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**EMERGENCY MANAGEMENT
PLANNING AND OPERATIONS**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, AFPD 10-25, *Emergency Management (EM)* and Air Force Instruction (AFI) 10-2501, *Emergency Management Program*. It provides guidance on how commanders manage their unit EM program in support of the 442d Fighter Wing (442 FW) EM program. It applies to all 442FW personnel assigned to Whiteman AFB. Geographically Separated Units assigned to the 442 FW will follow their host installation EM program guidance and directives. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847 through the 442 FW Publications and Forms Manager. 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 dispose of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

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1. Emergency Management Program:

1.1. Purpose. The purpose of the tenant reserve wing Emergency Management (EM) program is to prepare the 442d Fighter Wing (FW) for deployed Chemical, Biological, Radiological and Nuclear (CBRN) defense operations.

1.2. Organization. The EM program is organized according to AFI 10-2501, *Emergency Management Program*, and applicable supplements. Principle elements of the tenant reserve wing program are as follows:

1.2.1. The 442d Civil Engineer Squadron Readiness and Emergency Management (R&EM) flight (442 CES/CEX) manages the 442 FW EM program for the 442 FW Commander (442 FW/CC).

1.2.2. The reserve wing EM program manager, Air Reserve Technician (ART) or Active Guard Reserve (AGR) member, serves as OPR and is appointed as the EM representative to the 509th Bomb Wing (BW) for the 442 FW to oversee compliance with Air Force, Air Force Reserve Command (AFRC) and 509 BW EM program requirements. The

reserve wing EM program manager works under the supervision of and reports directly to the 442d Mission Support Group Commander (442 MSG/CC) during fulltime operations and to the 442d Civil Engineer Squadron Commander (442 CES/CC) during Unit Training Assembly (UTA).

1.2.3. The 442 FW EM program manager, tenant EM focal point, serves as reserve liaison with the host installation office of EM providing representation to the 509 BW Emergency Operations Center (EOC) only when reserve wing managed and controlled resources are directly affected by a local contingency, or at the direction of the 509 BW EOC Director, and attends 509 BW Emergency Management Working Group (EMWG) quarterly meetings or other host installation forums as deemed appropriate.

1.2.4. All units assigned or attached to the 442 FW on Whiteman Air Force Base (WAFB) give functional support to the reserve wing and WAFB installation EM programs, to include unit planning, training, equipping and operations.

1.2.5. The WAFB Disaster Response Force (DRF) consists of the Crisis Action Team (CAT), Emergency Operations Center (EOC), Unit Control Centers (UCCs), Emergency Communications Center (ECC) and specialized teams.

1.2.5.1. As a tenant organization, the 442 FW has been designated as a Tier II EM program through the 509 BW EMWG IAW AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operations*, [paragraph 7.3](#) and [Table 7.1](#)

1.2.5.2. The 442 FW provides indirect DRF support to the 509 BW through the 442 FW CAT and UCCs as well as representatives assigned to the 509 BW EOC and CAT as directed by reserve wing senior leadership.

1.2.5.3. 442 FW assigned units do not provide direct DRF support to emergency response and recovery operations on or off the installation, but are required to maintain an expedient UCC capability. The UCC is an essential C2 support element that disseminates real-world emergency notification to assigned personnel, directs immediate protective actions, accounts for unit resources (personnel, equipment, vehicles, facilities and operating areas) and reports damage in order to recover and restore primary mission capability after a contingency.

1.2.5.4. Air Force Reserve resources assigned to the 442 FW will not be utilized in direct support of 509 BW emergency response and recovery operations without prior coordination and approval from the 442 FW Commander, Vice Commander or designated representative with the proper level of authority to coordinate and approve resource usage. Additionally, 442 FW assigned units will not be specifically tasked in the WAFB IEMP 10-2 or other EM program related plans to provide resources or specialized team members for direct host installation emergency response and recovery operation requirements.

1.3. Emergency Management Steering Group (EMSG). The 442 FW will establish an EMSG as the reserve wing EM forum. The 509 BW EMWG synchronizes AFEM policy and programs into the host installation corporate structure for WAFB. The 442 FW EMSG is a decision-making body that will establish an EM program structure for the tenant reserve wing and ensure requirements are addressed in support of Air Force, AFRC and 509 BW EM program standards or exercise requirements. The EMSG will ensure wing implementation of

EM and counter-chemical, biological, radiological and nuclear (C-CBRN) related concepts, training and guidance passed from the 509 BW EMWG or HQ AFRC. Programs and activities involving EM and incident response, must participate fully with the EMSG.

1.3.1. The 442 FW EMSG is chaired by the 442d Mission Support Group Commander (442 MSG/CC) or designated representative. The chairperson appoints members and establishes working subgroups as needed. The primary members of the EMSG meet semi-annually unless the chairperson requires meetings more frequently. Additional EMSG members will participate in meetings when topics or reserve wing exercise preparations require their functional area expertise and input. 442 FW EMSG members are identified in **Table 1**, *Primary 442 FW EMSG Membership* and **Table 2**, *Additional 442 FW EMSG Membership*.

Table 1. Primary 442 FW EMSG Membership.

Duty Title/Position	Unit/Office Symbol	Fulltime Representation
Mission Support Group Commander (Chair)	442 MSG/CC	Yes
Operations Group	442 OG/CC	Yes
Maintenance Group	442 MXG/CC	Yes
* Emergency Management (Facilitator)	442 CES/CEX	Yes
* Mobility Supply	442 LRS/LGRM	Yes
Wing Deployments	442 LRS/LGRDX	Yes
* Wing Inspection Team Chief	442 FW/IGI	Yes
* - Provides Status Briefing during Meetings		

Table 2. Additional 442 FW EMSG Membership.

Duty Title/Position	Unit/Office Symbol	Fulltime Representation
Aircrew Flight Equipment	442 OSF/OSL	Yes
Bioenvironmental Engineering Officer	442 MDS/SGPB	No
Civil Engineer	442 CES/CC	Yes
Command Post	442 FW/CP	Yes
Communications	442 FSS/SCO	Yes
Explosive Ordnance Disposal	442 CES/CED	Yes
Financial Management	442 FW/FM	Yes
Force Support (Personnel)	442 FSS/CC	Yes
Force Support (Services)	442 FSS/FSV	Yes
Intelligence	442 OSF/IN	Yes
Judge Advocate	442 FW/JA	No
Logistics Readiness Squadron	442 LRS/CC	Yes
Medical Representative	442 MDS/CC	Yes
Public Affairs	442 FW/PA	Yes
Safety	442 FW/SE	Yes
Security Forces	442 SFS/CC	Yes
Wing Chaplain	442 FW/HC	No

1.3.2. The reserve wing EM program manager (442 CES/CEX) will inform the EMSG members of current EM program appointments and training statuses; monitor and brief WAFB IEMP 10-2 updates; identify and brief program review (PR) trends; brief reserve wing EM program opportunities for improvement and recommended resolutions; monitor and brief training, exercise or real-world support equipment statuses; coordinate new AFEM related Tactics, Techniques and Procedures (TTPs) and initiatives.

1.3.3. The Director of Inspections (442 FW/IGI) will schedule and design EM or CBRNE threat related exercises IAW AFI 10-2501 and informs EMSG members of scheduled exercises and identified trends.

1.3.4. The wing logistics supply manager (442 LRS/LGRM) will advise EMSG members of CBRN defense individual protective equipment shortfalls and overages.

1.3.5. The EMSG reviews reserve wing programs for the ability to achieve EM program objectives.

1.3.6. The EMSG will determine what augmentation support and which specialized teams are required for the reserve wing EM program and what each team's composition will be.

1.3.7. The EMSG will use **Table 3**, for suggested meeting topics. Subject matter may be modified to meet wing requirements. Furthermore, the EMSG will:

1.3.7.1. Determine the scope of the reserve wing EM program, utilizing scoping factors such as unit's size, mission, IEMP 10-2 responsibilities and roles in support of the host installation IAW AFI 10-2501_AFRCSUP, and Unit Type Code (UTC) taskings.

1.3.7.2. Determine wing capability requirements (size and composition) of specialized teams in support of reserve wing conducted CBRNE attack response or Phase 2 exercises.

1.3.7.3. Ensure information, briefings and reports are received from the HQ AFRC EMWG, 509 BW EMWG, 442 FW Wing Inspection Team (WIT) and other tasked integrated process teams.

1.3.7.4. Review trends based on the wing horizontal inspection/EM PR after action report, CBRN equipment status and status of wing readiness training.

1.3.7.5. The chairperson will brief the 442 FW/CC or CV on EMSG decision or COA results. EM or CBRN defense program related issues will be coordinated with the wing commander or vice commander when additional guidance or resolution is beyond the scope of the EMSG.

Table 3. Suggested Emergency Management Steering Group Discussion Topics.

1.	Status of wing-wide EM-related training to include training utilization data.
2.	Results of wing EM exercises, including status of response capability during exercises.
3.	Status of protective equipment to include budget and funding for mobility bag assets and emergency shelters for reserve unit managed and occupied facilities.

4.	Address program element code (PEC) 55166F funding requirements for 442d mobility supply, emergency management and aircrew flight equipment.
5.	Results of risk assessments conducted by the host installation to include shortfalls about response to all hazards and threats to the installation.
6.	Status of CBRN Defense initiatives and procedures affecting the reserve wing.
7.	Comparison of the validated requests for wing augmentation support, for home station or exercise deployed operations, in relation to available personnel.
8.	Review and validate Host Tenant Support Agreement or other Memorandums of Agreement or Understanding annually pertaining to the EM or CBRN Defense program.
9.	Validate C-Bag requirements according to AFI 10-401, <i>Air Force Operations Planning and Execution</i> , and AFI 10-403, <i>Deployment Planning and Execution</i> .
10.	Status of indirect DRF support elements for real-world (e.g. home station UCCs, 442 FW CAT and Shelter-In-Place Managers) or wing Phase 2 exercise requirements (e.g. “deployed” CAT, EOC, UCCs, PAR teams, Shelter Monitors, CCA support team, EMST, CCT and ZTP monitors).
11.	Status and currency of unit developed checklists in support of WAFB IEMP 10-2 requirements.
12.	Unit EM PR schedules, trends and results.
13.	Review COA items from previous meetings.
14.	Review severe weather observing/forecasting capabilities and corresponding user requirements to identify weather phenomena for which notification is required (to include threshold values and desired lead-times).
15.	Review severe weather awareness training and exercise procedures.
16.	Review Installation Notification and Warning System (INWS) capabilities to include primary and back-up dissemination procedures.
17.	Review severe weather protective action procedures and resources.
18.	Other items of interest relevant to the tenant reserve wing EM program.

1.4. Wing Commander Responsibilities. The 442 FW/CC, 442 FW/CV and agency chiefs will support this program. Responsibilities include:

1.4.1. Establish a wing-wide EM program that addresses support agreements, planning, training, exercises and resource requirements in support CBRN defense related mobility requirements and support of host EM program as a tenant organization within the scope of a Tier II EM program.

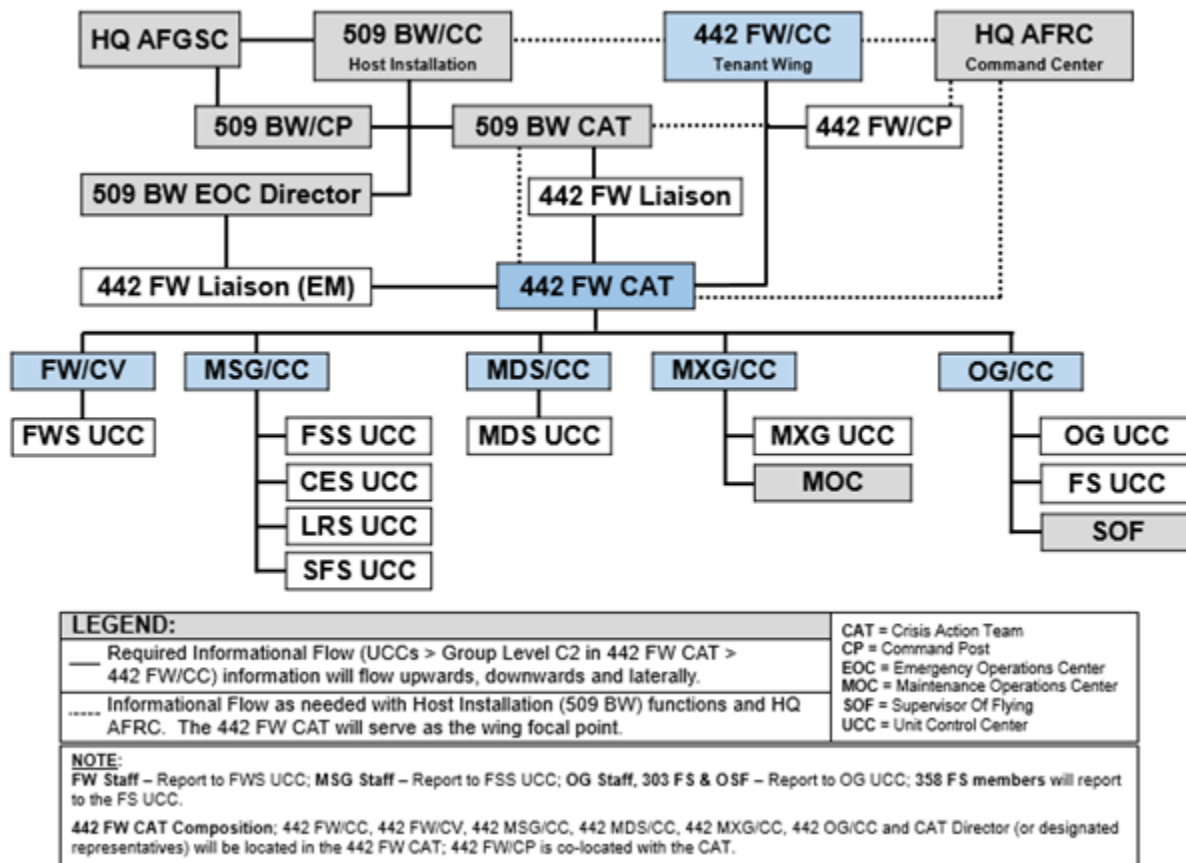
1.4.1.1. Ensure wing assigned unit programs are implemented and maintained IAW AFI 10- 2501, AFMAN 32-1007, *Readiness and Emergency Management (R&EM) Flight Operations*, HQ AFRC supplements and this instruction.

