

**BY ORDER OF THE COMMANDER
71ST FLYING TRAINING WING (AETC)**

AIR FORCE INSTRUCTION 10-2501



VANCE AIR FORCE BASE

Supplement

3 JANUARY 2012

Operations

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 06 April 2009. It provides policies, guidance, and tasking for Unit Commanders/Branch Directors to manage their EM program in support of the Vance AFB EM program. This supplement applies to all units/branches and organizations assigned to or associated with Vance AFB. 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 are disposed of IAW the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcss-af61a/afirms/afirms/rds_series.cfm. 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 Form 847 from the field through the Vance AFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.)

SUMMARY OF CHANGES

The reader must use this supplement in conjunction with the AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*. These changes will take precedence. This supplement updates policies and procedures regarding Vance AFB EM programs, which includes updates for the EM Representative (EM Rep), specialized team members, and the Vance AFB Emergency Management Working Group (EMWG) sub-working groups. Lastly, a new section was incorporated to address Vance AFB shelter-in-place (SIP) guidance and procedures.

1.4.1. (Added) (VANCFEB) Requests for waivers and exclusions to this instruction will be submitted to 71 LRS/CEX for review, coordination, approval, and forwarding. Unless specifically waived, Vance AFB assigned and associated units and directorates are required to adhere to the requirements listed in this supplement.

2.4.1.2. (Added) (VANCFEB) The HAZMAT Emergency Planning Team, subgroup of the Emergency Management Working Group (EMWG), will be chaired by the Emergency Management Office (71 LRS/CEX) Non-Commissioned Officer in Charge (NCOIC) due to Vance AFB not having a Civil Engineer (CE) Asset Management Flight Chief.

2.4.2.2. (Added) (VANCFEB) The Crisis Action Team (CAT) is a command and control (C2) function activated by the Installation Commander to command air and space power and support base operability in light of an on-going emergency situation. The 71 FTW/XP is the OPR for all CAT activities.

2.4.2.2.1. (Added) (VANCFEB) CAT location. The primary location is in building 500, Command Post. The alternate is in building 672, room 243.

2.4.2.2.2. (Added) (VANCFEB) Composition. The 71 FTW/CC chairs the CAT. The following organizations (see [\[NO LABEL MAPPING for "Table"! 2.4.2.2.2](#) CAT Representatives) must identify personnel to perform CAT duties to the 71 FTW/XP.

Table 2.4.2.2.2. List of Required CAT Representatives

71 FTW/CC	71 MDG/CC	71 FSS/CC	71 FTW/PA ²	71 FTW/DS
71 FTW/CCC	71 MSG/CD	71 CPTS/CC	71 FTW/SE	71 FTW/CCE
71 FTW/CV	71 SFS/CC ⁴	71 FTW/CP	71 FTW/AT ¹	CSC/PM
71 OG/CC	71 LRS/CC	71 FTW/JA	OSI ³	

2.4.2.4. (Added) (VANCFEB) The Emergency Operation Center (EOC) is activated on an as-needed basis by the Installation Commander and/or MSG Commander. The EOC coordinates with the Incident Commander (IC), civilian EOCs, Deployment Control Center, Explosive Ordnance Disposal (EOD), Fire Emergency Services (FES), Communications Centers, Medical Services, Base Defense Operations Center (BDOC), Readiness Control Center (co-located at Emergency Support Function (ESF) 5) and the Emergency Communications Center (ECC). The EOC also processes information from group- or squadron-level Unit Control Centers (UCC), coordinates response activities, and keeps the CAT informed of base status changes. The 71 LRS/CEX is the OPR for all EOC activities.

2.4.2.4.1. (Added) (VANCFEB) EOC location. The primary location is in building 288, room 116. The alternate is located in building 246, room 15.

2.4.2.4.2. (Added) (VANCFEAFB) Composition. The 71 MSG/CC serves as the primary EOC Director. Other selected commanders can serve as the alternate EOC Director if they have attended the AF Incident Management Course, completed the HAZMAT Awareness course, and the Vance AFB localized procedures training. The EOC is comprised of 15 ESF that provide the support, resources, program implementation, and services that are most likely to be needed during an emergency situation. **Table 2.4.2.4.2**, List of Required EOC Representatives, outlines all agencies that must identify personnel to perform ESF duties to the 71 LRS/CEX.

