

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

**TINKER AIR FORCE BASE
INSTRUCTION 10-205**



**25 FEBRUARY 2016
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Operations

**EMERGENCY
NOTIFICATION PROCEDURES**

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This instruction establishes the responsibilities and procedures for disseminating emergency notifications to the Tinker AFB (TAFB) population to ensure maximum protection of personnel during events such as hazardous weather, Force protection (FPCON) changes or an active shooter on base. This instruction is applicable to all major staff offices and associate organizations and implements AFPD 10-2, Readiness, AFI 10-2501, Air Force Emergency Management (EM) Program Planning and Operations, AFI 10-207, Command Post, AFI 10-245, Antiterrorism, and AFMCI 10-205, Emergency Notification, Alert and Recall. Installation recall actions will be conducted as identified in Tinker AFB Plan 10-205, Recall/Notification. Refer any changes to this publication to the Office of Primary Responsibility, 72 ABW/XP, using the AF IMT 847, Recommendation for Change of Publication, routed through the appropriate functional chain of command. It applies to the Air Force Reserve and Air National Guard (ANG) units, except where noted otherwise. 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 Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication requires the collection and maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37 United States Code, Section 301a and Executive Order 9397, NUMBERING SYSTEM FOR FEDERAL ACCOUNTS RELATING TO INDIVIDUAL PERSONS, November 22, 1943. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System Notice(s) is available online at: <http://www.defenselink.mil/privacy/notices/usaf>

SUMMARY OF CHANGES

An out of cycle review of the TAFBI required to ensure that it meets the notification requirements of the revised AFI 10-245 dated 25 June 2015. It has been determined that the instruction meets the requirements. Changed the plan number of TAFB Plan 17 to 10-205 to match the governing document, AFMCI 10-205. Other minor administrative changes have also been made to the instruction.

1. Background And Policy. The 72d Air Base Wing Commander (72 ABW/CC) (72 ABW Vice Commander (72 ABW/CV) or 72d Mission Support Group Commander (72 MSG/CC) in 72 ABW/CC's absence) is the sole authority for implementing the provisions of this instruction. Events causing a decision to implement notifications under this guidance do not allow time for pre-coordination, discussion or planning at the time of execution. Each organization must develop internal procedures to ensure compliance and widest dissemination to Installation personnel at the time of the event. Procedures contained within this instruction were developed by functional area experts knowledgeable of the capabilities of the systems described herein. These procedures meet the requirements outlined in AFI 10-245 and AFI 10-2501 for the Installation to maintain a mass warning and notification capability. Use of the systems described in this instruction should not prevent development of additional notification methods within each unit; however, information passed via any other means should be accurate and factual. In arriving at the decision to utilize the systems herein the following factors should be considered:

1.1. Type of event. This might be a tornado warning, wild fire, active shooter, immediate Force Protection Condition (FPCON) change due to terrorist activity or other event that has the potential to endanger TAFB personnel if protective measures are not taken immediately.

1.2. Actions Required. Personnel must take immediate protective measures to enhance personal safety to the maximum extent possible.

1.2.1. Protective measures implemented and the termination of the protective measures must be as described in TAFB Plan 10-2 Installation Emergency Management Plan,(IEMP), TAFB Plan 10-245, Antiterrorism, TAFB Plan 31-101, Integrated Defense Plan, or other emergency action guidance specific to an operation or function. These plans are available on the Installation Crisis Action Team (CAT) Virtual Operations Center (VOC) at: <https://cs.eis.afmc.af.mil/sites/Tinker/72DVOC/Plans/Forms/AllItems.aspx> , or through the organizational plans point of contact, Emergency Management Representative or Security Manager.

2. Activation of Disaster Response Force. The activation and recall procedures for any required disaster response force or team will be as identified in the applicable instruction or plan requiring the formation of that team.

3. Available Options. Five primary methods are available that provide timely, accurate information to the Installation personnel. These methods have been tested (as prescribed in Paragraph 4.2.11) and verified. They are:

3.1. AtHoc system computer screen pop-up messages.

3.2. AtHoc system text messages.

3.3. Installation Notification and Warning System (INWS) Giant Voice (GV) activation. This system may be activated via the AtHoc interface or via a stand-alone system with consoles housed in the Installation Command Post (552 ACW/CP or CP) or base weather forecast station (72 OSS/OSW).

3.4. 72 ABW Command Land Mobile Radio (LMR) net. Commanders will ensure the appropriate message is passed throughout their organizations.