1.4.2. Direct units to establish command and control (C2) support elements for required reserve wing activities during real-world contingencies in support of the host installation IAW [Table 4](#)

Table 4. Home Station C2 Support Requirements for Real-World Emergency Response.

Support Area	Required Capabilities
Wing Level C2 Support Element Crisis Action Team (CAT)	<ul style="list-style-type: none"> – 442 FW Crisis Action Team (CAT) <ul style="list-style-type: none"> -- Reserve wing and group level leadership or designated representative located in the CAT -- Group representative coordinates with subordinate units and keeps wing leadership advised of their overall group status
Unit Level C2 Support Element Unit Control Centers (UCCs)	<ul style="list-style-type: none"> – 303 FS Unit Control Center (OG UCC) <ul style="list-style-type: none"> -- Serves as UCC for 303 FS, 442 OG Staff and 442 OSF assigned reservists, civilian and contract members – 358 FS Unit Control Center (FS UCC) <ul style="list-style-type: none"> -- Serves as UCC for 358 FS RegAF and civilian members assigned to CSS, MXG and OG functions as part of TFI – 442 CES Unit Control Center (CES UCC) – 442 FSS Unit Control Center (FSS UCC) <ul style="list-style-type: none"> -- Serves as UCC for 442 FSS and 442 MSG Staff – 442 FW Staff Unit Control Center (FWS UCC) – 442 LRS Unit Control Center (LRS UCC) – 442 MDS Unit Control Center (MDS UCC) – 442 MXG Unit Control Center (MXG UCC) <ul style="list-style-type: none"> -- Serves as UCC for 442 AMXS, MXG Staff and MXS assigned reservists and civilian members – 442 SFS Unit Control Center (SFS UCC)

1.4.3. Establish a wing C2 organizational structure detailing how communications and information will be channeled during local contingencies ensuring all levels of leadership is kept advised of unit statuses under their command. The 442 FW C2 organizational structure will be implemented as shown in **Figure 1**

Figure 1. 442 FW C2 Organizational Structure for Home Station Emergency Events.

1.4.4. Ensure unit or group commanders and staff agencies with identified UCC requirements have established capabilities and develop procedural checklists in support of the WAFB IEMP 10-2 detailing unit, group or staff specific activities.

1.4.5. Organize assigned units under the Air Force Incident Management System (AFIMS) for operations.

1.4.6. Provide final approval or disapproval for use of 442 FW assigned resources (personnel, equipment, supplies, vehicles, funds, etc.) in support of host installation emergency response and recovery operations. Identify and delegate this level of decision making authority in writing.

1.4.6.1. Ensure a “Request for Forces” is processed as required for use of Reserve capabilities.

1.4.7. Direct wing assigned personnel adherence and protective action response to local threats based on emergency notifications provided by the host installation during real-world or exercise conditions.

1.4.8. Establish a wing shelter program IAW this instruction and the WAFB IEMP 10-2. Ensure all reserve wing assigned and managed facilities have the ability to implement expedient shelter-in-place (SIP) procedures for occupants if an emergency event occurs with little or no warning.

1.4.9. Ensure EM capabilities are exercised IAW AFI 10-2501, AFI 90-201 or HQ AFRC supplemental requirements.

1.4.9.1. The Director of Inspections (442 FW/IGI) will identify tenant reserve wing EM or CBRNE attack response exercise participation requirements, frequencies and criteria for major gradable areas IAW AFI 10-2501 and AFI 90-201. To ensure wing members can successfully survive and operate in contested environments, readiness exercises will be conducted IAW DOC statements, mission directives, and 10 AF/CC readiness exercise scope and scale guidance.

1.4.10. Ensure all wing personnel are educated on the local severe weather threat and applicable protective measures to include the purpose, applicability and operating procedures of the Installation Notification Warning System (INWS).

1.4.10.1. Ensure a minimum of 30 minutes is allotted during Newcomers Training Flight for 442 CES/CEX to provide the Base Emergency Preparedness Orientation (BEPO) briefing with new members.

1.4.10.2. As part of the EM information program; materials will be furnished by 442 CES/CEX to unit EM representatives for dissemination to all assigned members on at least a quarterly basis.

1.4.11. Direct establishment of C2 support elements, sufficient number of specialized teams and CBRN contamination control, reduction or avoidance capabilities based on 442 FW EMSG recommendations. Capabilities will be utilized and evaluated during wing conducted Phase 2 exercises for simulated deployed operations in a CBRNE medium or high threat environment. Required capabilities are listed in [Table 5](#) Wing leadership will direct any changes to required capabilities for each wing conducted exercise (e.g. some capabilities may not be evaluated).

Table 5. CBRNE Defense Support Requirements for Wing Conducted Exercises.

Support Area	Required Capabilities
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Command and Control (C2)	<ul style="list-style-type: none"> - Crisis Action Team (CAT) - Emergency Operations Center (EOC) - CBRN Control Center - 303 FS, Squadron Operations Center (SOC) <ul style="list-style-type: none"> -- <i>Serves as UCC for 303 FS, 442 OG Staff and 442 OSF assigned reservists</i> - 358 FS, Unit Control Center (FS UCC) <ul style="list-style-type: none"> -- <i>Serves as UCC for 358 FS RegAF members assigned to CSS, MXG and OG (when participating in 442 FW conducted Phase 2 exercises)</i> - 442 CES, Unit Control Center (CES UCC) - 442 FSS, Unit Control Center (FSS UCC) - 442 FW Staff, Unit Control Center (FW UCC) - 442 LRS, Unit Control Center (LRS UCC) - 442 MDS, Medical Control Center (MCC) - 442 MXG, Unit Control Center (MXG UCC) <ul style="list-style-type: none"> -- <i>Serves as UCC for 442 AMXS, MXG Staff and MXS assigned reservists</i> - 442 SFS, Base Defense Operations Center (BDOC)
Specialized Teams	<ul style="list-style-type: none"> - Contamination Control Area (CCA) Support Team - Contamination Control Team (CCT) <ul style="list-style-type: none"> -- 442 CES; Facility Decon -- 442 LRS; Vehicle Decon -- 442 AMXS; Aircraft Decon -- 442 MXS; Munitions Decon - Emergency Management Support Team (EMST)

	<ul style="list-style-type: none">- Unit Post Attack Reconnaissance (PAR) Teams- Shelter Monitors (SMs)<ul style="list-style-type: none">-- SMs are responsible to ensure setup/establishment of simulated bunker(s), contaminated waste disposal point, facility entrance decontamination station, covering of critical resources (with plastic sheeting), M8 paper placement on unit resources and simulated facility hardening or revetments for their assigned area- Zone Transition Point (ZTP) Monitors
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<p>CBRN Contamination:</p> <ul style="list-style-type: none"> - Protection - Detection - Warning/Notification - Treatment - Control/Reduction - Avoidance 	<ul style="list-style-type: none"> - Operational M50/JSGPM, CBRN Protective Mask <ul style="list-style-type: none"> -- Includes; mask carrier, individual equipment carrier (IEC), M50 canteen cap and M61 training filters NOTE: <i>Currently per AFI 23-101 and HQ AFRC policy; Only members assigned to a "DW" posture coded UTC position are authorized to be issued a CBRN protective mask and participate in training/ exercise.</i> -- M50 spectacle inserts, as required - Operational/Dual Use Field Gear <ul style="list-style-type: none"> -- Helmet w/chin strap, web belt, canteen w/cup and cover and individual body armor (IBA) (as required) - Training IPE/shelf or service-life expired assets <ul style="list-style-type: none"> -- CPO, protective gloves w/cotton inserts and Green or Black Vinyl Overboots (GVO/BVO) -- Bag to hold training IPE contents (e.g. A-3, backpack, wet weather bag, etc.) - Simulated bunkers with overhead protection - Simulated hardening for facilities - Simulated revetments for vehicles and equipment - Critical resource covering material (plastic sheeting and barrier separator materials such as wooden or plastic blocks) - M8 and M9 liquid chemical agent detection paper <ul style="list-style-type: none"> -- Shelf/service life expired M8 and M9 paper will be used by PAR teams on assigned LDPs and unit resources within their assigned survey area -- M9 paper will be simulated by using 2" masking tape on the training CPO and does not need to be written on - Liquid Detection Points (LDPs) - Vapor Detection Points (VDPs) - Alarm condition flags, flag poles, portable alert lighting systems, portable public address/giant voice, etc.
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	<ul style="list-style-type: none"> - Simulated NAAK/ATNAA Kits (Medical Item) - Simulated CANA Injectors (Medical Item) - Simulated NAPP Kits (P-Tabs) (Medical Item) - Simulated RSDL and simulated or shelf-life expired M295 Decontamination Kits - Contamination Control Area (CCA) support assets for ground crew, aircrew and patient decon processing - Unit contaminated Waste Disposal Points (WDPs) - Zone Transition Points (ZTPs) - Facility entrance decontamination stations - Vehicle operator CBRN Kits for marking - CBRNE hazard marking materials (surveyor's tape, markers and stakes, cones or expedient UXO bags)
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1.4.11.1. Ensure commanders with identified C2 support element exercise requirements develop and maintain CBRN and conventional attack preparedness, response and recovery checklists detailing unit procedures IAW plans developed specifically for attack response exercise/Phase 2 use and organizational “wartime” activities to meet mission requirements. Additional checklists for operations during this type of exercise include; control center activation, emergency evacuation, relocation and deactivation, personnel and resource accountability, resource dispersal and hardening, blackout procedures and shift change.

1.4.11.2. Members selected to fill any of the exercise support positions or roles identified in **Table 5** must complete required web-based training through ADLS and/or local instructor led training provided by 442 CES/CEX prior to performing their assigned duty. Requirements are as follows:

1.4.11.2.1. Emergency Operations Center (EOC) Member; Air Force Emergency Management Program Course (AFEMPC) (ZZ133131) and EOC Operations Course (ZZ133132) web-based training and local training required.

1.4.11.2.2. Unit Control Center (UCC) Member; Air Force Emergency Management Program Course (AFEMPC) (ZZ133131) and Control Center Operations (CCO) Course (ZZ133056) web- based training and local training required.

1.4.11.2.3. Contamination Control Area (CCA) Support Team Members; No web-based training only local training required.

1.4.11.2.4. Contamination Control Team (CCT) Member; CCT Course (ZZ133053) web-based training and local training required.

1.4.11.2.5. Emergency Management Support Team (EMST) Member; No web-

based training only local training required.

1.4.11.2.6. Post Attack Reconnaissance (PAR) Team Member; PAR Course (ZZ133143) web- based training and local training required.

1.4.11.2.7. Shelter Monitor (SM); No web-based training only local training required.

1.4.11.2.8. Zone Transition Point (ZTP) Monitor; No web-based training only local training required.

1.4.11.3. 442d Wing Inspection Team (WIT) members tasked to evaluate any EM/CBRN Defense program support function or role must complete web-based and local instructor led training requirements to the same level or possess the proper level of certifications as the area they are inspecting prior to providing evaluation during EM program related exercise (e.g. NDRE, C2/UCC, SIP or Phase 2).

1.4.12. Designate the 442d Mission Support Group Commander (442 MSG/CC) to oversee the fulltime wing EM program and coordinate support requirements as needed.

1.4.13. Appoint 442 FW staff members to fulltime EM program support roles and ensure all program administration requirements are met IAW the responsibilities listed in [paragraph 1.6](#)

1.5. Mission Support Group Commander Responsibilities. The 442 MSG/CC will support and provide oversight for this program on behalf of the 442 FW/CC. Responsibilities include:

1.5.1. Receive an EM immersion briefing from the 509th Readiness and Emergency Management flight (509 CES/CEX) within 120 days of position assignment and ensure 442 CES/CEX documents completion.

1.5.2. Appoint the reserve wing EM program manager in writing as the 442 FW EM representative and 509 BW EOC reserve liaison to 509 CES/CEX.

1.5.3. Review wing EM program horizontal inspection findings and coordinate with 442 FW/IG regarding Inspector General Evaluation Management System (IGEMS) inputs and AAR content as required.

1.5.4. Receive a wing EM program quarterly status briefing from 442 CES/CEX. Review and sign wing EM quarterly reports submitted to 509 CES/CEX as required.

1.5.5. Chair the 442 FW Emergency Management Steering Group (EMSG). Ensure the forum meets at least semi-annually and approve meeting agendas, minutes and assign taskers. Coordinate EM program related issues or recommendations identified through the EMSG with 442 FW/CC or CV for approval or resolution.

1.5.6. Champion requirements to obtain funding for 442 CES/CEX in support of the wing EM program or CBRN defense related training and exercises.

1.5.7. Keep the 442 FW/CC, 442 FW/CV, 442 MDS/CC, 442 MXG/CC and 442 OG/CC advised of EM program statuses and coordinate support related requirements or issues.

1.6. Unit Commander Responsibilities. Unit commanders and agency chiefs, appointing commanders as identified in [Table 6](#), will support this program. Responsibilities include:

1.6.1. Receive an EM immersion briefing from 442 CES/CEX within 120 days of command assignment and ensure the unit EM representative documents completion. The briefing addresses EM policies, host installation requirements in support of the WAFB IEMP 10-2 and tenant reserve wing roles and responsibilities.

1.6.1.1. Briefings will be customized based on the mission and responsibilities for each particular commander.

1.6.1.2. The commander will be informed of what support 442 CES/CEX can provide and what actions the unit needs to complete in support of the reserve wing program, unit preparedness and readiness.

1.6.2. Ensure a unit level EM program continuity plan is developed and maintained IAW [paragraph 2.2.4](#)

1.6.3. Assign EM duties according to the criteria contained in AFI 10-2501, AFI 10-2501_AFRCSUP, WAFB IEMP 10-2 and this instruction.

1.6.4. Appoint a primary and alternate member (minimum) as unit EM representative to manage and coordinate organizational aspects of the EM program. At least one EM representative must be a full time employee of the unit. Appointment must be in writing using the most current memorandum format provided by 442 CES/CEX. Submit updated appointment memorandum to 442 CES/CEX within 30 days of change in member appointments or new commander assignment. Ensure all appointed members complete web- based and local training within 120 days of appointment IAW [paragraphs 2.2.1](#) and [2.2.2](#)

1.6.4.1. Ensure unit EM representatives maintain the program according to AFI 10-2501, AFI 10-2501_AFRCSUP, and this instruction.