Table 2.4.2.4.2. List of Required EOC Representatives

Enid EOC ¹	EOC Director	EOC Manager	EOC Recorder
ESF 1,7	ESF 2	ESF 3,12,14	ESF 4,9,10
ESF 5	ESF 6	ESF 8,11	ESF 13
ESF 15 ²	71 OG		

2.4.2.4.3. (Added) (VANCFEAFB) Primary and alternate ESF members must be assigned by their organizational unit commanders/branch directors. Each tasked unit/branch will appoint one primary and a sufficient number of alternate ESF members (at least one). Both the primary and alternate members must be functional experts delegated decision-making authority for their position.

2.4.2.4.4. (Added) (VANCFEAFB) All Vance AFB units, including tenant units and contracted organizations, assigned to the EOC will furnish their position with unit specific checklists in support of the Comprehensive Emergency Management Plan (CEMP) 10-2, professional equipment (as needed), and administrative supplies.

2.4.2.10. (Added) (VANCFEAFB) Purpose. UCCs support peacetime and wartime EM operations and are responsible for dispatching and controlling unit resources during contingency operations. UCCs will be activated upon request by the CAT or EOC. UCCs must remain in operation until termination of the emergency or until released by the 71 FTW/CC or designated representative. Each UCC must have a primary and alternate location identified. Units/branches must provide 71 LRS/CEX with the telephone numbers of their respective UCCs using Vance AFB Form 14, *Unit Emergency Management Report*. UCCs will maintain the following minimum items IAW AFMAN 32-4004 *Emergency Response Operations*, Chapter 1, Para. 1.4. Vance specific items that need to be maintained are as follows:

2.4.2.10.1. (Added) (VANCFEAFB) Current Vance AFB CEMP 10-2.

2.4.2.10.2. (Added) (VANCFEAFB) Unit specific checklists in support of the CEMP 10-2.

2.4.2.10.3. (Added) (VANCFEAFB) Current Vance AFB map, Kegelman Auxiliary airfield Map, and the city of Enid map (if supported by the unit/branch).

3.10.1. (Added) (VANCFEAFB) The Installation Commander is responsible for the protection of installation personnel, facilities, and resources. The purpose of the base EM program is to ensure Vance AFB can limit the impact and mitigate the effects upon mission operations following a major accident, natural disaster, or enemy attack, to include terrorist use of weapons of mass destruction (WMD). Vance AFB CEMP 10-2 addresses responses to disaster situations.

3.10.1.1. (Added) (VANCFEAFB) The 71st Logistics Readiness Squadron, CE Readiness and Emergency Management section (71 LRS/CEX) is the installation EM focal point. 71 LRS/CEX

manages and executes the installation EM program for the Installation Commander and the Base Civil Engineer.

3.10.3. (Added) (VANCFEAFB) All units, including contract branches, assigned to or attached to Vance AFB provide functional support to the installation's EM program, to include unit/branch planning, training, and operations.

3.10.6. (Added) (VANCFEAFB) The Emergency Management NCOIC will serve as the installation representative for the Local Emergency Planning Committee.

3.11.1. (Added) (VANCFEAFB) EM Representatives (EM Reps) serve as the liaison between the Unit Commander/Branch Director and the 71 LRS/CEX. The Unit Commander/Branch Director will appoint (if unit/branch is tasked within **[NO LABEL MAPPING for "Table"! 3.11.1]**) a primary and alternate EM Rep in writing to manage and coordinate all unit/branch aspects of the EM program. The primary EM Rep must be an NCO, officer, or civilian equivalent. The alternate EM Rep must be a SrA or higher or civilian equivalent. Primary duty Readiness and Emergency Management personnel (3E9X1) will not serve as unit/branch EM representatives, nor will they be assigned additional duties that may prevent them from immediate response to Disaster Response Force (DRF) activities, actual or exercise. DRF activities take precedence over all other duties.

Table 3.11.1. List of required EM Representatives (Added) (VANCFEAFB)

71 MDG	71 LRS	71 CS	71 FSS ²
71 OG	71 SFS	71 CPTS ¹	CSC/PM

3.11.1.3. (Added) (VANCFEAFB) All EM Reps are to become members of the Vance AFB Emergency Management Communities of Practice (CoP) site (<https://afkm.wpafb.af.mil/emcop>) within 30 days of appointment. All printable and electronic files, to include unit/branch EM program folders maintained by the unit/branch EM Reps, are located on this site.