3.5. Pyramid Notifications. The CP and/or Weather Forecast Station will issue alerts via AtHoc system computer pop-ups, GV or siren activation and the command LMR net. The CP will also initiate a prebuilt conference call with the duty stations specified in Attachment 3 and provide voiced notification of the event as required by Tinker plans. Each of these stations should develop internal procedures to ensure widest dissemination of this information to employees on station at the time of notification.

3.6. Situations requiring the immediate personnel notification are as identified in the applicable plan prescribing the action.

3.7. Many other systems are available to disseminate information throughout TAFB. The systems identified in paragraphs 3.1 thru 3.5 above are the primary systems for immediate notification. Other available methods may be utilized, time permitting, to further distribute necessary information throughout the Installation.

4. Responsibilities. Organizational responsibilities for the dissemination of information and for the maintenance of systems are as identified below. Paragraphs 4.6 and 4.7 identify responsibilities for all Tinker organizations and personnel.

4.1. Commander, 72d Air Base Wing will:

4.1.1. Direct and/or approve the release of all Installation-level emergency notification messages except those that are time-critical such as a tornado warning, fire and Hazardous Materials emergencies.

4.1.2. Time permitting, advise Installation leadership of the potential for events leading up to the dissemination of these messages and the necessity of ensuring their organizations are prepared to respond appropriately.

4.2. Command Post (552 ACW/CP or CP) will:

4.2.1. Appoint a NCOIC of systems and alternate. The NCOIC of systems will be the CP office of primary responsibility (OPR) for the application/use of the AtHoc system.

4.2.2. Maintain AtHoc System and Giant Voice scenarios and report system outages to 72 ABW/SC.

4.2.3. Use the AtHoc system to initiate the various notifications or to create ready-to-send (RTS) messages or scenarios as needed to support a particular situation. Sensitive or Privacy Act protected personnel contact data will be accessed only on a need to know basis through administrative accounts.

4.2.4. Not maintain distribution lists. 72 ABW/XP provides Senior and Full Crisis Action Team (CAT) rosters and 72 ABW/CEX provides Emergency Operations Center (EOC) rosters. The 552 ACW/XP maintains the Senior and Full 552 ACW Battle Staff rosters. For other distribution lists/rosters the end user managers/distribution lists

managers are responsible for maintaining distribution lists according to areas of concern. This is accomplished through the AtHoc system self service module. Initial sign up into AtHoc occurs when a member establishes a NIPR user account with 72 ABW/SC. (See Para 4.4.5)

4.2.5. Conduct periodic local area network (LAN) silent tests to determine continuity of the “purple globe” signifying AtHoc presence on desktop computers connected to the Tinker network. This is a RTS message alert that end users do not see. This scenario will be sent only to Tinker LAN computer systems.

4.2.6. Oversee CP controller training, to include AtHoc initial/recurring/refresher training requirements.

4.2.7. Terminate alerts for situations that are no longer active to prevent end users from receiving outdated alerts.

4.2.8. Maintain notification lists, access lists and establish system checks/tests to ensure these channels are working.

4.2.9. Ensure console operators are trained on AtHoc, Giant Voice, command LMR net and 24-hour work center telephone notification procedures, to include the termination of any messages disseminated via the AtHoc system.

4.2.10. Be the primary function to activate and disseminate messages using the AtHoc, Giant Voice, command network and telephone notifications (except tornado warnings).

4.2.11. Conduct tests of these systems as prescribed in AFI 10-2501, AF Emergency Management (EM) Program Planning and Operations, and AFI 10-207, Command Posts. Inform the 72 ABW/SC Help Desk of any inoperative systems immediately. The daily activation of Reveille, Retreat and Taps are considered to be daily tests of the GV system.

4.2.12. Maintain a capability to conference call duty stations specified in Attachment 3. This will normally be done via a programmed button on the Siemens communications console that will call all work centers simultaneously.

4.3. 72d Operations Support Squadron Weather Flight (72 OSS/OSW) will:

4.3.1. Ensure all weather technicians are trained on the use of AtHoc, Giant Voice and Installation Notification and Warning System (INWS).

4.3.2. Ensure appropriate personnel are trained on the procedures contained within this instruction.

4.3.3. Be the primary function to activate the AtHoc system for tornado watches and activate AtHoc, Giant Voice and INWS for tornado warnings.

4.3.4. The Weather Flight and CP will conduct tests of the tornado sirens via the Giant Voice and INWS every Saturday at 1200L in conjunction with the National Weather Service.

