equipped with the following as a minimum; current Robins Military Grid Reference System map, unit specific checklists supporting the Robins AFB IEMP 10-2, operational land-line communications, written guidance for activation, de-activation, relocation, evacuation, and shelter in-place procedures.

3.11.13. **(Added)** Facility Managers will contact 78 CEG Customer Service to survey applicable Air Handler Systems to determine shut-off procedures.

3.11.21. **(Added)** Unit EM Representatives for Tier 1 units will use the Robins AFB Unit EM SAV checklist to conduct and document self-inspections semi-annually and will be completed in January and July. Unit Commanders/Directors will review and approve EM self-inspections before submission to the Installation Office of EM. Once completed forward a copy to 778 CES/CEXM for review and coordination.

9.2.2. **(Added)** AFVA 10-2510, *USAF Emergency Notification Signals for the United States* will be posted on bulletin boards in each occupied building. Unit EM Representatives will ensure that information boards include their name and contact information. Facility specific shelter locations will be identified by display of a visual graphics provided by 778 CES/CEXM. (See Prescribed Forms).

CHRISTOPHER D. HILL, Colonel, USAF
Commander

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

IEMP 10-2, *Robins AFB Installation Emergency Management Plan*, 4 December 2012

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

Air Force Materiel Command (AFMC) Supplement to AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 17 December 2012

AFPAM 10-100, *Airman's Manual*, 1 March 2009

Robins AFB Evacuation and Shelter In-Place (SIP) Guide, 16 February 2010

Prescribed Forms

RAFB Form 100, *Unit Quarterly Emergency Management (EM) Report*

RAFBVA 10-2, Tornado Shelter Location

RAFBVA 10-2A, Tornado Shelter Location Right Direction Arrow

RAFBVA 10-2B, Tornado Shelter Location Left Direction Arrow

RAFBVA 10-2C, Shelter In-Place Safe Room

Abbreviations and Acronyms

ACES—PR – Automated Civil Engineer System-Personnel Readiness

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFVAs—Air Force Visual Aids

CAT—Crisis Action Team

CP—Command Post

EET—Exercise Evaluation Team

EM—Emergency Management

EMWG—Emergency Management Working Group

EOC—Emergency Operation Center

ESF—Emergency Support Functions

IAW—In Accordance With

INDRAC—Responsibilities, Authorities, and Capabilities

MPORF—Mission Partners, Operational Review Forum

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

SAV—Staff Assistance Visit

UCC—Unit Control Center