3.11.1.4. (Added) (VANCFEAFB) Unit Commanders/Branch Directors must remain current on unit/branch EM issues through quarterly briefings from their unit/branch EM Reps. The following items are required to be briefed:

3.11.1.4.1. (Added) (VANCFEAFB) Chemical, Biological, Radiological, Nuclear and High-Yield Explosives (CBRNE) Defense Training. The status of unit CBRNE training, to include the percentage of unit currently trained and slot utilization.

3.11.1.4.2. (Added) (VANCFEAFB) Status of unit EM specialized teams, team members, and required equipment/training. This includes the status of EM specialized team equipment storage space. Unit Commanders/Branch Directors must provide space for all individual and specialized team equipment required by applicable directives and Vance AFB CEMP 10-2.

3.11.1.4.3. (Added) (VANCFEAFB) Training requirements and status for unit DRF members.

3.11.1.4.4. (Added) (VANCFEAFB) Status of HAZMAT training for required personnel, if applicable.

3.11.1.4.5. (Added) (VANCFEAFB) Maintenance of administration and publication files as outlined IAW AFI 10-2501.

3.11.1.4.6. (Added) (VANCFEAFB) Status of Vance AFB CEMP 10-2 planning and unit-specific checklists in support of the CEMP 10-2.

3.11.1.4.7. (Added) (VANCFEAFB) Status of unit shelter-in-place (SIP) plans and kits for all facilities used and/or occupied by the unit.

3.11.1.4.8. (Added) (VANCFEAFB) Status of unit EM information program. Various formats can be used such as bulletin boards, E-mail, and Unit Commander's/Director's calls.

3.11.1.4.9. (Added) (VANCFEAFB) Status of EM staff assistance visit (SAV), semiannual self-inspection, and/or follow-up actions to correct identified deficiencies noted during self-assessments or SAV.

3.11.1.4.9.1. (Added) (VANCFEAFB) EM Reps are the focal point for the unit's/branches EM SAV. The objective of the SAV program is to identify deficiencies within the unit/branch program, provide assistance to resolve problems, and ensure the units/branches are in compliance. SAVs will not substitute for routine work or continued corrective action by the unit/branch.

3.11.1.5. (Added) (VANCFEAFB) EM Reps will review the following plans and directives annually and upon changes or revisions:

3.11.1.5.1. (Added) (VANCFEAFB) Current AFI 10-2501, Air Education and Training Commander (AETC) supplement to AFI 10-2501, and this supplement.

3.11.1.5.2. (Added) (VANCFEAFB) Vance AFB CEMP 10-2. This may be maintained electronically on the Vance EM CoP or its location annotated. Review includes the unit-specific checklists in support of the CEMP 10-2, which are completed 30 days after publication of the CEMP 10-2.

3.11.1.5.3. (Added) (VANCFEAFB) EM information visual aids, program pamphlets, and handouts. All items can be found on the Vance EM CoP website.

3.11.1.6. (Added) (VANCFEAFB) EM Reps must maintain current copies of all appointment memorandums for unit/branch personnel tasked with EM duties.

3.11.1.7. (Added) (VANCFEAFB) EM training documentation will be maintained either by the unit/branch training section or by the EM Rep, as determined by the Unit Commander/Branch Director. However, documentation will be transcribed onto or attached to the Vance AFB Form 14.

3.11.1.8. (Added) (VANCFEAFB) EM Reps will update and maintain the unit/branch EM Quarterly Report (Vance AFB Form 14). These reports provide a wide variety of unit/branch EM information, to include appointment of specialized team members, training dates, recall information, document and program review dates, and control center information. Unit/branch EM Reps will submit the unit/branch EM Report quarterly (see **Table 3.11.1.8**, EM Quarterly Report Schedule). A sample report and instructions are included in Attachment 3. Reports are due by the 10th day of the first month of each fiscal quarter (e.g., the quarterly report for the first fiscal quarter Oct-Dec is due no later than 10 January). Updated/additional reports are required anytime there is a team member change or when other relevant information changes occur, i.e., phone numbers, unit/branch control center locations etc. The organizational commander must sign all EM reports.

Table 3.11.1.8. EM Quarterly Report Schedule

First Quarter	Second Quarter	Third Quarter	Fourth Quarter
October – December	January - March	April - June	July - September

3.11.1.9. (Added) (VANCFEAFB) EM Reps will establish and maintain an electronic (via the Vance EM CoP) continuity handbook IAW this supplement (see Attachment 2).