1.6.5. Appoint a primary and alternate member (minimum) as Unit Scheduler. Appointed unit schedulers are the only members authorized to schedule personnel for CBRN Defense or other EM program related training sessions and will be allowed access to the Automated Readiness Information System (ARIS) unit database(s). Appointment must be in writing using the most current memorandum format provided by 442 CES/CEX. Submit updated appointment memorandum to 442 CES/CEX within 30 days of change in member appointments or new commander assignment. Ensure all appointed members complete local training within 120 days of appointment IAW [paragraph 2.3.1](#) and submit a completed DD Form 2875, *System Authorization Access Request (SAAR)*, using the required ACES FoS format and signed ACES FoS RoB user acknowledgement to 442 CES/CEX IAW [paragraph 2.3.2](#)

1.6.6. Appoint a sufficient number of individuals to operate the Unit Control Center (UCC) when activation is directed by reserve wing or group senior leadership in response to emergency events during normal duty hours at WAFB as tasked in support of the WAFB IEMP 10-2. At least one appointed UCC director must be a fulltime employee of the unit. It is recommended there be at least two fulltime members appointed to manage and operate the UCC in the event an appointed member is not on duty. Appointment must be in writing using the most current memorandum format provided by 442 CES/CEX. Submit updated appointment memorandum to 442 CES/CEX within 30 days of change in member appointments or new commander assignment. Ensure all appointed

members complete web-based and local training within 120 days of appointment IAW [paragraphs 2.4.1](#) and [2.4.2](#). Verify the UCC capability is established IAW AFI 10-2501, WAFB IEMP 10-2 and [paragraphs 2.6](#) and [2.7](#). The UCC will report directly to their group leadership or designated representative located in the 442 FW Crisis Action Team (CAT) when activated. Units requiring UCC establishment are identified in [Table 4](#), *Home Station C2 Support Requirements for Real- World Emergency Response*.

1.6.7. Appoint a primary and alternate member (minimum) as Shelter-In-Place (SIP) manager for facilities managed by the organization (e.g. unit is responsible for real-property facility manager appointment). Selected members will perform SIP manager duties for the facility they primarily occupy (e.g. their work center location) and not for facilities they do not normally occupy. At least one appointed SIP manager must be a fulltime employee of the unit. It is recommended there be at least two fulltime members appointed to this duty in the event an appointed member is not available. Appointment must be in writing using the most current memorandum format provided by 442 CES/CEX. Submit updated appointment memorandum to 442 CES/CEX within 30 days of change in member appointments or new commander assignment. Ensure all appointed members complete local training within 120 days of appointment IAW [paragraph 2.5.1](#).

1.6.8. Ensure unit EM quarterly reports are submitted to 442 CES/CEX IAW [paragraph 2.2.5](#).

1.6.9. Ensure the unit identifies, coordinates and obtains the resources necessary to plan, equip, implement, train and maintain an effective unit EM program for real-world emergencies and prepare for deployed operations.

1.6.10. Receive quarterly briefings from the EM representative and review the unit's program compliance statuses through the EM quarterly report, program review (PR) after action reports, self-assessment communicator and HHQ conducted inspection reports.

1.6.11. Attend scheduled 442 FW Emergency Management Steering Group (EMSG) meetings as required. Ensure functional area representatives assigned to the organization identified as primary or additional EMSG members attend scheduled meetings as required IAW [paragraph 1.3.1](#).

1.6.12. Ensure EM representatives conduct self-assessments IAW [paragraph 2.2.6](#).

1.6.13. Ensure at least one EM representative participates in EM PRs conducted by 442 CES/CEX IAW AFI 10-2501, AFMAN 32-1007_AFRCSUP and [paragraph 2.2.8](#). Unit program reviews are conducted once during each UEI cycle. 442 FW unit EM PR visits will be scheduled every 24 months as part of a wing horizontal inspection coordinated with 442 FW/IGI.

1.6.13.1. Coordinate with 442 FW/IGI and provide a corrective action plan (CAP) worksheet for IGEMS deficiencies identified in the EM program horizontal inspection AAR. CAP worksheet must be submitted to 442 FW/IGI within 60 days of the AAR date. The unit EM representative will maintain electronic copies of CAP worksheet(s) for record and to validate commander reply of corrective action has been completed. Another option is to print the status screen from IGEMS to show CAP submission within the required 60 days. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

1.6.14. Ensure at least one EM representative attends semi-annual meetings conducted by 442 CES/CEX IAW [paragraph 2.2.7](#)

1.6.15. Ensure scheduled individuals attend CBRN Defense and EM related training. The CBRN Defense hands-on training course requires members to attend with an operational M50 protective mask, all training ground crew ensemble (GCE) components along with dual use field gear such as helmet, web belt and canteen with holder. Members that arrive past scheduled class start times, without all the required equipment, or unscheduled will not be allowed to remain in attendance for training. They will be informed to return to their duty section and scheduled members will be counted as a no-show for readiness training in ARIS IAW [paragraph 2.3.9](#)

1.6.16. Appoint an appropriate number of knowledgeable individuals to the Wing Inspection Team (WIT) to evaluate the organizations ability to support the WAFB IEMP 10-2 and exercise mission essential task requirements for operations at a deployed location with CBRNE threats as determined by the Director of Inspections (442 FW/IGI) and host installation real-world preparedness requirements identified in AFI 10-2501, Chapter 6, as tasked for tenant organizations. Ensure appointed WIT members comply with requirements in [paragraph 1.4.11.3](#)

1.6.17. Ensure unit members are identified and assigned to C2 roles or specialized team assignments during local wing or unit level exercises and training requirements identified in [paragraph 1.4.11.2](#) are met prior to members performing the assigned duty. These support roles will be used during exercises simulating deployment to a CBRNE medium or high threat area where 442d units assume the role of conducting installation level support activities. Only deployable personnel assigned to a UTC position with a posturing code of "DW" should participate in this type of exercise. Refer to unit designed operational capability (DOC) statement and mission essential task listing (METL) to determine unit performance standards for operations in a CBRNE threat environment. C2 support roles and specialized teams are listed in [Table 5](#), *CBRNE Defense Support Requirements for Wing Conducted Exercises*.

2. Unit Programs. This section addresses organizational responsibilities in support of the reserve wing EM program. Unit EM representatives are appointed to manage organizational aspects of the program for their commander and coordinate requirements with 442 CES/CEX. In order for the unit program to be effective, the unit EM representative will require support and input from their leadership and other functional areas within the organization.

2.1. To ensure wing populace coverage, unit level programs will be established as indicated in [Table 6](#) Organizations with fulltime civilian or contract employees will ensure these members are included in addition to reservists or RegAF members with their EM information program, personnel notification and accountability during local contingency operations and shelter planning.

Table 6. 442 FW Unit EM Representative Appointment Requirements.

Unit	Command Level of Appointment
358th Fighter Squadron (358 FS)	Unit Commander (358 FS/CC)
442d Civil Engineer Squadron (442 CES)	Unit Commander (442 CES/CC)
442d Force Support Squadron (442 FSS) and 442d Mission Support Group Staff (442 MSG Staff)	Unit Commander (442 FSS/CC) or MSG Commander (442 MSG/CC)
442d Fighter Wing Staff (442 FW Staff)	Vice Wing Commander (442 FW/CV)
442d Logistics Readiness Squadron (442 LRS)	Unit Commander (442 LRS/CC)
442d Medical Squadron (442 MDS)	Unit Commander (442 MDS/CC)
442d Maintenance Group (442 MXG) <i>Includes 442d Aircraft Maintenance Squadron (442 AMXS), 442d Maintenance Group Staff (442 MXG) and 442d Maintenance Squadron (442 MXS)</i>	MXG Commander (442 MXG/CC)
442d Operations Group (442 OG) <i>Includes 303d Fighter Squadron (303 FS), 442d Operations Support Flight (442 OSF) and 442d Operations Group Staff (442 OG Staff)</i>	OG Commander (442 OG/CC)
442d Security Forces Squadron (442 SFS)	Unit Commander (442 SFS/CC)

2.2. Unit EM Representative Responsibilities.

2.2.1. Complete required web-based training courses; Air Force Emergency Management Program Course (AFEMPC) (ZZ133131) and Unit EM Representative Course (ZZ133062) through the Advanced Distributed Learning Service (ADLS) website located at https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp upon appointment and prior to attending local training. The AFEMPC is a prerequisite to the Unit EM Representative course. Print copies of all ADLS training completion certificates for each member and file in the unit EM program binder behind Tab B. Upload documents to assigned self-assessment communicator IAW the unit EM continuity plan.

2.2.2. Attend local reserve wing unit EM representative training and complete all training requirements within 120 days of appointment. 442 CES/CEX will provide local training completion certificates to each member and unit EM representative to file in the unit EM program binder behind Tab B. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

2.2.3. Maintain a unit EM program folder/continuity binder IAW the prescribed table of contents (TOC) in **Table 7**. Each organization will maintain an EM program folder either electronically, hard copy documents kept within a continuity binder or combination of both. If an organization chooses to maintain electronic record, folder titles and file structure will be consistent with tabs in the prescribed TOC. 442 CES/CEX plans to establish this type of structure on the 442 FW EM SharePoint as a collaboration site when time allows to design and rebuild the site location. Keep copies of completed quarterly reports, self-assessments, correspondences, memorandums for record, attendance rosters

and information program disseminated emails for a minimum period of two years. Documents should be filed in the order as shown in the TOC.

Table 7. Unit EM Program Folder/Continuity Binder TOC Format Requirements.

TAB A: Administration
<ul style="list-style-type: none"> – Unit EM Program Continuity Plan (<i>current</i>) – Appointment Letters (<i>current</i>) – Unit EM Program Quarterly Reports (<i>past two years, most current located in front</i>) – Unit EM Personnel Roster (<i>current</i>) – Correspondences
TAB B: Training
<ul style="list-style-type: none"> – Training Documentation (<i>for currently appointed or assigned members only</i>) – Training Schedule (<i>for CBRN Defense Course and 442 FW EM program support roles</i>) – Training Related Correspondences – Unit EM Orientation Briefing Roster (<i>unit developed</i>) or Completed Individual Checklists
TAB C: Educational Materials
<ul style="list-style-type: none"> – Informational Handouts (<i>information program support materials</i>) – Training Handouts – Visual Aids
TAB D: Planning (Printed or Electronic Copies)
<ul style="list-style-type: none"> – Publications (<i>reference listing</i>) – 442FWI 10-2501, <i>Emergency Management Planning and Operations</i> – WAFB IEMP 10-2; Unit Supporting Procedural Checklists – Unit Checklists for Local CBRNE Attack/Phase 2 Exercises (CBRNE Threat Area) – Unit Facility Shelter Plans with Procedural Checklists for All Assigned Facilities – Meetings (442 FW EMSG minutes, Unit EM Rep meeting correspondences, etc.)
TAB E: Equipping
<ul style="list-style-type: none"> – EM/CBRN Program Related Emergency or Training/Exercise Equipment
TAB F: Program Review (PR) and Self-Assessment

<ul style="list-style-type: none"> - PR Schedule and Unit Notification - Self-Assessment Communicator/PR Checklists - EM PR Horizontal Inspection AAR - AARs for unit participation in EM related exercises - Corrective Action Plan (CAP) worksheets - Correspondences
TAB G: Miscellaneous
<ul style="list-style-type: none"> - Other Information Related to the EM or CBRN Defense Program

2.2.3.1. For items that should be located in the unit EM program folder/continuity binder per the prescribed table of contents, but are maintained elsewhere, use the DD Form 2861, *Cross-Reference*, to identify where the information can be found. File this form behind the appropriate tab for cross-referenced items.

2.2.3.2. 442 CES/CEX will assist organizations with initial development of unit EM program binders and provide TOC or tab sheet updates.

2.2.3.3. The unit EM representative will review and purge the unit EM program folder/continuity binder on at least an annual basis to ensure only current information is being maintained.

2.2.4. Develop and maintain a unit level EM program continuity plan. The plan will address program management and responsibilities, information program, unit specific implementing instructions, EM program quarterly report, self-assessment, training and documentation. The plan must be signed and dated by an appointed EM representative and the commander. This plan serves as a living document and will require updating when changes in commander assignment or EM representative appointment occur and when 442 CES/CEX provides an updated content format. Maintain a signed current copy of this plan in the unit EM program binder behind Tab A as the first document located behind the tabbed page. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

2.2.5. Submit unit EM quarterly reports using the most current report format provided by 442 CES/CEX; the report will be used to identify personnel currently appointed to fulltime EM program support positions and their training status. These positions include unit EM representative, unit scheduler, shelter-in-place (SIP) manager and home station Unit Control Center (UCC) member along with UCC locations and contact information. The EM quarterly report is also used to indicate current status of CBRN Defense related training, shelter program, planning, information program, unit EM bulletin boards, assigned shelter/SIP locations, real property facility manager appointments, UCC equipping, issue of training ground crew ensemble components and M50 CBRN protective mask inspections for members assigned to a UTC position with a posturing code of "DW" with an issued mask. The last section of the report is used to identify personnel assignments to support roles or duty positions required during local wing level or unit conducted exercises for operations at a simulated deployed CBRNE medium or high threat location (e.g. Phase 2). Forward a copy of the completed report signed by the

commander and a unit EM representative via email to the reserve wing EM program manager (442 CES/CEX) no later than the 15th day of the month following the quarterly report period based on fiscal year calendar. Maintain completed quarterly assessment reports for a two-year period in the unit EM program folder/binder behind Tab A. The required reporting periods and due dates are indicated in **Table 8**. During the last month of the quarterly reporting period, the unit EM representative will begin reviewing and editing the EM report. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

Table 8. Unit EM Quarterly Review Periods and Report Due Dates.

Unit Quarterly Review Period	Report Due Date
1st Quarter, October – December	15 January
2nd Quarter, January – March	15 April
3rd Quarter, April – June	15 July
4th Quarter, July – September	15 October

2.2.6. Conduct self-assessments using the current AFI 10-2501, EM Program, Unit-Level, self-assessment communicator (SAC) located in the Management Internal Control Toolset (MICT) under Directorate to (A4) Logistics, Installation & Mission Support (HAF). IAW 442 FW MICT business rules, self-assessments are required based on the EM PR date as follows; EM PR date > 6 months after conduct SAC review > 1 year after complete SAC review/update and lock for validation > 1.5 years after conduct SAC review > at approx. 2 years after, complete SAC review/update and lock for validation within 2-to-4 weeks prior to the next scheduled EM PR date > repeat cycle based on new EM PR date. Document completion dates on the unit EM quarterly report.