4.4. 72 ABW Communications Directorate (72 ABW/SC) will:

4.4.1. Manage AtHoc components (to include patches, updates, etc.) including, but not limited to, back-up procedures, Giant Voice integrations and AtHoc software installation to user computers.

4.4.2. Manage and maintain the AtHoc system user database. Delete users with no Sign-On activity in the past 120 days.

4.4.2.1. Maintain the INWS and Giant Voice. Maintain the Omnitec system located in Building 1100 and ensure voice messages, siren tones and digital voice (DV) messages can be relayed through this system. Maintain the computer interface to these systems to initiate daily Reveille, Retreat and Taps. See Attachment 2 for further details on this system.

4.4.3. Ensure the 72 ABW/CC's LMR net is operational and meets or exceeds the needs of net users. Ensure that only personnel authorized by 72 ABW/CC or the CP have access to the Commander's net and that all users' LMRs are encrypted as needed or directed.

4.4.4. Maintain AtHoc and GV systems described in this instruction.

4.4.5. Monitor external distribution lists. 72 ABW/SC will create external distribution lists and ensure these lists are validated with designated distribution list OPR's, at a minimum, semi-annually. 72 ABW/XP provides Senior and Full Crisis Action Team (CAT) membership and 72 ABW/CEX provides Emergency Operations Center (EOC) membership. The 552 ACW/XP maintains the Senior and Full 552 ACW Battle Staff rosters. Any additional distribution lists created will require appropriate justification and an organizational OPRs. (See Para 4.2.4)

4.5. 72 ABW Plans and Programs Office (72 ABW/XP) will:

4.5.1. Publish and/or clarify existing policy to support this instruction.

4.5.2. Validate the systems usage, the range of information passed and effectiveness of the system during exercises and real world events. Provide feedback and/or lessons learned to the appropriate OPR for the action.

4.5.3. Assist in the maintenance and publication of any notification lists directed in this instruction.

4.6. TAFB mission partners, wings, squadrons, directorates, staff agencies and contractors will:

4.6.1. Develop and implement internal methods to relay emergency notification information to all personnel within their work areas to ensure maximum personnel protection can be attained.

4.6.2. These methods must include verbal announcements to coworkers and visitors within the work area, and should include assisting those unfamiliar with the area in locating the appropriate shelters.

4.6.3. Methods should also include procedures to ensure any vision, hearing or physically impaired personnel are made aware of any danger and assist them with sheltering actions.

4.6.4. Encourage unit members to update AtHoc system self subscriber profiles to facilitate the distribution of alerts/messages.

4.7. All TAFB personnel will practice good wingman procedures and exercise maximum effort to ensure all personnel within their work areas are aware of the announcements and necessity to shelter appropriately.

STEPHANIE P. WILSON, Colonel USAF
Commander

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

AFPD 10-2, Readiness

AFPD 10-25, Emergency Management

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

AFMC Supplement 1 to AFI 10-2501

AFI 10-245, Antiterrorism (AT)

AFI 10-207 Command Posts

AFMC/A3 Memo, 7 January 2013, AFMC Guidance for Operating AtHoc IWS Alerts

TAFB 10-2, Installation Emergency Management Plan (IEMP)

TAFB Plan 10-245, Antiterrorism

TAFB Plan 10-205, Installation Recall/Notification Plan

TAFB Plan 31-101, Integrated Defense Plan (IDP)

Adopted Forms

AF 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AFMAN — Air Force Manual (AFMAN)

AFRIMS — Air Force Records Information Management System

CAT — Crisis Action Team

COOP — Continuity of Operations

CP — Command Post

DV — Digital Voice

EOC — Emergency Operations Center

FPCON — Force Protection Condition

GV — Giant Voice

INWS — Installation Notification and Warning System

LAN — Local Area Network

LMR — Land Mobile Radio

OPR — Office of Primary Responsibility

RDS — Records Disposition Schedule

TAFB — Tinker Air Force Base

VOC — Virtual Operations Center

Terms

AtHoc— INWS Alerts Enterprise Edition Software on all desktop s within the Tinker AFB domain. It is considered a unified alerting solution for the Air Force.