3.11.1.10. (Added) (VANCFEAFB) The following visual aids (VA) will be posted on official bulletin boards in each building:

3.11.1.10.1. (Added) (VANCFEAFB) AFVA 10-2510, *U.S. Air Force Emergency Notification Signals*, (with local procedures annotated) will include the following information posted in the remarks section of the visual aid: UNIT/BRANCH EM Rep NAME, OFFICE SYMBOL, AND DUTY PHONE. This AF visual aid can be obtained in AFMAN 10-2602.

3.11.1.10.2. (Added) (VANCFEAFB) AFVA 10-2512, *Mission-Oriented Protective Postures*. This AF visual aid can be obtained in AFMAN 10-2602.

3.11.1.10.3. (Added) (VANCFEAFB) Vance AFB Visual Aid 10-5, *Severe Weather Safety Tips* is a product of the CE Readiness and Emergency Management Flight.

3.11.1.10.4. (Added) (VANCFEAFB) Current Vance AFB Emergency Management Bulletin.

3.11.1.11. (Added) (VANCFEAFB) The EM Rep will maintain a completed copy of any unit-specific checklist or supporting EM (Exercise Evaluation Team (EET), EOC/CAT, Medical Contingency Response Plan (MCRP), etc.) checklists. The checklists will be inspected during the unit/branch self inspection and during the annual formal SAV conducted by 71LRS/CEX.

3.11.13. (Added) (VANCFEAFB) There are two forms of Sheltering. The first type is called sheltering which is for natural disasters; specifically, those that will give little to no advanced warning (i.e. a tornado). In these cases, Vance AFB personnel are to follow the procedures outlined in the Vance AFB Emergency Management Family Guide or other Vance AFB specific information program pamphlets, brochures, and visual aids. After a natural disaster has passed, and the Wing/CC has determined the need for a base shelter, the Shelter Management Guide within the FSS should be referenced. All information program products are provided on the Vance AFB EM CoP and SharePoint under the 71 Logistics Readiness Squadron/ Emergency Management Information Program. The second type is Shelter-in-Place (SIP) which is for HAZMAT/CBRNE events in which contamination is present and personnel do not have the capability of evacuating. In these cases, Vance AFB personnel are to follow the procedures outlined in their facility's SIP plan. The SIP plan will identify a readily accessible location that can be secured in such a manner that will minimize the threat of the hazard during a chemical incident. Refer to the CEMP 10-2 for additional information on SIP.

3.11.13.1. (Added) (VANCFEAFB) A SIP plan needs to be created by all Vance AFB facility managers for each building that they own; unless, the building will never be occupied by personnel. The plan needs to be sent to 71 LRS/CEX for approval. The approved SIP plan will be taught by the facility manager, EM Rep, or Commander to all personnel to ensure that everyone knows where to go when directed by leadership or response personnel.

3.11.13.2. (Added) (VANCFEAFB) The facility manager will also maintain a kit for their SIP locations that will, at minimum, consist of the following:

3.11.13.2.1. (Added) (VANCFEAFB) Enough plastic sheeting to cover vents and doorways

3.11.13.2.2. (Added) (VANCFEAFB) Duct tape to assist in covering openings

3.11.13.2.3. (Added) (VANCFEAFB) Towels used in conjunction with water

3.11.13.2.4. (Added) (VANCFEAFB) Flashlights

3.11.13.2.5. (Added) (VANCFEAFB) SIP plan as reference material for the kit

3.11.14. (Added) (VANCFEAFB) Units/branches are responsible for budgeting and purchasing EM supplies and equipment that are required to support the mission with the exception of mobility A/B/C bag requirements.

3.11.14. 1 (Added)(VANCFEAFB) Units/branches with EM equipment will maintain applicable technical orders for their assigned items.

3.12.1.1. (Added) (VANCFEAFB) Vance AFB Readiness Support Team (RST) is comprised of ten individuals that augment the 71 LRS/CEX office. RST members work under the supervision of the Emergency Management NCOIC and perform selected and critical operational tasks where staffing is insufficient. CE Readiness and Emergency Management will follow the guidelines IAW AFI 10-2507, *Readiness and Emergency Management Manual*, Chapter 3 3.1.3.16. and Table 3.1 to ensure the RST have the mandatory items needed to operate alongside their office.