2.2.6.1. Coordinate with the unit Self-Assessment Program Manager (SAPM) and gain assessor role access to assigned SAC or to receive MICT specific training. The MICT website is located at <https://mict.us.af.mil/>.

2.2.6.2. 442 CES/CEX will coordinate with functional managers at HQ AFRC/A4CE and the host installation office of Emergency Management to determine which item questions do not apply to tenant reserve wing/Tier II units when a new SAC is published. These items will be annotated as “N/A” IAW the unit EM program continuity plan.

2.2.6.3. For SAC item questions that do apply to 442 FW assigned units, if the unit indicates “Yes” for compliance, even if the item isn’t flagged requiring documentation upload, it is highly recommended to upload documents in support of validation during virtual inspection. The assessor will input assessment notes and upload documents to assigned self-assessment communicator IAW the unit EM continuity plan.

2.2.6.4. For SAC item questions marked as “No” for compliance; develop a corrective action plan, determine the cause code and provide an estimated completion date for the deficiency to be corrected or resolved. The unit EM representative will brief the commander on any deficiencies with the EM program found during self-assessments.

2.2.7. Attend semi-annual unit EM representative meetings conducted by 442 CES/CEX. Only one unit representative is required to be present for scheduled meetings.

2.2.8. Participate in EM program review (PR). Unit EM PR's are conducted once during each UEI cycle. EM PR visits with 442 FW assigned organizations will be scheduled every 24 months as part of a wing horizontal inspection with deficiencies tracked and the AAR written by 442 FW/IGI. Only one unit representative is required to be present for the PR that is typically conducted during the week to avoid interference with UTA activities. 442 CES/CEX will coordinate far enough in advance to give traditional reserve EM representatives' opportunity to request approval for military orders. If the unit cannot support a PR visit during the week, arrangements can be made to conduct it during a scheduled UTA.

2.2.9. Maintain a current unit EM personnel roster (Microsoft Excel spreadsheet format provided by 442 CES/CEX) with assigned personnel information for military, civilian and contract members. Information required is rank, office symbol, duty phone number, duty status (ART, AGR, TR, RegAF, CIV or CTR), work center location (building and room number), participation status and UTC assignment based on posturing code (e.g. "AX", "DX" or "DW"). If a member is not assigned to a UTC position indicate "N/A" on the roster. Coordinate with the Unit Deployment Manager (UDM) to obtain personnel UTC assignment information. Indicate participation status and UTC assignment information as "N/A" for civilian and contract members on the roster. Updated unit personnel rosters will be submitted to 442 CES/CEX via email on at least a quarterly basis or upon request. This information is considered as releasable PII. Ensure applicable administrative, physical and technical safeguard measures are followed with releasable PII/FOUO documents IAW AFI 33-332, *Air Force Privacy and Civil Liberties Program*.

2.2.10. Conduct a unit EM orientation briefing with all newly assigned personnel, military and civilian, as part of unit in-processing. 442 CES/CEX can provide a unit EM orientation checklist to ensure all requirements per this instruction are addressed during individual briefings. Organizations can document completion of orientation briefings using a unit-developed roster that includes member's full name, rank, assigned unit, date of briefing and member signature. Organizations may choose to maintain completed checklists instead of the roster. Maintain unit EM orientation briefing roster or completed checklists in the unit EM program folder/binder behind Tab B. The briefing will consist of:

2.2.10.1. Verify newly assigned military personnel received the Base Emergency Preparedness Orientation (BEPO) briefing while assigned to the 442 FSS Newcomer's Training Flight (NTF). All newly assigned civil service members should attend the Right Start briefing provided by the 509 BW which includes the BEPO briefing as part of civilian employee in-processing.

2.2.10.2. Address unit specific concerns not covered as potential natural or man-made threats to WAFB during the BEPO. Provide a copy of, or a briefing on, recently distributed unit EM information program topics or current seasonal hazards and protective actions. Ensure the member received a copy of the Air Force Emergency Preparedness Guide during BEPO. Commanders and CMSgt's should

receive a copy of the Air Force Emergency Management Program Senior Leader Guide. Contact 442 CES/CEX if additional senior leader guides are required.

2.2.10.3. Inform member of natural disaster sheltering and HazMat/CBRN shelter-in-place (SIP) locations for their work center. Provide member with SIP manager contact information for their assigned facility to obtain additional guidance and required emergency response actions. Brief members assigned to facilities managed by 509th host units IAW [paragraphs 2.9.9 – 2.9.9.3](#)

2.2.10.4. Show the member a unit EM bulletin board and familiarize them with the available references displayed; sheltering program, visual aids, training aids, CBRN equipment, seasonal hazard guidance and Air Force “Be Ready” awareness campaign products.

2.2.10.5. Discuss CBRN Defense training and equipping requirements based on UTC position assignment and posturing code. Authorized equipping and Expeditionary Readiness Training (ERT) requirements are based on individual assigned UTC posturing code. IAW the current AFI 23-101, *Air Force Materiel Management*, and HQ AFRC policy, only members assigned to a “DW” posture coded UTC position are authorized issue of the M50 protective mask. Members issued an M50 protective mask are required to perform preventive maintenance checks and services (PMCS) with their mask, maintain CBRN Defense and task qualification training (TQT) currency and participate in CBRN attack response/Phase 2 exercise.

2.2.10.6. Have all newly assigned military members fill out the 442 FW ground crew ensemble (GCE) sizing sheet during the orientation briefing. If member(s) completed a worksheet during their first UTA with NTF as requested by 442 LRS/LGRM, coordinate with the supply manager to get a copy for unit record.

2.2.10.7. Obtain the member’s rank, office symbol, duty phone number, duty status (ART, AGR, TR, RegAF or CIV), work center location (building and room number) and Electronic Data Interchange Personal Identifier (EDIPI) (DoD ID number found on the back of their CAC). Information will be used to update the unit personnel roster. A copy of completed unit EM orientation checklists should be coordinated with the unit scheduler to add military members into the ARIS unit database and the UCC director to ensure new members are added to the unit personnel notification and accountability roster.

2.2.11. Disseminate EM program related information and educational materials to unit members on a quarterly basis IAW [paragraph 2.8.2.4](#)

2.2.12. Ensure all unit members with assigned work centers in host unit managed facilities are briefed on natural disaster sheltering and HazMat/CBRN release shelter-in-place (SIP) procedures for their assigned facility IAW [paragraphs 2.9.9 – 2.9.9.3](#)

2.2.13. Update and maintain unit EM bulletin board(s) at least quarterly IAW [paragraph 2.8.3](#)

2.2.14. Ensure all assigned military members fill out and submit the 442 FW GCE sizing sheet. Keep completed sizing sheets filed at the unit level. Update and maintain the unit

“GCE Sizing Information” spreadsheet and provide updated information to 442 CES/CEX when requested.

2.2.15. Inform unit members assigned to a deployable UTC position with a posturing code of “DW” to obtain GCE training assets (CPO coat and trousers, protective gloves, cotton inserts and green or black vinyl overboots) along with dual use field gear (helmet with chin strap, web belt, canteen and canteen holder) from 442 LRS/LGRM. A completed 442 FW GCE sizing sheet will be required by 442 LRS/LGRM to assemble the member’s training bag during UTA weekends.

2.2.15.1. These members should also be issued an operational M50 protective mask. The member must complete the Quantitative Fit Test (QNFT) through 442d Bioenvironmental Engineering (442 MDS/SGPB). A copy of the QNFT passing results sheet and a completed “442d Request for New Issue of M50 Gas Mask” form letter will be provided to 442 LRS/LGRM before a protective mask will be approved for issue. New issues are completed by 509 LRS/IPE. An issued M50 mask will come with a mask carrier, individual equipment carrier (IEC), M50 canteen adapter cap and M61 training filters. Members determined to be hard-to-fit with the M50 mask by 442 MDS/SGPB based on QNFT failure will coordinate through their unit deployment manager (UDM) with 442 LRS/LGRM for procurement of a properly sized M45 Land Warrior mask and will need to complete QNFT with the mask after it is received. Storage location for operational CBRN protective masks will be determined between the unit and 442 LRS/LGRM. If the mask is courtesy stored by 442 LRS/LGRM, the member is still responsible to inspect their issued mask every six months while in a long-term storage status. 442 LRS/LGRM has space available for members to conduct preventive maintenance checks and services (PMCS) with their mask along with instructions and materials on how to complete the required inspection.

2.2.15.2. The unit will provide members with a location to store their training gear (e.g. individual storage lockers or unit storage room/caged area). If operational CBRN protective masks are stored by the unit or member, they must be kept secured and stored separate of training gear (e.g. not inside of the training bag). Masks will be stored alone on the top shelf of individual lockers (provides physical separation from training assets), within a dedicated unit mask storage room/caged area or within work center that can be properly secured when approved by the unit. Masks and accessories should be stored inside the original cardboard box (if available) with mask properly stowed inside the carrier. Reference Technical Order 14P4-20-1, *Operator and Field Maintenance Manual for Mask, Chemical-Biological: Joint Service General Purpose, Field, M50* or Technical Order 14P4-18-2, *Unit Maintenance Manual (Including Repair Parts and Special Tools List) for Mask, Chemical-Biological: Land Warrior, M45*, for more information.

2.2.15.2.1. Each member is responsible for their issued items and required to return them to 442 LRS/LGRM prior to out-processing the wing. If the member does not meet this requirement, the immediate supervisor must accomplish this task for the member.

2.2.15.2.2. Issued items, operational or training, will not be stored by the member

at their residence, inside a personally owned vehicle or off the installation.

2.2.15.3. These equipment items are required to attend local hands-on CBRN Defense course, specialized team (PAR team, CCA attendant, ZTP monitor or EMST), CCA or ZTP processing and unit level related training or accomplishment of task qualification training (TQT) ensuring deployable members can perform AFSC specific mission critical tasks while wearing MOPP 4 individual protective equipment (IPE).

2.2.16. Maintain copies of receipts for operational, dual use or training assets issued to members assigned to a UTC position with a posturing code of “DW” provided by 442 LRS/LGRM or 509th Mobility Supply.

2.2.16.1. Members will need to provide a copy of the Integrated Logistics System-Supply (ILS-S) issue receipt to the unit EM representative.

2.2.16.2. The unit EM representative can coordinate with 442 LRS/LGRM to request an ILS-S report or be added to system generated email notifications when members are issued IPE.

2.2.16.3. Use an internal tracking method to ensure “DW” tasked members have been issued an operational M50 mask and required GCE/IPE for training and exercise use. Follow guidance or use products provided by 442 LRS/LGRM to complete this task.

2.2.17. Track to ensure unit members with an issued M50 mask conduct required inspections every six months while in long term storage (30 days or more), regardless of whether the mask is stored by the member at the unit or courtesy stored at supply, and that masks are cleaned, dried and inspected after each use (e.g. CBRN Defense related training and exercises or weapons qualification) prior to placing back into storage or turn-in to 442 LRS/LGRM or 509th Mobility Supply.

2.2.17.1. As an operational and deployable equipment item, the commander and Unit Deployment Manager (UDM) have overall responsibility for unit accountability and should fully support the unit EM representative with this mutual concern.

2.2.18. Keep the commander informed on issues regarding the unit EM program either at staff meetings or by individual appointment. At a minimum, program status should be briefed to the commander after each quarterly review prior to signing the report. Items to be briefed are as follows:

2.2.18.1. Status of position appointments and training completion in support of the fulltime EM program to include; unit EM representative, unit scheduler, shelter-in-place (SIP) manager and home station UCC members along with UCC primary and alternate locations with contact information.

2.2.18.2. Status of CBRN Defense training based on unit deployment requirements.

2.2.18.2.1. Coordinate with the UDM to obtain individual UTC posturing code assignments and determine training requirements based on AFI 10-2501 and current AEF Online ERT checklist.

2.2.18.2.2. Coordinate with the unit scheduler to obtain CBRN Defense course

attendance or summary reports for the specified reporting period from ARIS.

2.2.18.3. Status of shelter program. This includes dates sheltering drills or exercises the organization participated with for each assigned facility in response to natural disaster (tornado), hazardous materials or CBRN releases, and active shooter at a minimum.

2.2.18.4. Status of EM planning. This includes the date WAFB IEMP 10-2 unit supporting checklists were developed, reviewed and coordinated with 442 CES/CEX, PR date and next due date with number of open deficiency items, date of last self-assessment with next due date, and date newly assigned commander received their EM immersion briefing from 442 CES/CEX.

2.2.18.5. Status of EM program appointment letters. This includes most current appointment date for unit EM representative, unit scheduler, shelter-in-place manager and unit control center.

2.2.18.6. Status of unit EM information program. This includes quarterly topics either briefed or disseminated to personnel through email, date of briefing or distribution, total personnel briefed or contacted and the delivery method (delivery tracked email, commanders call or unit formations with attendance roster, etc.).

2.2.18.7. Status of unit EM bulletin board(s). This includes ensuring 442FWVA 10-2501, *Unit EM Representative*, 442FWVA 10-2502, *Facility Sheltering Procedures*, 442FWVA 10-2503, *Facility Sheltering Locations*, Commander Facility Shelter Plan Implementation Memorandum, Facility Natural Disaster Shelter Location Layout, Facility HazMat/CBRN SIP Location Layout, AF Training Aids; *Emergency Notification Signals*, *Attack Warning Signals*, and *MOPP Levels*, and other Air Force “Be Ready” products or seasonal hazard information sheets are posted within facilities assigned to the organization IAW the most current wing standardized layout configuration provided by 442 CES/CEX. See **Figure 2** for an example unit EM bulletin board configuration. **Figure 3** will be followed for buildings 1120, 1141, 1150 and 1164 only.

2.2.18.8. Status of unit assigned shelter/SIP locations. This includes identifying each designated area by building, room or location, whether or not the emergency supply/SIP kit is available and 100% complete and any shortages or missing items that need replacement. SIP managers are responsible to conduct real-world and training emergency supply kit inventories and report results to the unit EM representative on a quarterly basis.

2.2.18.9. Status of real property facility manager appointments. This information is needed to update the 442FWVA 10-2502 posted on unit EM bulletin boards in facilities managed by the organization. Required primary and alternate facility manager information includes building number, rank, last name, first name, assigned unit, office symbol, duty phone number and duty status.

