

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

**AIR FORCE INSTRUCTION 10-2501**



**SCOTT AIR FORCE BASE  
Supplement**

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**Operations**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, incorporating Interim Change 1, and Air Mobility Command (AMC) Supplement, are supplemented as follows: This supplement implements specific emergency management processes and procedures that are unique to Scott Air Force Base (SAFB). This supplement applies to all 375th Air Mobility Wing (375 AMW) units and all tenant units assigned to SAFB. **Tenant units will not have separate EM programs that duplicate host unit integrated programs (e.g., two separate EM programs).** This supplement applies to the 932d Airlift Wing (AFRES) and the 126th Air Refueling Wing (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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. Forward comments and suggested improvements to the 375th Civil Engineer Squadron/Readiness & EM Flight (CES/CEX), 702 Hangar Road, Scott AFB, Illinois 62225. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is Title 10 United States Code (U.S.C.) Section 8013.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: Due to the evolution in the AF EM Program, previous SAFB guidance has been revised to include additional guidance in respect to Unit EM Program (**Chapter 3**), Emergency Operations Center (EOC) requirements (**Chapter 4**), CBRNE-D Training (**Chapter 6**), Exercise Evaluation Team (EET) Training (**Chapter 7**), and the Installation Notification and Warning System (INWS) (**Chapter 9**), in accordance with AFI 33-360, *Publications and Forms Management*.

**Table 3.1. (Added) Installation Emergency Management Responsibilities**

Unit	EM Rep	UCC	EOC Mbr	CBRNE Scheduler	Notes
375 MSG	All Squadrons	X	X	X	
375 AMW/HC	X	X	X	X	
375 AMW/JA	X	X	X	X	
375 AMW/SE	X	X	X	X	
375 AMW/XP	X				
375 AMW/CP	X	X	X	X	
375 AMW/PA	X		X		
375 AMW/FM	X	X	X	X	
375 OG	All Squadrons	X	X	X	
375 MDG	All Squadrons	X	X	X	
375 CG	All Squadrons	X	X	X	
375 AMW/DS		X			
AAFES	X				
AMC	X			X	
DECA	X				
OSI	X		X	X	
3 MRS	X			X	
126 ARW	X	X			
932 AW	X	X			

AFCNIC	X			X	
DISA	X				
DITCO	X				
Red Cross	X		X		
SDDC	X				
USTRANSCOM	X	X		X	

3.10.1.1. (Added) The 375th Civil Engineer Emergency Management Flight (CEX) serves as the single installation-wide EM Program for Scott AFB.

3.10.3.1. (Added) EM, EOC, UCC, EET representatives and unit schedulers, are required to maintain unit commander, or equivalent, signed current appointment letters to include duty, home, and if possible, cell phone numbers. Notify the 375 CES/CEX before changes occur, but no later than 14 days after the occurrence. Appointment letter format provided on the Scott EM Community of Practice (CoP) site at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-MS-AM-02>.

3.10.3.1.1. (Added) EM, EOC, UCC, EET representatives and unit schedulers, must have at least two alternates with 12 months retainability. Representatives must out-process through 375 CES/CEX 30 days prior to departure. A new appointment letter is required at time of out-processing and or annually within the first 30 days of the calendar new year.

3.10.3.1.2. (Added) EOC membership is spelled out in the CEMP 10-2, Basic Plan. The 375th Mission Support Group Commander (MSG/CC) will ensure EOC members are appointed in writing by their respective commanders and are empowered to leverage unit resources. The 375 MSG/CC will ensure EOC members complete all training within 30 days of being appointed to position. The 375 MSG/CC will determine alternate EOC Directors assignments, appoint additional EOC members as required, and adjust EOC membership based on the incident or threat. Tasked units cannot delegate EOC membership to another squadron within the group.

3.10.3.1.3. (Added) Newly appointed Unit schedulers must send a signed copy of their unit commander, or equivalent, signed appointment letter to the 375 CES/CEX in order to be issued an ACES password necessary to access the scheduling site. Only appointed Unit schedulers will be permitted to schedule personnel for CBRNE Training.

3.10.3.1.3.1. (Added) Current unit schedulers are responsible for reaccomplishing appointment letters annually (1st week of calendar year), even if there are no changes to be made.

3.10.3.1.4. (Added) All EM templates, to include appointment letters for members of a unit's EM program, are provided on the Scott EM CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-MS-AM-02>.