3.12.1.1.1. (Added) (VANCFEAFB) RST members, tasked from outside the owner unit, will be identified through the Installation Augmentation Program (IAP) as prescribed by VAFBI 10-300 *Installation Augmentation Program*. Team duties will become the appointee's primary duty during contingencies, emergencies, and exercises IAW AFI 10-2501, Chapter 3, Paragraph 3.12.1.1. Personnel assigned to the RST will be recalled by 71 LRS/CEX, as needed, using the VAFBI 10-300 guidance.

3.12.1.5. (Added) (VANCFEAFB) Specialized team training will be scheduled by the owning unit's specialized team program manager. The program manager will notify the IAP Group Representative IAW VAFBI 10-300. It is then the Group Representative's responsibility to notify specialized team members of scheduled training and ensure attendance.

3.12.1.6. (Added) (VANCFEAFB) Personnel assigned to EM specialized teams should not be routinely replaced or reassigned. Once a trained member is identified for permanent change of station (PCS), retirement, or separation, a replacement must be identified as soon as possible. Personnel assigned to the RST, due to technical training received, will not be replaced for reasons other than PCS, retirement, separation, or medical disqualification without sufficient justification signed by the Unit Commander/Branch Director and coordinated through the 71st MSG/CC. The tasked unit/branch will fill the projected vacancy.

4.3. (Added) (VANCFEAFB) 71 LRS/CEX is the OPR for the Vance AFB CEMP 10-2.

4.3. 1 (Added)(VANCFEAFB) 71 LRS/CEX must coordinate and approve all unit/branch checklists prior to publication.

6.6.1.3.8. (Added) (VANCFEAFB) Prior to CBRNE Defense Survival Skills course start, personnel will obtain from the LRS contractor mobility cage, located in building 246, a

classroom-use CBRNE MCU-2/M50 series mask. The protective mask is used for both training and operational requirements. There is no such thing as a "training only mask." Students are required to properly inspect their mask and annotate the inspection and cleaning on their DD Form 1574, *Serviceable Tag-Materiel*.

6.6.1.3.8.1. (Added) (VANCFEAFB) Other CBRNE equipment required for training will be provided by the 71 LRS/CEX instructor. Individuals are responsible for the inspection of CBRNE training equipment issued to them.

6.7.1. (Added) (VANCFEAFB) Newcomers must attend Base Emergency Preparedness Orientation (BEPO) training. Unit/branch EM Reps provide recurring training on a quarterly basis using suggestions and materials provided by 71 LRS/CEX and other applicable information program materials.

6.7.2.4. (Added) (VANCFEAFB) Units/Branches are responsible for providing an EM briefing to all new members within 30 days of being assigned.

6.7.2.4.1. (Added) (VANCFEAFB) All unit personnel with dependents co-located within the same household are responsible for briefing their dependents on local procedures.

6.7.2.4.2. (Added) (VANCFEAFB) At minimum, the following subjects should be covered in the EM briefing:

6.7.2.4.2.1. (Added) (VANCFEAFB) Personnel procedures for the various base Force Protection Condition (FPCON) levels.

6.7.2.4.2.2. (Added) (VANCFEAFB) Location of protective shelters and SIP procedures (includes SIP kit location). Refer to Vance AFB CEMP 10-2 for shelter locations and SIP procedures.

6.7.2.4.2.3. (Added) (VANCFEAFB) Vance AFB DRF roles and responsibilities. Refer to AFI 10-2501.

6.7.2.4.2.4. (Added) (VANCFEAFB) Information program

6.7.2.4.2.5. (Added) (VANCFEAFB) Important publications that govern the EM program (i.e. AFI 10-2501, CEMP 10-2).

6.7.2.4.2.6. (Added) (VANCFEAFB) Training

Russell L. Mack, Colonel, USAF
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Attachment 1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Prescribed Forms***

Vance AFB Form 14, Unit Emergency Management Report.
AF Form 847, Recommendation for Change of Publication;
AF IMT 1098, Special Task Certification and Recurring Training; and
DD Form 1574, Serviceable Tag-Materiel.