2.2.18.10. Status of Home Station UCC Equipping. The UCC director is responsible to conduct inventories and report results to the unit EM representative on a quarterly basis. Required inventory items are listed in the EM-33; UCC Activation checklist, unit EM quarterly report and **paragraphs 2.7.3 – 2.7.3.15 and 2.7.4**

2.3. Unit Scheduler Responsibilities.

2.3.1. Attend local reserve wing unit scheduler training within 120 days of appointment. There are currently no web-based training requirements for this additional duty role. 442 CES/CEX will provide training completion certificates to each member and unit EM representative to file in the unit EM program folder/binder behind Tab B. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

2.3.2. Submit a completed DD Form 2875, *System Authorization Access Request (SAAR)*, using the required Automated Civil Engineer System (ACES) Family of Systems (FoS) format, signed by the individual supervisor and Unit Security Manager (USM) and a signed ACES FoS Rules of Behavior (RoB) user acknowledgement to 442 CES/CEX. These documents are required to be on file with the local ARIS system administrator for unit schedulers, reserve wing EM program manager, in order to be granted access to the unit database in ARIS which is classified as a U.S. Government (USG) Information System (IS). Contact 442 CES/CEX to obtain a correctly formatted ACES FoS DD Form 2875 and ACES FoS RoB user acknowledgement.

2.3.3. Complete Common Access Card (CAC) registration through the ACES CONUS website (<https://acesfos.csd.disa.mil/entrance.html>). Access to ARIS will not be granted until the completed ACES FoS DD Form 2875 and signed RoB user acknowledgement have been received by 442 CES/CEX and the member has attended local unit scheduler training.

2.3.4. Schedule unit members utilizing the ARIS unit database to attend local CBRN Defense training (CBRNDT) courses or other CBRN Defense and EM program related training.

2.3.5. Add newly assigned members to the unit database in ARIS. Coordinate with the unit CSS or unit EM representative to obtain new member information. An Electronic Data Interchange Personal Identifier (EDIPI) (a.k.a. DoD ID) is required to add/in-process members. Member EDIPIs can be obtained through Microsoft Outlook using the "Address Book" to conduct a by name search for the members contact information. If the member is listed in the address book, right click on their name, select "Properties" and then left click on the "E-mail Addresses" tab. There should be an email address with 10 consecutive numbers following the members name and may be followed by a ".v". The 10 numbers are the members EDIPI that must be used to add them in ARIS.

2.3.6. On at least a quarterly basis, review and purge unit database records to ensure only currently assigned members are being tracked. At a minimum, members assigned to deployable UTC positions will be tracked in the unit database. If additional (non-deployable UTC) members are added to the unit database, recommend the "CBRN Defense Course" is not added as a training requirement for these members. This will ensure only members assigned to deployable UTC positions are tracked on unit training summary reports.

2.3.7. Ensure members requiring CBRNDT training on primary UTA weekends are scheduled in ARIS no later than noon the Wednesday prior to the scheduled UTA. This suspense (quota lock date) is set to ensure host installation instructor support is available

to train reservists during the UTA as needed and to complete other training preparation actions.

2.3.7.1. CBRNDT classes will be conducted in building 1161, “CBRN” facility, unless otherwise notified.

2.3.7.2. The minimum class size required is 10 students to conduct the course. If the number of students scheduled for a CBRNDT session is below 10 when course scheduling is locked, the class is subject to cancellation. 442 CES/CEX will notify unit schedulers when a class is cancelled due to this reason.

2.3.7.3. Classroom is typically setup for a maximum class size of 30 students. This can be increased up to 45 students with enough advance coordination by the requesting unit.

2.3.7.4. The 358 FS is included under the 509 CES ARIS hierarchy with an assigned unit database and unit schedulers appointed.

2.3.7.4.1. 358 FS members will be scheduled to attend weekday CBRNDT courses offered by the host installation (509 CES/CEX).

2.3.7.4.2. To avoid issues with training availability for deployable reservists, coordinate with 442 CES/CEX to schedule RegAF members for CBRNDT during UTAs only if the need is urgent and no other option is available.

2.3.7.4.3. 442 CES/CEX can assist with scheduling RegAF members for host installation classes during the week only if the 358 FS primary or alternate unit scheduler is unable to do so.

2.3.8. Units must fully utilize CBRNDT course offerings on UTA weekends to keep reservists assigned to deployable UTC positions current. At least two classes are typically offered on Saturday from 0830-1130 and 1230-1530 hours during most primary UTAs. Reference AFI 10- 2501 and ARIS for ARC training frequency requirements. Effective planning and taking full advantage of regularly scheduled CBRNDT classes on UTAs will prevent the need for units to request additional classes in order to get members caught up and current with AF or deployment requirements. 442 CES/CEX will support additional CBRNDT classes during the week and on UTAs only if absolutely necessary to help units meet pre-deployment AOR specific reporting instruction requirements. Units requesting additional CBRNDT classes are required to submit a commander signed memorandum to 442 CES/CEX providing justification and explanation as to why regularly scheduled CBRNDT course offerings weren’t utilized.

2.3.9. Notify the commander of members identified as no-shows for scheduled readiness training.

2.3.10. Before adding members to CBRN Defense Course session rosters in ARIS, the unit scheduler will coordinate with the UDM to confirm that only members assigned to a deployable UTC position or are deploying in support of an AEF tasking are scheduled for training.

2.3.10.1. Ensure supervisors and scheduled members are briefed and aware of the following attendance requirements for CBRNDT courses instructed by the 442d or 509th R&EM flight.

2.3.10.1.1. Students should arrive at least 10 to 15 minutes prior to their scheduled class start time with all required equipment for hands-on training.

2.3.10.1.2. Members that arrive late, without required equipment or unscheduled will not be allowed to attend the CBRNDT class.

2.3.10.1.2.1. Scheduled members will be counted as a “no-show” in ARIS.

2.3.10.1.3. Supervisors should not attempt to send last minute substitutions/unscheduled members without required coordination through the unit scheduler.

2.3.10.1.3.1. Members not properly scheduled by the appointed unit scheduler in ARIS will not be allowed to attend training. This is easily identified because the member will not be included on the printed attendance roster.

2.3.10.1.4. Military personnel must wear the Airman Battle Uniform (ABU), Operational Camouflage Pattern (OCP) uniform or Flight Suit.

2.3.10.1.4.1. Wear of civilian attire is not authorized for training attendance.

2.3.10.1.5. 442 FW assigned members must attend CBRNDT in military status.

2.3.10.2. The following equipment items are required to attend hands-on CBRNDT:

2.3.10.2.1. Operational M50 mask (JSGPM) with mask carrier, individual equipment carrier (IEC), M50 adaptor cap and M61 training filters.

2.3.10.2.2. Chemical Protective Overgarment (CPO) (a.k.a. JSLIST) (Training Use Item).

2.3.10.2.3. Butyl rubber protective gloves (Training Use Item).

2.3.10.2.4. Protective glove cotton inserts (Training Use Item).

2.3.10.2.5. Green or black vinyl overboots (GVO/BVO) (Training Use Item).

2.3.10.2.6. Canteen with cup and cover (Dual Use Item). Ensure canteen is cleaned and sanitized. Recommend filling with fresh water prior to arrival for training.

2.3.10.2.7. Helmet with chin strap attached (Dual Use Item – *If Issued by Unit*).

2.3.10.2.8. Web belt (Dual Use Item – *If Issued by Unit*).

2.3.10.2.9. M50 spectacle inserts, as required.

2.3.10.3. The following are actions required by each student before attending CBRNDT IAW AFI 10-2501, Table A3.1, *CBRN Defense Training Requirements*.

2.3.10.3.1. Student will remove contact lenses and earrings (as applicable).

2.3.10.3.2. Student will remove elaborate hairpieces or hairstyles that interfere with proper size, fit, and wear of the protective mask. Additionally, remove pins, combs, headbands, elastic bands, and barrettes to allow hair to hang freely and naturally (according to Technical Order standards).

2.3.10.3.3. Student will be clean-shaven (facial hair interferes with mask seal).

2.3.11. Coordinate with 442 CES/CEX to schedule reservists for attendance in host installation CBRNDT classes provided during the week. Unit schedulers and 442 FW members will not contact the 509th R&EM flight directly to request training. 442 CES/CEX will coordinate with 509 CES/CEX on behalf of the unit and will notify the unit scheduler of training availability.

2.3.12. Provide CBRN Defense course training completion and attendance information to the unit EM representative on a quarterly basis. Information will be included with the unit EM quarterly report.

2.3.12.1. ARIS reports can be generated to identify members that received CBRN Defense course training within a specified timeframe. The unit EM representative will upload reports to assigned self-assessment communicator IAW the unit EM continuity plan.

2.4. Home Station UCC Director and Member Responsibilities.

2.4.1. Complete required web-based training courses; Air Force Emergency Management Program Course (AFEMPC) (ZZ133131) and Control Center Operations (CCO) course (ZZ133056) through the Advanced Distributed Learning Service (ADLS) website located at https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp upon appointment and prior to attending local training. The AFEMPC is a prerequisite to the CCO course. Print copies of all ADLS training completion certificates for each member and provide to the unit EM representative to file in the unit EM program folder/binder behind Tab B. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

2.4.2. Attend local reserve wing home station UCC training and complete all training requirements within 120 days of appointment. 442 CES/CEX will provide local training completion certificates to each member and unit EM representative to file in the unit EM program folder/binder behind Tab B. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

2.4.3. The appointed UCC director has overall responsibility for UCC establishment and operations IAW [paragraphs 1.4.2](#) and [2.7.2](#)

2.4.4. Ensure UCC manning is sufficient with proper equipment and supplies to conduct operations during normal duty hours (or extended hours as directed by reserve wing senior leadership) for fulltime operations and on UTA weekends in support of real-world emergency events at WAFB IAW [paragraphs 2.7.3 – 2.7.4](#)

2.4.5. Ensure requirements listed in WAFB IEMP 10-2 and this instruction are met and any deficiencies or shortages are identified to the commander and unit EM representative.

2.4.6. All appointed UCC members will request access to the Emergency Response Tool (ERT) effective 1 January 2019 for Common Operating Picture (COP) visibility. The host installation office of EM (509 CES/CEX) oversees this program for WAFB. Coordinate through 442 CES/CEX to obtain local training (when available). Access to this system will provide UCC members with the most current/real-time information pertaining to local emergency events and help keep their leadership informed. Future AF plans include the DRF COP for service wide use.

2.4.7. Conduct an annual review of unit developed checklists in support of the WAFB IEMP 10- 2 or complete checklist updates within 60 days of a revised WAFB IEMP 10-2 being published. Coordinate supporting checklist updates through the commander for memorandum approval prior to implementation. Submit commander approved checklists and signed implementation memorandum to 442 CES/CEX for review and record IAW [paragraphs 2.6 – 2.6.1.36](#)

2.4.8. Verify on at least a monthly basis unit emergency notification and accountability personnel rosters (or unit recall roster if used for this purpose) accurately reflect current member assignments and contact information.

2.4.8.1. Failure to do so will cause delay with procedures if personnel no longer assigned to the unit are still on the roster or newer members haven't been added that could be overlooked and not informed of emergency situations, protective actions to take or their status and whereabouts goes unaccounted for.

2.4.9. Conduct quarterly reviews of UCC personnel appointments, training statuses and complete an inventory of UCC equipment and supplies IAW [paragraphs 2.7.3 – 2.7.4](#) Inform the unit EM representative of UCC status for inclusion with the unit EM program quarterly report.

2.4.10. Participate in local command & control (C2) exercises as determined by the Director of Inspections (442 FW/IGI) and as directed by reserve wing senior leadership.

2.4.11. To maintain military grid reference system (MGRS) map plotting proficiency, all UCC members will participate in semi-annual plotting exercises facilitated by 442 CES/CEX. Each UCC will be required to use their issued WAFB 1:5K or 1:10K MGRS map, overlays and plotting supplies to practice locating and reporting coordinates while determining if their unit resources are affected by the scenario event. The UCC director will ensure all members participate fully with the hands-on exercise and provide plotting scenario input results to 442 CES/CEX for evaluation. 442 CES/CEX will provide feedback to the UCC director on plotting accuracy results.

2.4.12. Operate out of the alternate UCC as directed by reserve wing senior leadership, typically at least once a year.

2.5. Shelter-In-Place (SIP) Manager Responsibilities.

2.5.1. Attend local reserve wing SIP manager training within 120 days of appointment. There are currently no web-based training requirements for this additional duty role. 442 CES/CEX will provide local training completion certificates to each member and unit EM representative to file in the unit EM program folder/binder behind Tab B. Upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

2.5.2. Maintain facility shelter plans, checklists and emergency supply (SIP) kits and locations for assigned facility IAW [paragraphs 2.9 – 2.9.8](#) IAW HQ AFRC directive; the plan must include at a minimum; shelter location(s) in the facility, location of environmental controls, who to contact to have the HVAC system turned off and procedures on how to improve the protection factor of the shelter location based on the incident.

2.5.3. Coordinate with and obtain primary and alternate real-property facility manager information for assigned facility to include; Rank/Grade, Full Name, Duty Phone Number and Unit/Office Symbol.

2.5.3.1. Provide real-property facility manager information for assigned facility to the unit EM representative; information is required to be included on the unit EM quarterly report and to update 442FWVA 10-2502, *Facility Sheltering Procedures*, for display on the unit EM bulletin board located within assigned facility.

2.5.4. Ensure 442FWVA 10-2502, *Facility Sheltering Procedures*, 442FWVA 10-2503, *Facility Shelter Locations*, facility layouts highlighting natural disaster sheltering and HazMat/CBRN release SIP locations with emergency supply kit locations and facility evacuation points, and evacuation assembly locations based on a 500 feet evacuation distance for bomb and IED threats in eight directions (north, northeast, east, southeast, south, southwest, west and northwest) are current and posted on the unit EM bulletin board within assigned facility. See [Figure 2](#), *Example 442 FW Assigned Unit EM Bulletin Board Layout Configuration*. Contact 442 CES/CEX for assistance with completing this and obtaining color print outs for display.

2.5.5. Provide information to facility occupants prior to emergency events occurring to ensure they know where their designated natural disaster (tornado) shelter area and HazMat/CBRN release SIP room is located. Let occupants know when they should report to shelter locations and educate them on the different response action requirements (e.g. Do Not go to shelter location(s) during Active Shooter or IED/UXO threat situation). The unit EM representative will assist with briefing portions of this for newly assigned members; however the SIP manager has overall responsibility to ensure occupants of their facility are educated and well informed. Document briefings or information provided to facility occupants and provide to the unit EM representative for record.