3.10.9.1. (Added) The MSG/CC and Deputy will serve as the primary and alternate EOC Directors for Scott AFB.

3.11.1.1.1. (Added) The 375 AMW Director of Staff (DS) will assign sufficient primary and alternate EM representatives to oversee EM programs within wing staff agencies. The 375th Communications Group (CG) and the 375th Medical Group (MDG) may elect to consolidate unit EM representatives and unit EM programs to group level due to small size of squadrons assigned.

3.11.1.2.1.1. (Added) EM representatives will accomplish their EM quarterly reports and send to the 375 CES/CEX no later than the first Friday of January, April, July, and October. Quarterly reports must be signed by the squadron commander or equivalent. EM quarterly report format will be provided by CEX on the Scott EM CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-MS-AM-02>.

3.11.1.2.3.1. (Added) Units are required to provide acknowledgement of receipt of SAV report within 30 days of receiving the report.

3.11.5.1. (Added) When EOC is activated, UCCs report operationally and administratively to the EOC. All control centers will comply with emergency notifications from the IC, command post (CP), EOC and CAT.

3.11.5.2. (Added) Each UCC must have a minimum of four fully trained members, two per shift.

3.11.15.1. (Added) All members of the EOC, UCC and CAT must use the Virtual Operations Center (VOC) when control center stand-up has been directed. [https://eim.amc.af.mil/sites/375\\_voc/default.aspx](https://eim.amc.af.mil/sites/375_voc/default.aspx)

4.4.1. (Added) All unit-specific checklists supporting the CEMP 10-2 must be added and maintained in the VOC by the specific unit for which the checklists are developed for.

4.5.6. (Added) During notification, command and control (C2) initiates response and the installation populace is notified. Typically, SAFB will use the primary and secondary crash nets to notify Emergency Responders. Any necessary evacuation or sheltering begins. The command post alerts and recalls the EOC and notifies both higher headquarters and local civil authorities. Response time after notification to designated EOC members on station during the time of recall is 30 minutes or less. Response time after notification to designated EOC members off base in the local area during the time of recall is no later than one hour. This includes after normal duty hours and on weekends.

4.5.6.1. (Added) Description and use of the EOC Telephone Pyramid Recall System (TPRS) is contained within the CEMP 10-2, Basic Plan. Minimum TPRS contact information required for each EOC member is duty phone, and means of contact after duty hours (mobile/cell and home landline). Pagers are not compatible with the TPRS.

4.5.6.1.1. (Added) The EOC TPRS will be tested by the 375 CES/CEX quarterly.

6.4.3.1. (Added) The CBRNE Defense Survival Skills Courses will be forecasted 3 months in advance, using ACES, by the 375 CES/CEX. Schedulers must forecast for due/overdue personnel within their unit and schedule them for this course accordingly.

6.4.3.1.1. (Added) Installation and tenant unit training schedulers will use the ACES Unit Scheduler's module to schedule personnel for CBRNE courses. Each unit is responsible for tracking completion and currency of their assigned personnel for all courses listed in the basic publication.

6.4.3.2. (Added) ACES has a lock-out period of 24 hours prior to each scheduled CBRNE Defense Survival Skills Course. Schedulers will not be able to remove/add personnel to classes within this timeframe. Unless there are unavoidable circumstances that would prevent a registered student from attending the class, (quarters, emergency leave, etc.), they will be considered no-shows and will be included in the monthly no-show letters.

6.4.3.2.1. (Added) No-show letters will be generated on a monthly basis following the last scheduled CBRNE class for each month. The letters will be sent to the applicable unit commander, or equivalent, and will include the total number of no-shows and the names of personnel who failed to attend their scheduled appointment.

6.4.3.3. (Added) Personnel that are not scheduled for the CBRNE Defense Survival Skills course and do attend are considered walk-ins. Due to class size restrictions, walk-ins must be coordinated through the 375 CES/CEX in advance and will be accommodated on a case-by-case basis. Schedulers are required to provide a letter, signed by the squadron commander, stating the cause for the walk-in and date of the student's CBRNE expiration NLT 24 hours prior to CBRNE training.

6.4.3.4. (Added) CBRNE training attendance statistics are posted on a recurring basis on the Scott EM CoP at <https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-MS-AM-02>.