Abbreviations and Acronyms

AETC—Air Education and Training Command
AF—Air Force
AFI—Air Force Instruction
AFMAN—Air Force Manual
AFRIMS—Air Force Records Information Management System
BDOC—Base Defense Operations Center
C2—Command and Control
CAT—Crisis Action Team
CBRNE—Chemical, Biological, Radiological, Nuclear, and High Yield Explosives
CE—Civil Engineer
CEMP—Comprehensive Emergency Management Plan
CoP—Communities of Practice
DRF—Disaster Response Force
ECC—Emergency Communications Center
EET—Exercise Evaluation Team
EM—Emergency Management
EM Rep—Emergency Management Representative
EMWG—Emergency Management Working Group
EOC—Emergency Operations Center
EOD—Explosive Ordnance Disposal
ESF—Emergency Support Function
FES—Fire Emergency Services
FMP—Flight Manuals Program
HAZMAT—Hazardous Material

IAP—Installation Augmentation Program
IAW—In Accordance With
MCRP—Medical Contingency Response Plan
NCOIC—Non-Commissioned Officer in Charge
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
RDS—Records Disposition Schedule
RST—Readiness Support Team
SAV—Staff Assistance Visit
SIP—Shelter-in-Place
UCC—Unit Control Center
VA—Vulnerability Assessment

Attachment 2 (Added)

UNIT EM HANDBOOK FORMAT

A.8. The following is the prescribed index for the EM Handbook.

TAB A: Unit/Branch EM SAV Checklist, Current and Previous Year's SAV Reports and Self-inspection Reports.

TAB B: AFI 10-2501, this supplement and Applicable Supplements.

TAB C: Vance AFB CEMP 10-2 and Supporting Unit/Branch Specific Checklists or EM checklists, MOUs or MOAs in Support of EM Responsibilities.

TAB D: EM Training Documentation

TAB E: Misc

Note: This handbook must be maintained electronically via the Vance Emergency Management CoP or physically via a binder.

Attachment 3 (Added)**EM UNIT QUARTERLY REPORT****Instructions for completing Vance Form 14**

A.9. The following instructions follow the numbered blocks on Vance Form 14. Your Unit Emergency Management report provides specific data that's tracked and used to update specialized teams rosters.

ITEM NUMBER	DESCRIPTION	
1	UNIT/BRANCH	Unit name/Branch name
2	PERSONNEL ASSIGNED	Total number of personnel assigned to your unit/branch (military/civilian/contractor)
3	REPORT DATE	Actual date the report is being completed
4	QUARTER	<p>Fiscal quarter being reported</p> <ol style="list-style-type: none"> 1. Fiscal quarter. Oct-Dec (1st quarter), Jan-Mar (2nd quarter), April-Jun (3rd quarter), July-Sept (4th quarter) 2. Mark the appropriate box with the quarter that has just been completed. The information being submitted is for the previous quarter. <p>EXAMPLE: Oct-Dec quarter should reflect training information from the 4th quarter numbers.</p>
5	DATE OF CEX VALIDATION	71 LRS/CEX (Readiness and Emergency Management Flight) use ONLY
6	UNIT/BRANCH EMERGENCY MANAGEMENT REPRESENTATIVE	<ol style="list-style-type: none"> 1. Primary/alternate EM representative name (last name first), and rank/pay grade 2. Current duty extension 3. Fax number extension 4. Current training date 1. The current training date would be the last EM meeting or initial EM class. If member has not completed training (TBD) should be indicated.

7	(EOC) EMERGENCY OPERATIONS CENTER REPRESENTATIVES	<ol style="list-style-type: none"> 1. Grade and name 2. Duty phone 3. Pager number (if available) 4. Home phone or phone of primary use outside of work 5. Date trained <ol style="list-style-type: none"> 1. Date of initial training, and the date of refresher training (wing exercises count as refresher training) 2. Cell phone number
8	STAFF/UNIT CONTROL CENTERS	<p>(Note: Both primary and alternate blocks should be filled where applicable)</p> <ol style="list-style-type: none"> 1. Building numbers of UCC (Unit Control Center) locations telephone number extensions for UCCs 2. Fax number extensions for UCCs 3. LMR (Land Mobile Radio) nets <ul style="list-style-type: none"> - Whatever channels that your unit transmits on.
9	UNIT/BRANCH WARTIME SHELTER STATUS	<ol style="list-style-type: none"> 1. Facility number 2. Communications <ol style="list-style-type: none"> 1. Phone numbers to your unit's primary and alternate EOC (Emergency Operations Center) location 2. LMR net: What LMR net does your EOC/ESF Rep use <ol style="list-style-type: none"> 1. SMT (Shelter Management Team) assigned 1. Yes or No. Does your unit have a shelter management team assigned to you? <p>Remarks: Any remarks that impact shelter and or team status.</p>
11	UNIT/BRANCH WRITTEN INSTRUCTION/CHECKLIST IN SUPPORT OF CEMP 10-2	<ol style="list-style-type: none"> 1. The name of your unit checklist in support of CEMP10-2 2. Date of document <ol style="list-style-type: none"> 1. The publication date of the document 2. Date reviewed 3. The date the document was last reviewed <p>Remarks: Any remarks pertaining to the document's status</p>
12	UNIT TRAINING SCHEDULERS	<ol style="list-style-type: none"> 1. Name (last, first) and grade 2. Duty phone 3. Fax number 4. Training date <p>Remarks: Any remarks pertaining to the document's status.</p>
13	UNIT DEPLOYMENT MANAGERS (UDM)	<p>Block 13 does not require any input since VAFB uses a Wing Deployment Center.</p> <p>Note: VAFB Form 14 has been submitted for removal of block 13.</p>