2.5.6. Conduct quarterly inventory of all emergency supplies/SIP kits within assigned facility to ensure items haven't been tampered with, pilfered or are inaccessible. Inform the unit EM representative of inventory results for inclusion with the unit EM program quarterly report.

2.5.7. Conduct an annual review of unit developed facility shelter plans and checklists. Coordinate plan and checklist updates through the commander for memorandum approval and facility implementation. Submit commander approved plan, checklists and implementation memorandum to 442 CES/CEX for review and record. Provide current plan copies to UCC director for filing in the UCC binder behind Tab E. Provide current plan copies and commander implementation memo to EM representative for filing in the unit EM program folder/binder behind Tab D. The unit EM representative will upload document to assigned self-assessment communicator IAW the unit EM continuity plan.

2.5.8. Participate in local natural disaster response, HazMat/CBRN release and Active Shooter/Facility Lockdown exercises as determined by the Director of Inspections (442 FW/IGI) and directed by reserve wing senior leadership.

2.6. Unit Supporting Checklists. All units assigned to WAFB must develop and maintain current checklists to support identified tasking's in the WAFB IEMP 10-2. 442 CES/CEX

will assist reserve assigned organizations by providing generic checklists addressing tenant unit role tasking's or areas of concern in a standardized format. Organizations will tailor these checklists with unit specific procedural actions. UCC directors are responsible to ensure unit supporting checklists are reviewed and updated at least annually or within 60 days of a revised WAFB IEMP 10-2 being published. Unit developed or updated checklists must be approved by the commander using an implementation memorandum. UCC directors will coordinate approved unit checklists and signed commander implementation memorandum with 442 CES/CEX for review and record or provide documentation of annual review dates when WAFB IEMP 10-2 changes are not required. UCC directors will provide their unit EM representative with current unit supporting checklists and commander implementation memorandum for file in the unit EM program folder/binder behind Tab D. The unit EM representative will upload documents to assigned self-assessment communicator IAW the unit EM continuity plan.

2.6.1. 442 FW assigned UCCs must have the following checklists, titled identically as they appear in the WAFB IEMP 10-2 or standardized format provided by 442 CES/CEX. Checklists will identify support actions that are or are not required by tenant reserve organizations:

- 2.6.1.1. EM-01; Incident Information/Organizational Contact and Personnel Accountability
- 2.6.1.2. EM-02; All-Hazards
- 2.6.1.3. EM-03; Earthquake
- 2.6.1.4. EM-04; Extreme Heat
- 2.6.1.5. EM-05; Wildfires
- 2.6.1.6. EM-06; Flood
- 2.6.1.7. EM-07; Ice/Winter Storm and Extreme Cold
- 2.6.1.8. EM-08; Tornado
- 2.6.1.9. EM-09; Thunderstorms and Lightning
- 2.6.1.10. EM-10; Natural Disaster
- 2.6.1.11. EM-11; Natural Biological
- 2.6.1.12. EM-12; Aircraft Incident (Off-Base)
- 2.6.1.13. EM-13; Aircraft Incident (On-Base)
- 2.6.1.14. EM-14; Aircraft Incident (Composite)
- 2.6.1.15. EM-15; Hazardous Materials (HazMat) Incident
- 2.6.1.16. EM-16; Nuclear Weapons Incident
- 2.6.1.17. EM-17; Major Accident Recovery Operations
- 2.6.1.18. EM-18; Response Task Force (RTF)
- 2.6.1.19. EM-19; Active Shooter

- 2.6.1.20. EM-20; CBRN Sampling
- 2.6.1.21. EM-21; Suspicious Items with Suspected CBRN
- 2.6.1.22. EM-22; Terrorist CBRN Response
- 2.6.1.23. EM-23; Terrorism (Conventional)
- 2.6.1.24. EM-24; Terrorism (Biological)
- 2.6.1.25. EM-25; Terrorism (Biological-Contagious)
- 2.6.1.26. EM-26; Nuclear Reactor Incident
- 2.6.1.27. EM-27; Shelter-In-Place (SIP)
- 2.6.1.28. EM-28; Peacetime Sheltering
- 2.6.1.29. EM-29; Base Support Installation (BSI)
- 2.6.1.30. EM-30; Defense Support to Civil Authorities (DSCA)
- 2.6.1.31. EM-31; Department of Energy (DoE) Secure Holding
- 2.6.1.32. EM-32; Evacuee Beddown Procedures
- 2.6.1.33. EM-33; Family Assistance
- 2.6.1.34. EM-34; National Defense Area (NDA)
- 2.6.1.35. EM-35; UCC Activation
- 2.6.1.36. EM-36; UCC Deactivation
- 2.6.1.37. EM-37; UCC Relocation
- 2.6.1.38. EM-38; Unit Personnel Notification/Accountability Procedures

2.6.2. Units will use an ICS Form 214, *Activity Log*, to document UCC activation and all activities conducted by the organization during local emergency events. Submit copies of completed activity log to 442 CES/CEX no later than 0700 hours daily for prolonged operations or within 24 hours of UCC deactivation.

2.7. Home Station Unit Control Center (UCC) Requirements:

2.7.1. The UCC is a C2 support element that provides a focal point within an organization to direct and monitor required unit actions before, during, and after an incident. UCCs will be activated as necessary by reserve wing or group senior leadership. The UCC provides status updates to and receives direction from their group commander or designated representative located in the 442 FW Crisis Action Team (CAT) during emergency events. The 442 FW CAT will serve as the wing focal point to coordinate with host installation functions. The UCC advises unit personnel of hazard locations and directs the movement of unit resources or sheltering activities. A primary and alternate UCC capability must be established and maintained. The alternate UCC should be located at a site that is unlikely to be within the same hazard cordon affecting the primary location. The minimum distance between primary and alternate locations is 1,000 feet. If possible, it is highly recommended this distance be increased to 2,000 feet apart. Units will identify these locations along with contact information on the unit EM

quarterly report. UCC information will be included with the “442 FW C2 Contact List” that’s developed and distributed by 442 CES/CEX. Core functions of the UCC include:

- 2.7.1.1. Coordination.
- 2.7.1.2. Resource accountability.
- 2.7.1.3. Information collection, analysis, and dissemination to unit personnel.
- 2.7.2. UCCs will be established within the 442 FW IAW **paragraph 1.4.2** and **Table 4**, *Home Station C2 Support Requirements for Real-World Emergency Response*.
- 2.7.3. UCC directors will ensure the UCC is maintained and equipped with the following:
 - 2.7.3.1. Computer(s) (desktop or laptop) with LAN/NIPRNET connectivity.
 - 2.7.3.2. Phone (hardline) or Voice over Internet Protocol (VoIP) Phone.
 - 2.7.3.3. Land Mobile Radio (LMR) with battery charging station or base station radio. If the organization has key members or shelter locations/SIP rooms with LMR as the most reliable or only means of communication, the UCC must be equipped with an LMR or base station capability.
 - 2.7.3.4. Fax machine (optional).
 - 2.7.3.5. Cell Phone (do not use as primary means of communication; provides text-messaging option).
 - 2.7.3.6. Printer (laser or deskjet).
 - 2.7.3.7. Copier machine (optional).
 - 2.7.3.8. Current unit specific checklists in support of WAFB IEMP 10-2.
 - 2.7.3.9. Current unit personnel notification/accountability roster or pyramid notification process for on-duty fulltime personnel (ART, AGR, RegAF, CIV & CTR) and all unit personnel with TR member information for UTA weekends. Unit Training Assembly Participation System (UTAPS) reports can be utilized during UTA weekends to help determine who is in attendance for ARTs and TRs. Don’t overlook AGR, civilian or contract members supporting operations during UTA weekends or 358 FS RegAF members that may be on duty.
 - 2.7.3.10. 1:5K and 1:10K WAFB MGRS map with unit facilities and operating areas highlighted to enable quick identification. Maps should be laminated or covered with Plexiglas to support manual plotting and reuse. Maps and overlays can be obtained from 442 CES/CEX and must be signed for by the UCC director, a UCC member or the unit EM representative. Maps previously issued must be returned to 442 CES/CEX for proper disposal before updated maps will be issued.
 - 2.7.3.11. Minimum of two each cordon overlays for both 1:5K and 1:10K MGRS scale map.
 - 2.7.3.12. Bulletin or dry erase boards used to monitor and track status of unit resources (personnel, facilities, vehicles, equipment, supplies and operating areas). Status sheets, large or small, can be laminated and posted.

2.7.3.13. Sufficient amount of activity logs and reports printed out for hand written entries. A minimum of 10 each blank copies is required for ICS Form 214, *Activity Log* (front & back), unit status report and expenditure report.

2.7.3.14. Applicable plans and other documents detailing unit response requirements or procedures (e.g. unit managed facility shelter plans or 442FWI 21-121, *CDDAR Program*).

2.7.3.15. Administrative supplies necessary to conduct UCC operations; paper, printer toner, pens, pencils, markers (dry erase and wax), cleaning supplies for map and status boards, stapler, binders, folders, rulers, paper clips, hole puncher, scissors, transparent tape, etc. (supplies commonly used in an office environment).

2.7.4. The organization is responsible to procure required materials and assemble a binder for their UCC. Maintain a UCC binder IAW the prescribed table of contents (TOC) in [Table 9](#). The organization should maintain electronic copies of UCC related documents as well to support information access and continuity with change of appointment. Documents should be filed in the order as shown in the TOC. Contact 442 CES/CEX for assistance.

Table 9. Unit Control Center (UCC) Binder TOC Format Requirements.

TAB A: UCC Member Appointment and Training		
– UCC member appointment letter (<i>current</i>)		
– Training Documentation (<i>web-based & local for currently appointed members</i>)		
TAB B: WAFB IEMP 10-2 Supporting Checklists		
– WAFB IEMP 10-2; Unit Supporting Procedural Checklists (<i>current</i>)		
– Commanders Supporting Checklists Implementation Memorandum (<i>current</i>)		
TAB C: Personnel Notification/Accountability		
– Personnel notification/accountability roster or pyramid notification process (<i>for on- duty fulltime personnel (ART, AGR, RegAF, CIV, CTR) and all unit personnel with TR member information for UTA weekends</i>)		
TAB D: Resource Status Trackers (<i>Unit Developed</i>)		
– Personnel	– Vehicles	– Operating Areas
– Facilities	– Equipment	– Other (e.g. technological)
TAB E: Unit Plans		
– Facility Shelter Plans and Procedural Checklists (<i>for all unit managed facilities</i>)		
– Additional applicable plans or guides as determined by the unit		
442FWI 21-121, <i>CDDAR Program</i> (for 442 MXG assigned units)		
TAB F: Activity Log		
– ICS Form 214, <i>Activity Log</i> (<i>Maintain 10 ea blank copies, printed out front and back</i>)		
– File completed/submitted activity logs behind this tab		
TAB G: Unit Status Report		

<ul style="list-style-type: none"> - Unit Status Report (from unit checklists) <i>(Maintain 10 ea blank copies)</i> - File completed/submitted unit status reports behind this tab
TAB H: Expenditure Report
<ul style="list-style-type: none"> - Expenditure Report (from unit checklists) <i>(Maintain 10 ea blank copies)</i> - File completed/submitted expenditure reports behind this tab

2.8. EM Information Program. This program provides all personnel assigned to the wing with the knowledge to protect themselves from effects of and to support unit response to all-hazard threats to the installation. Information is provided through two forums: the Base Emergency Preparedness Orientation (BEPO) and unit support of the program.

2.8.1. BEPO provides an initial briefing to newly assigned members on the hazards and threats they could encounter at WAFB. Topics include disaster planning, major accidents, natural disasters, hazardous materials, and terrorism. All newly assigned reserve members must complete this briefing within two UTAs of arrival.

2.8.1.1. The BEPO briefing is provided as part of the Newcomer's Training Flight during the member's first UTA. The briefing is conducted by 442 CES/CEX members. All newly assigned members receive a copy of the Air Force Emergency Preparedness Guide in conjunction with the briefing. Additional informational products will be provided based on availability (e.g. emergency preparedness activity books for dependent children).

2.8.2. Unit support of the information program consists of, but is not limited to, unit EM representatives disseminating EM information provided by 442 CES/CEX to assigned personnel.

2.8.2.1. Media such as visual aids, handouts, posters, base bulletins, electronic media, and base newspapers should be used. Air Force "Be Ready" campaign or standardized products will be used to increase awareness and preparedness. This includes the Air Force Emergency Preparedness Guide and Air Force Emergency Management Program Senior Leader Guide which have been initially distributed to military and civilian members throughout the wing.

2.8.2.2. 442 CES/CEX provides EM or CBRN program related awareness and preparedness information at least quarterly to unit EM representatives. Most information will be distributed through electronic mail with delivery receipt statuses tracked and sent messages saved for record.

2.8.2.3. In addition to major accident, hazardous materials, terrorism, shelter-in-place, CBRN defense or other EM program related topics, 442 CES/CEX will make every effort to provide information pertaining to natural disaster preparedness that's relevant to recurring seasonal or potential hazards prone to our area and supports national federal and state sponsored awareness campaign periods. The schedule in **Table 10** will be used in support of this effort.

Table 10. EM Information Program Distribution Schedule.

Month	Preparedness Topic(s)
February	Flood
March	Tornado
April	Thunderstorms and Lightning
May	Wildfire
June	Extreme Heat
August	Earthquake
September	National Preparedness Month
October	Winter Storms and Extreme Cold

2.8.2.4. The unit EM representative will disseminate quarterly information provided by 442 CES/CEX to all assigned members in their organization and record who received the information. This can be accomplished by modifying and forwarding emails received from 442 CES/CEX and tracking delivery receipt statuses, read receipts are not required, or by providing unit briefings during commander's call or formations. If information is briefed, an attendance roster must be used to document what topic was discussed, the date and who was present to receive the information with individual signatures. Both methods provide the unit EM representative with documentation for use to validate unit support of the EM information program during inspection. Contact 442 CES/CEX for an attendance roster format.