Attachment 2

NOTIFICATION/WARNING SYSTEM DETAILS

A2.1. AtHoc System

A2.1.1. System details:

A2.1.1.1. Tinker AFB uses the AtHoc INWS Alerts Enterprise Edition as its unified alerting solution for network centric alerts, telephone notifications, Giant Voice (GV) activation and local COOP disaster recovery using INWS Alerts Mass Alerting System. The system is composed of six critical components: (1) a Network Alerting System (NAS) for desktop and email/text messaging notifications to all Tinker personnel both at work and/or at other locations; (2) a telephone alerting capability via commercial call center; (3) a capability to centrally manage, track and report alerts over other devices such as phones, pagers, GV and others; (4) integration with the GV systems; (5) a redundant local mass alerting system (INWS Alerts MAS) and (6) a failover capability at the server locations. NOTE: 552 ACW and 507 ARW desktops at TAFB have two desktop software clients, one pointing to their MAJCOM servers (for MAJCOM unique alerts) and the second pointing to local servers (for TAFB alerts). The TAFB local server will be the vehicle for disseminating these emergency messages.

A2.1.2. How AtHoc works:

A2.1.2.1. Network alerting (computer pop-ups) will address personnel desktops using the AtHoc desktop component: a small Executable program residing on personal computers. This component enables receipt of desktop alerts from the server. The application starts with Windows session logon. It resides in the system tray area, as a purple globe icon

Figure A2.1. Purple Globe Icon.



A2.1.2.2. During normal duty hours, the primary notification method will be by LAN (pop-up or email). The telephone option will not be utilized except for duty stations as a potential backup for key staff. Alerts will not be sent to an individual's home, cell phone, email or pager during normal duty hours.

A2.1.2.3. All exercise alerts should be preceded by "EXERCISE – EXERCISE – EXERCISE" in the Alert header, to help ensure all personnel can differentiate between actual and exercise alerts.

A2.1.2.4. Once the controller of the system drafts and releases an alert message, the system will retrieve the alert data and display the alert pop-up message, often accompanied by an audio message, as a persistent desktop pop-up:

Figure A2.2. Desktop Alert Pop up.



A2.1.2.5. Common uses of AtHoc emergency situations include physical/personnel security and/or weather events. The system can support other uses; however use will be limited to prevent overload of the support system and over exposure for employees.

A2.1.2.6. Emergency situations include physical security (FPCON, Information Condition (INFOCON) changes, Helping Hand, etc.), significant weather events (tornado) and any other event which affects personnel or where immediate notification is needed. This can include Installation-wide notices to avoid specific areas or an active shooter situation.

A2.2. Installation Notification and Warning System (INWS)

A2.2.1. The INWS consists of 16 remote siren sites spaced throughout TAFB that are designed to provide over-lapping, audible notification. Each has Digital Voice (DV) Chips with pre-recorded messages installed and each has standard tone ability installed (Steady Tone, Wail, fog horn, etc.). The INWS has the capability to sound manual audio signals (microphone, CD player, AtHoc).

A2.2.2. There are three (3) control locations to initiate messages/warning sirens:

A2.2.2.1. CP capabilities: Voice Messages (microphone), Siren Tones and DV Messages. A computer interface also exists in the CP to initiate daily Reveille/Retreat/Taps. An AtHoc interface is also available for CP controller use.

A2.2.2.2. 72 OSS/OSW capabilities: Voice Messages (microphone), Siren Tones, DV Messages and the AtHoc interface.

A2.2.2.3. 72 ABW/SCOIP Building 1100 Omnitec capabilities: Voice Messages (microphone), Siren Tones, DV Messages and the computer interface to initiate daily Reveille/Retreat/Taps.

A2.3. 72 ABW Commander Land Mobile Radio (LMR) Network is: A radio network linking key 72 ABW organizational leaders. This network may be monitored by other commanders/leaders on the Installation with the appropriate permissions. Responses and acknowledgements by these leaders to announcements are not required; however, they must

make every effort to pass any pertinent emergency notifications described in this instruction over their own organizational radio networks.

A2.4. Pyramid Recall: The systems developed and mandated within each unit to ensure verbal notifications are passed to organizational personnel in accordance with TAFB Plan 10-205. For the purposes of this instruction, this recall will be initiated by the CP and relayed to duty stations. These work centers must establish procedures to ensure personnel both inside and outside facilities are notified of the need to implement the appropriate protective measures.

Attachment 3
DUTY STATIONS

Figure A3.1. Duty Stations

507 ARW/CP	734-7641
552 ACW/CP	734-7313, 739-2171
552 MOC	734-7477
76 AMXG MOC	736-2500, 736-5906, 736-5909
AMOPS	734-2191
WEATHER	734-3196
BDOC	734-3737
CE Service Desk	734-3117
DISA HELP DESK	739-3022
DLA Distribution	517-5506
FIRE DEPT	734-7964/7965 Emergencies - 911
FUEL DISPATCH	739-5066
NAVY OPCON	734-9928, 734-9927