<p>14</p>	<p>OTHER UNIT/BRANCH SPECIALIZED TEAMS/MEMBERS WITH EMERGENCY MANAGEMENT DUTIES</p>	<ol style="list-style-type: none"> 1. Teams reported 1. Exercise Evaluation Team (EET) 2. Shelter Management Teams (SMT) 3. Contamination Control Team (CCT) 4. Readiness Support Team (RST) 5. Additional Emergency Operation Center representatives 6. Enid Emergency Operations Center representatives 1. Team assigned 1. The acronym for the team that the individual is assigned to (i.e. RST, SMT, EET, UCC, CCT). 2. Grade and name 3. Rank, first and last name of person assigned 4. Duty phone 5. Home phone or phone of primary use outside of work 6. Date trained 7. Date of initial training, and the date of refresher training 8. Pager number 9. The pager number that is assigned to the person for the purpose of fulfilling disaster response responsibilities <p>Remarks: Note whether the person is the primary or alternate team member</p>
<p>15</p>	<p>HAZMAT FIRST RESPONDER AWARENESS TRAINING STATUS (71 SFS, 71 MDG, CEX, CEF, RST PERSONNEL ONLY)</p>	<ol style="list-style-type: none"> 1. Total requiring training 1. How many people in your unit require Awareness Level training to perform their primary job function? 2. Total trained <ul style="list-style-type: none"> - How many people are currently DoD Awareness Level certified? ▪ Unit percent <ul style="list-style-type: none"> - Percentage of people that are trained in the number required
<p>16</p>	<p>UNIT/BRANCH INFORMATION PROGRAM STATUS</p>	<p><i>Readiness sends out a quarterly bulletin every fiscal quarter. It is your responsibility to make sure the members of your squadron are briefed on it.</i></p> <ul style="list-style-type: none"> ▪ Date brief <ul style="list-style-type: none"> - What date were the members of your squadron first exposed to the information in the quarterly bulletin? ▪ Information briefed to unit members <ul style="list-style-type: none"> - What was the main subject of the quarterly bulletin? ▪ Method dissemination <ul style="list-style-type: none"> - What medium did you use to expose your squadron to the bulletin (i.e., commander

		<p>calls, bulletin boards, etc.)?</p> <ul style="list-style-type: none"> ▪ Self-Assessment <ul style="list-style-type: none"> - Fill in the date that you completed the unit self-inspection checklist ▪ Date of checklist <ul style="list-style-type: none"> - Enter the date of publication for the checklist referenced above
<p>17</p>	<p>VALIDATION OF UNIT/BRANCH EMERGENCY MANAGEMENT QUARTERLY REPORT</p>	<ul style="list-style-type: none"> ▪ Grade and name of unit EM Rep <ul style="list-style-type: none"> - Your name and grade ▪ Signature <ul style="list-style-type: none"> - Your signature ▪ Date <ul style="list-style-type: none"> - The date you signed the quarterly report ▪ Grade and name of Unit Commander/Director/staff agency chief <ul style="list-style-type: none"> - The name of the official that will be signing off the quarterly report. Your commander should sign this report. If he or she is unavailable (i.e., leave, TDY, deployment, etc.), proceed to the next person in your chain of command ▪ Signature <ul style="list-style-type: none"> - Signing official's signature ▪ Date <ol style="list-style-type: none"> 1. Date the signing official signed off on the report