2.8.3. The use of unit EM bulletin boards also support the information program. They should be prominently displayed in unit managed work and rest areas IAW the most current standardized layout configuration provided by 442 CES/CEX, see [Figure 2](#), *Example 442 FW Assigned Unit EM Bulletin Board Layout Configuration*. At least one bulletin board will be displayed within all 442 FW managed and occupied facilities to support this requirement. These bulletin boards contain key information for when and where to take shelter within the facility during a natural disaster (tornado) or HazMat/CBRN release shelter-in-place locations, emergency evacuation assembly points, preparedness information for potential or hazards prone to WAFB, Individual Protective Equipment (IPE) related quick references and who to contact with questions. The "442 FW GCE Sizing Sheet" (front and back) and "442 FW M50 Information Sheet" should be posted if board space is available. The following visual or training aids and information must be current and displayed on unit EM bulletin boards:

2.8.3.1. 442FWVA 10-2501, *Unit EM Representative*.

2.8.3.2. 442FWVA 10-2502, *Facility Sheltering Procedures*.

2.8.3.3. 442FWVA 10-2503, *Facility Sheltering Locations*.

2.8.3.4. Commander Facility Shelter Plan Implementation Memorandum.

2.8.3.5. Facility Natural Disaster Shelter Location Layout.

2.8.3.6. Facility HazMat/CBRN SIP Location Layout.

2.8.3.6.1. Natural Disaster and HazMat/CBRN SIP location layout may be a combined product based on facility design (e.g. single story) and IAW the facility shelter plan.

2.8.3.7. Facility Evacuation Assembly Locations.

2.8.3.8. AF Training Aid, *Emergency Notification Signals*.

2.8.3.8.1. Post “*Emergency Signals for Whiteman AFB (Low Threat Area)*” display header above this training aid.

2.8.3.9. AF Training Aid, *MOPP Levels*.

2.8.3.9.1. Post “*MOPP/Attack Signals (for CBRNE Med/High Threat Areas) (Displayed for Training Information Only)*” display header above this training aid.

2.8.3.10. AF Training Aid, *Attack Warning Signals*.

2.8.3.10.1. Post the Attack Warning Signals training aid below the MOPP levels training aid.

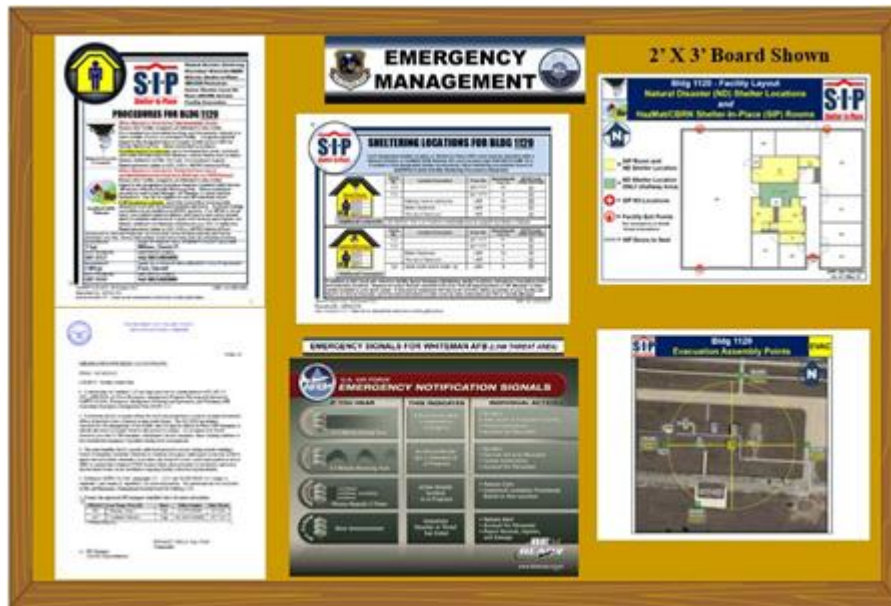
2.8.3.11. Air Force “Be Ready” posters, information sheets or locally developed products pertaining to natural disaster preparedness that’s relevant to recurring seasonal or potential hazards prone to the area IAW [paragraph 2.8.4](#) and [Table 10](#), *Recommended Poster and Information Sheet Display Periods*.

2.8.3.12. Coordinate with 442 CES/CEX to obtain filled in and color printed 442 FW visual aids.

Figure 2. Example 442 FW Assigned Unit EM Bulletin Board Layout Configuration.



Figure 3. Example Unit EM Bulletin Board Layout Configuration for Buildings 1120, 1141, 1150 and 1164 Only.



2.8.4. Air Force provided “Be Ready” information sheets along with large and small posters have been acquired by 442 CES/CEX for distribution to 442d assigned units. Frames have also been issued for the large posters to professionally display throughout occupied facilities. The small posters and information sheets will be posted on unit EM bulletin boards. The large posters should be used in addition to the bulletin board within occupied facilities. These products are intended to increase awareness of members and should be displayed based on their relevance to the time of year for natural disaster type hazards and other potential threats that could occur at any time. [Table 11](#) provides recommendations on when to display and change out these visual display products.

2.8.4.1. Available large (18” X 24”) and small (11” X 17”) poster topics include:

2.8.4.1.1. “Have a Plan” – plan ahead for coping with disasters.

2.8.4.1.2. “Now What?” – after a disaster, encourage children to share their thoughts and feelings.

2.8.4.1.3. “Home Safe Home?” – know the safe way to shelter-in-place.

2.8.4.1.4. “There’s No Place Like Home” – staying home after a disaster may not be an option, know the location of local shelters.

2.8.4.1.5. “Don’t Be a Statistic” – lightning awareness.

2.8.4.1.6. “In the Blink of an Eye” – lightning awareness.

2.8.4.1.7. “Don’t Play Chicken” – tornado awareness.

2.8.4.1.8. “Live Here?” – flood awareness.

2.8.4.1.9. “Now’s Not the Time” – flood preparedness.

2.8.4.1.10. “Care For Your GCE” – proper wear of the ground crew ensemble

(GCE).

2.8.4.1.11. “Warning: Inspect Your Mask” – importance of protective mask preventive maintenance checks and services (PMCS).

2.8.4.1.12. “Before the Ground Shakes...” – earthquake awareness.

2.8.4.1.13. “As the Temperature Rises” – extreme heat awareness.

2.8.4.1.14. “Fires Have Their Place” – open flame heat production at home during cold weather (e.g. fireplace safety awareness).

2.8.4.1.15. “One Match, One Disaster” – wildfire awareness.

2.8.4.1.16. “Don’t Freeze Up!” – winter storm and extreme cold awareness.

2.8.4.1.17. “Terrorists Have the Means” – terrorism awareness.

2.8.4.1.18. “Terrorism Takes Many Forms” – report suspicious activity awareness.

2.8.4.1.19. “Nothing About a Major Accident is Minor” – major accident awareness.

2.8.4.2. Available 8.5” X 14” information sheet topics include:

2.8.4.2.1. Winter Storms and Extreme Cold.

2.8.4.2.2. Thunder and Lightning.

2.8.4.2.3. Tornadoes.

2.8.4.2.4. Floods.

2.8.4.2.5. Earthquakes.

2.8.4.2.6. Wildfires.

2.8.4.2.7. Extreme Heat.

2.8.4.2.8. Terrorism.

2.8.4.2.9. Active Shooter.

2.8.4.2.10. Major Accidents.

2.8.4.2.11. Home Fires.

2.8.4.2.12. Hazardous Materials.

2.8.4.2.13. Droughts.

2.8.4.2.14. Power Outages.

Table 11. Recommended Poster and Information Sheet Display Period.

Month	Topic Options	
	Posters:	Information Sheets:
January	Don’t Freeze Up!	Winter Storms and Extreme Cold

Month	Topic Options	
	Posters:	Information Sheets:
	Fires Have Their Place	Home Fires
February	Live Here? Now's Not the Time	Floods
March	Don't Play Chicken There's No Place Like Home Live Here? Now's Not the Time	Tornadoes Floods
April	Don't Be a Statistic In the Blink of an Eye Don't Play Chicken There's No Place Like Home	Thunder and Lightning Tornadoes Power Outages
May	One Match, One Disaster Don't Play Chicken Don't Be a Statistic In the Blink of an Eye	Wildfires Tornadoes Thunder and Lightning
June	As the Temperature Rises Terrorist Have the Means Terrorism Takes Many Forms One Match, One Disaster Don't Play Chicken	Extreme Heat Terrorism Wildfires Tornadoes
July	As the Temperature Rises One Match, One Disaster Care For Your GCE Warning: Inspect Your Mask	Active Shooter Extreme Heat Wildfires Droughts
August	Before the Ground Shakes Home Safe Home? Care For Your GCE	Earthquakes Hazardous Materials

Month	Topic Options	
	Posters:	Information Sheets:
	Warning: Inspect Your Mask	
September	Have a Plan Now What? Nothing About a Major Accident	Major Accidents National Preparedness Month Info
October	Don't Freeze Up! Fires Have Their Place	Winter Storms and Extreme Cold Home Fires
November	Don't Freeze Up! Fires Have Their Place Warning: Inspect Your Mask	Winter Storms and Extreme Cold Home Fire Power Outages
December	Don't Freeze Up! Fires Have Their Place Care For Your GCE	Winter Storms and Extreme Cold Home Fire Active Shooter
Applicable Year Round	Have a Plan Now What? Home Safe Home? Care For Your GCE Warning: Inspect Your Mask Before the Ground Shakes Terrorist Have the Means Terrorism Takes Many Forms Nothing About a Major Accident	Terrorism Active Shooter Major Accidents Hazardous Materials Power Outages

2.8.4.3. As of February 2019, the AFTTP 3-4, *Airman's Manual*, quick reference card (QRC) booklet became an available AF "Be Ready" program product. This eliminates the need for organizations to print or purchase commercially available products using unit funds. All QRC booklets were ordered and distributed to unit EM representatives in 2019 for further distribution to military members. To obtain additional QRC booklets, contact 442 CES/CEX with the quantity required. They will be included with the wing order request during the next AF "Be Ready" product ordering period which is typically twice a year.

2.8.4.3.1. Each deployable member should be issued a QRC booklet to take with

them during deployment and have available for use during local CBRN Defense related training or exercise.

2.8.4.3.2. Units should establish a method to track issue of QRC booklets to members for accountability.

2.9. Shelter Program. 442 FW managed and occupied facilities must have plans and procedures established to expediently shelter occupants from the effects of natural disaster (tornado) that include a shelter-in-place (SIP) capability for releases of hazardous material (HazMat) or CBRN agents and particulates due to terrorist attack. Shelter-in-place actions can provide short-term (one-to-two hours) protection to the occupants and are most effective when building occupants plan and practice their actions in advance. Protective action procedures for active shooter/facility lockdown, improvised explosive device (IED)/unexploded ordnance (UXO) placement and emergency evacuation assembly points will also be addressed in facility shelter plans. Reserve wing assigned organizations with real property facility management duties will ensure plans and procedures are established for their assigned facilities.

2.9.1. The plan will include the following information:

2.9.1.1. Shelter locations in the facility for protection from tornado with layout highlighting location(s). Facility specific information will be posted on the unit EM bulletin board.

2.9.1.2. Shelter-in-place rooms in the facility for protection from HazMat/CBRN releases with layout highlighting location(s). Facility specific information will be posted on the unit EM bulletin board.

2.9.1.3. Location(s) of emergency supplies/SIP kits. Facility specific information will be posted on the unit EM bulletin board.

2.9.1.4. Facility evacuation locations. Facility specific information will be posted on the unit EM bulletin board.

2.9.1.5. Location of environmental controls to shutoff or turn on heating, ventilation and air- conditioning (HVAC) systems.

2.9.1.6. Who to contact in order to shut off or turn on the HVAC systems.

2.9.1.7. Procedures on how to improve the protection factor of the shelter location based on the incident.

2.9.1.8. Emergency evacuation assembly points located a minimum of 500' from the facility in eight directions (north, northeast, east, southeast, south, southwest, west and northwest). A drawing, map or aerial photograph will be used to indicate these locations. Facility specific information will be posted on the unit EM bulletin board.

2.9.1.9. Active shooter/facility lockdown response.

2.9.1.10. IED/UXO protection.

2.9.2. Units will use the guidance and checklists contained in the WAFB IEMP 10-2 to develop facility specific plans and procedural checklists.

2.9.2.1. **Attachment 4** to the Basic Plan addresses tornado sheltering requirements.

2.9.2.2. **Attachment 5** to the Basic Plan addresses hazardous materials release shelter-in-place requirements.

2.9.2.3. 442 CES/CEX can assist units with developing active shooter/facility lockdown response, IED/UXO protection and determining emergency evacuation assembly points.

2.9.3. Shelter plans and procedures must be established by identified reserve unit OPRs for the buildings listed in **Table 12**

Table 12. 442 FW Managed Facilities Requiring Shelter Plans and Procedures.

Bldg No.	OPR:	Bldg No.	OPR:
41	303 FS/442 OSF	1117	442 MXG
44	442 MSG	1118	442 AMXS
48	442 FW	1119	442 MXS
48	442 FW - C2 Ops Ctr	1120	442 MXS/MXMW
52	442 LRS	1141	442 MXS/MXMW
91	442 AMXS	1150	442 MXS/MXMW
705	442 CES	1158	442 LRS
705	442 FSS	1160	442 MXS/MXMW
705	442 MDS	1164	442 MXS/MXMW

2.9.4. The expected peak occupancy of the facility should be a primary planning consideration. This will help determine how much shelter or SIP space is required for the facility. The goal is to ensure sufficient sheltering is available to provide protection on UTA weekends when the highest number of wing members are on duty.

2.9.5. Units must budget for, obtain and maintain emergency supply kits in appropriate quantity for each tornado shelter or SIP room location. The 442 FW will use standardized 25-person SIP kits for wing managed facilities that support natural disaster and HazMat/CBRN release shelter requirements. The items listed in **Table 13** will be inspected and inventoried by SIP managers for each designated tornado shelter location and SIP room for 442 FW managed facilities.

2.9.5.1. 442 CES/CEX has obtained and distributed standardized kits for 442d managed facilities in support of initial distribution to SIP managers.

2.9.5.2. SIP managers are responsible to maintain accountability of the provided emergency supplies/SIP kits for their assigned facility and will inspect them on a quarterly basis.

2.9.5.2.1. Inspect real-world kits to ensure the lids are sealed. These kits will remain sealed and only opened for real-world emergency use. Do not open sealed buckets for the purpose of inventory or during local exercises. Each kit is labeled “For Real-World Emergency Use Only” in six locations on the white 5-gallon bucket and orange lid. If the seal has been broken, an inspection of all contents is required. For SIP rooms, inspect the plastic tote to ensure all pre-cut plastic

sheeting and a roll of chemical resistant tape are present. Also check the shelter binder to ensure it and all contents are available. Report inventory results to the unit EM representative.