6.6.1.3.7.1. (Added) Students will arrange pick-up of training C-Bag through WRM, located in building 4001; which includes chemical protective overgarments (CPO) suit, overboots, cotton glove inserts, rubber gloves, protective mask with canister and carrier, helmet, canteen, and web belt.

6.6.1.3.8. (Added) One-on-one training will be provided for Group CCs/Directorate Level personnel and above only. Personnel falling into this category are required to complete the CBRNE Defense Awareness Course, counter-IED and the EOR Course v.20, via ADLS, no earlier than 60 days prior to their scheduled one-on-one training. Equipment items, as listed in paragraph 6.6.1.3.7.4, are required for this training and are not provided by the 375 CES/CEX. Unit Schedulers contact the 375 CES/CEX directly at (618) 256-4831 or DSN 576-4831 to schedule one-on-one training.

6.6.1.13.6. (Added) Unit commanders will ensure adequate passive defense and CBRN/chemical warfare CONOPS training to support the unit TQT program and home-station exercises. As specified by each Air Force Career Field Managers (CFM) in their respective AFS CFETP.

6.6.1.17. (Added) The 375 CES/CEX does not provide individuals with CBRNE certificates of training; however, they will stamp the CBRNE Defense Awareness certificates. Supervisors are required to annotate AF Form 1098 in an individual's education and training record IAW AFI 36-2201. Unit schedulers/unit deployment managers (UDM) are responsible for tracking their own CBRNE statistics and providing unit personnel with proof of CBRNE certification.

6.6.1.17.1. (Added) Prior to attending class, students must complete both the CBRNE Defense Awareness Course v1.0, counter-IED and the EOR Course v2.0 CBTs available on ADLS under the EM tab. Once complete, students must present the certificate to their Unit Scheduler in order to be scheduled for the CBRNE Defense Survival Skills Course. All three (3) CBTs must be accomplished within 60 days prior to the student's scheduled class.

6.6.1.17.2. (Added) Students must bring a current QNFT, protective mask inserts (as applicable), AFPAM 10-100 *Airmen's Manual*, CBRNE Defense Awareness, counter-IED and the EOR certificates to attend training. The certificates will be stamped by the instructor to confirm attendance and course completion.

6.6.1.17.3. (Added) Students arriving for CBRNE classes without the required equipment items will be asked to reschedule and will be considered no-shows. Unit Unit schedulers are responsible for ensuring students are aware of the required equipment items and CBTs for this course.

6.6.7.5. (Added) All host and tenants units are required to maintain shelter in place (SIP) rooms for all occupied assigned facilities.

6.6.7.5.1. (Added) Policy and guidance for selection of SIP locations is contained in the EM Shelter Guide. Latrines and locker rooms cannot be used as SIP rooms unless all exhaust fans can be shut off.

6.6.10.3.1. (Added) EM representatives must conduct a self-inspection using the checklist provided by 375 CES/CEX semiannually; 6 months prior and 30 days prior to a SAV. A copy of the completed self-inspection checklist will be provided to 375 CES/CEX within 14 days of completion.

6.7.2.4. (Added) Unit support of the information program consists of, but is not limited to, unit EM representatives ensuring the following visual aids are permanently displayed on bulletin boards in all facilities used by the unit. Visual aids will be provided by CEX through the Scott EM CoP at <https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-MS-AM-02>.

6.7.2.4.1. (Added) SCOTTAFBVA 10-2501, *Tornado Safety Rules*.

6.7.2.4.2. (Added) SCOTTAFBVA 10-2502, *Earthquake Safety Rules*.

6.7.2.4.3. (Added) SCOTTAFBVA 10-2503, *Emergency Management (EM) Program Representative*.

6.7.2.4.4. (Added) SCOTTAFBVA 10-2504, *Facility SIP Diagram*.

9.3.1.1. (Added) EM warning and notification content used on available INWS must be approved by the 375 CES/CEX.

MICHAEL J. HORNITSCHEK, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

**AMW**—Air Mobility Wing

**CG**—Communications Group

**CoP**—Community of Practice

**DS**—Director of Staff

**MDG**—Medical Group

**MSG**—Mission Support Group

**R&EM**—Readiness and Emergency Management

**SAFB**—Scott Air Force Base

**TPRS**—Telephone Pyramid Recall System

**VOC**—Virtual Operations Center