2.9.5.2.2. Each shelter area or SIP room will be equipped with one training kit. These are easily recognized by the green 5-gallon bucket and lid which are labeled “For Training and Exercise Use Only” in six locations. Training kits are initially issued with a sealed lid. If the seal has been broken, an inspection of all contents is required. Training kits have the same contents inside of them as real-world kits. If necessary, contents can be used in addition to real-world emergency supplies during actual emergency conditions. Report inventory results to the unit EM representative.

2.9.5.2.3. Units are required to procure ladders, step stools or other safe and approved means of reaching ceiling vents and top of doors in order to tape and secure pre-cut plastic sheeting or exercise simulations. This capability must exist at all times within designated SIP rooms to ensure immediate availability.

2.9.5.3. Units responsible to maintain emergency supply/SIP kits are required to procure additional or replacement kits utilizing unit funds. This could be due to usage during real-world emergency events, new facility construction, increase in unit size requiring additional shelter spaces and pilfered or missing items. These commercial off the shelf (COTS) products are available for purchase through a General Services Administration (GSA) contracted vendor. Contact 442 CES/CEX for additional procurement information.

Table 13. SIP Kit Requirements for 442 FW Managed Facilities.

The Following Items are Contained within each Tamperproof Sealed 5-Gallon Bucket:			
Item Description	Qty Req.	Supports Natural Disaster Reqs.	Supports HazMat/CBRN Release Reqs.
Sealed 5-gallon bucket	1 EA	X	X
Tamper evident, bright orange lid	1 EA	X	X
Leather palmed work gloves	1 PR	X	X
Safety goggles	1 PR	X	
Pry bar	1 EA	X	
Multifunction tool	1 EA	X	X
Dust masks	25 EA	X	
Latex gloves	6 PR	X	X
Tarp/ground cover, 8' X 10'	1 EA	X	X
Emergency thermal blankets	3 EA	X	X
Duct tape (2" X 60')	2 RL	X	X
Plastic sheeting	1 RL	X	X
Whistle with lanyard	1 EA	X	
First aid kit	1 KT	X	X
Portable AM/FM radio with two sets of batteries	1 EA	X	X
Flashlight with two sets of batteries	1 EA	X	X

12-hour light sticks	2 EA	X	X
Biohazard bags	12 EA	X	X
Toilet deodorizer packets	12 EA	X	X
Toilet paper roll	1 RL	X	X
Moist towelettes	100 EA	X	X
Writing tablet	1 EA	X	X
Pens	2 EA	X	X
The Following Items are Stored with, but Contained Outside each Sealed 5-Gallon Bucket:			
Item Description	Qty Req.	Supports Natural Disaster Reqs.	Supports HazMat/CBRN Release Reqs.
<u>Facility Shelter Plan with Procedural Checklists</u> <i>Keep a binder in each shelter location/SIP room; should also contain shelter roster, SIP implementation signage and simulation support materials for use during exercise.</i>	1 EA (per location)	X	X
Snap-on toilet seat to convert bucket to an emergency toilet (one per bucket/except in restrooms identified as shelter/SIP room locations)	1 EA	X	X
Pre-cut plastic sheeting for SIP room HVAC vents, doors or windows (Kept in Plastic Tote Container)	IAW SIP Room Req		X
ChemTape, Chemical Resistant Tape, Yellow (Kept in Plastic Tote Container) <i>Use for real-world application only to secure plastic sheeting and cover small openings.</i>	1 RL (per SIP room)		X
Additional Required Resources in Support of Real-World Events and Exercise:			
2" Binder w/Cover, Dividers and Laminated Signs/Sim Covering:	Plastic Tote to Store Pre-Cut Plastic/ChemTape for EA SIP Rm	Trng SIP Kit/Green Bucket (1 EA per shelter location)	
			

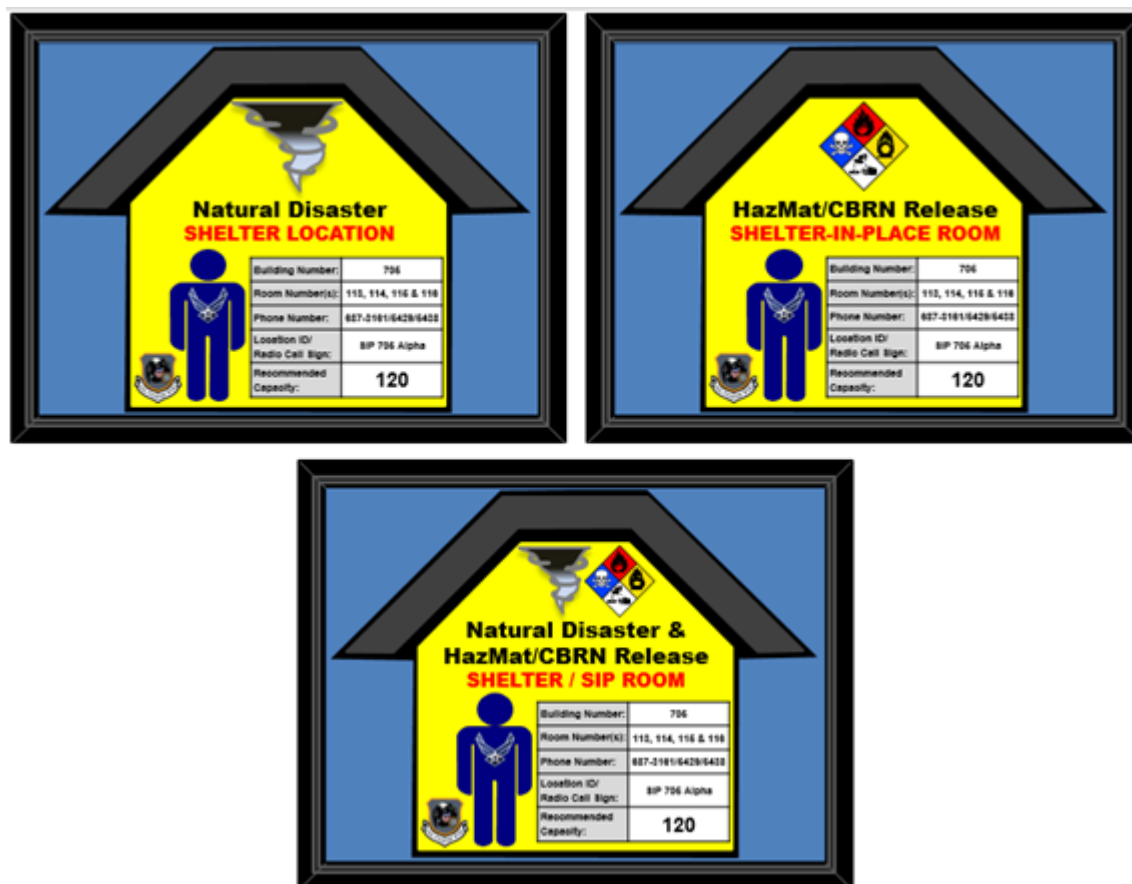
NOTE: The 25-person emergency supply kits are typically sold with water pouches that have a five- year shelf life. Unfortunately, due to Government Purchase Card (GPC) and contracting rules, water products cannot be purchased from a vendor or commercial source. Therefore, the water pouches had to be removed from the sealed emergency supply kits prior to purchase. Units will need to determine alternative means or methods to ensure water is available for their personnel during emergency sheltering conditions. For basic shelter planning, it's recommended to provide one gallon of water per day, per person. This supports water consumption, minimal hygiene and emergency medical first aid (e.g. flush eyes or wounds). Since SIP is a short-term (one-to-two hours) protective action, units could plan for a half gallon per person sheltered which equates to four 16.9 fluid ounce bottles as a planning factor.

2.9.6. Units must ensure designated shelter areas/SIP rooms are equipped with a landline phone or land mobile radio (LMR) is available in order for the SIP manager to communicate with their UCC. If possible, have multiple means of communication in case one mode is unavailable, damaged or inoperable.

2.9.7. IAW WAFB IEMP 10-2, units will identify each designated natural disaster (tornado) shelter location and SIP room with a sign posted outside the entry door or within the hallway area (for tornado sheltering only).

2.9.7.1. 442 FW SIP managers will ensure framed 8"X10" signs provided by 442 CES/CEX are mounted as required by WAFB IEMP 10-2, facility shelter plans and this instruction. The sign type selected will be determined by the level of protection provided. Three different sign types will be used for 442 FW managed facilities as shown in [Figure 4](#)

Figure 4. Example 442 FW Designated Shelter Location and SIP Room Signs.



2.9.8. Contact 442 CES/CEX for assistance with shelter plan and procedural checklist development or update.

2.9.9. Shelter plans, procedures and equipping will be accomplished by host installation units that include tenant reserve facility occupants as identified in [Table 14](#)

Table 14. 442 FW Occupied and 509 BW Managed Facilities.

Bldg No.	Tenant Reserve Occupant:	Host Installation OPR:
90	442 LRS/LGRF (POL)	509 LRS
139	442 LRS/LGRT (TMO)	509 LRS
*159	442 LRS/LGRV (Veh. Ops)	509 LRS
*711	442 SFS	509 SFS
*740	442 CES/CED (EOD)	509 CES
1236	442 SFS/S4C (CATM)	509 SFS
1553	442 FSS/FSV (DFAC)	509 FSS
2014	442 FSS/FSV (GYM)	509 FSS
2032	442 MDS	509 MDG

* - Consist of Fulltime Employee Facility Occupants

2.9.9.1. Unit EM representatives for 442 FW assigned units identified in **Table 14** will coordinate with their host unit EM representative to obtain copies of facility shelter plans and procedures for buildings occupied by their unit members. Provide a copy of each plan to 442 CES/CEX for review and record.

2.9.9.2. Unit EM representatives for these facilities will ensure reserve occupants are informed of response actions and their assigned shelter locations for natural disaster (tornado) and designated shelter-in-place rooms for HazMat/CBRN releases. This is especially important to know for UTA weekends when RegAF host unit members may not be on duty to provide direction.

2.9.9.3. Host unit sheltering information will be displayed on unit EM bulletin boards using 442FWVA 10-2502, *Facility Sheltering Procedures*, 442FWVA 10-2503, *Facility Sheltering Locations*, Facility Natural Disaster Shelter Location Layout and Facility HazMat/CBRN SIP Location Layout in reserve unit occupied areas of buildings 159 (e.g. 442 LRS/LGRT fulltime office) and 711 (e.g. 442 SFS computer lab).

MICHAEL T. SCHULTZ, Colonel, USAF
Commander, 442d Fighter Wing

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

Whiteman AFB (WAFB) Installation Emergency Management Plan (IEMP) 10-2, 4 January 2019

AFPD 10-2, *Readiness*, 6 November 2012

AFPD 10-25, *Emergency Management (EM)*, 22 April 2019

AFI 10-2501, *Emergency Management Program*, 10 March 2020

AFI 10-2501_AFRCSUP, *Air Force Emergency Management Program*, Air Force Reserve Command Supplement, 19 October 2017

AFI 23-101_AFGM2019-01, *Air Force Materiel Management*, 9 September 2019 AFMAN 32-1007_AFRCSUP, *Readiness and Emergency Management (R&EM) Flight Operations*, Air Force Reserve Command Supplement, 12 December 2019

AFMAN 33-363_AFGM2019-1, *Management of Records*, 31 May 2019

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 2861, *Cross-Reference*

DD Form 2875, *System Authorization Access Request (SAAR)*

ICS Form 214, *Activity Log*

Abbreviations and Acronyms

AAR—After Action Report

ABU—Airman Battle Uniform

ACES—Automated Civil Engineer System

ADLS—Advanced Distributed Learning Service

AEF—Air Expeditionary Forces

AEFI—Air Expeditionary Forces Indicator

AF—Air Force

AFB—Air Force Base

AFEM—Air Force Emergency Management

AFEMPC—Air Force Emergency Management Program Course

AFI—Air Force Instruction

AFIMS—Air Force Incident Management System

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRCSUP—Air Force Reserve Command Supplement
AFRIMS—Air Force Records Information Management System
AGR—Active Guard Reserve
ARC—Air Reserve Component
ARIS—Automated Readiness Information System
ART—Air Reserve Technician
ATNAA—Antidote Treatment-Nerve Agent Auto-Injector
BAR—Basic Airman Readiness
BDOC—Base Defense Operations Center
BDR—Basic Deployment Readiness
BEPO—Base Emergency Preparedness Orientation
BVO—Black Vinyl Overboot
C2—Command and Control
CAC—Common Access Card
CANA—Convulsant Antidote for Nerve Agent
CAP—Corrective Action Plan
CAT—Crisis Action Team
CBRN—Chemical, Biological, Radiological, Nuclear
CBRNDT—Chemical, Biological, Radiological, Nuclear Defense Training
CBRNE—Chemical, Biological, Radiological, Nuclear and high-yield Explosive
CBT—Computer Based Training
CCA—Contamination Control Area
C-CBRN—Counter-Chemical, Biological, Radiological and Nuclear
CCO—Control Center Operations
CCT—Contamination Control Team
CDDAR—Crash Damage or Disabled Aircraft Recovery
CIV—Civilian Member
COA—Course of Action
COB—Close of Business
COP—Common Operating Picture

COTS—Commercial Off The Shelf
CPO—Chemical Protective Overgarment
CSS—Commander Support Staff
CTR—Contract Member
DOC—Designed Operational Capability
DoD—Department of Defense
DoE—Department of Energy
DSCA—Defense Support of Civil Authorities
DRF—Disaster Response Force
ECC—Emergency Communications Center
EDIPI—Electronic Data Interchange Personal Identifier
EM—Emergency Management
EMSG—Emergency Management Steering Group
EMST—Emergency Management Support Team
EMWG—Emergency Management Working Group
EOC—Emergency Operations Center
ERT—Emergency Response Tool
ERT—Expeditionary Readiness Training
FoS—Family of Systems
FOUO—For Official Use Only
FPCON—Force Protection Condition
FWVA—Fighter Wing Visual Aid
GCE—Ground Crew Ensemble
GSA—General Services Administration
GVO—Green Vinyl Overboot
HAF—Headquarters Air Force
HazMat—Hazardous Materials
HHQ—Higher Headquarters
HQ—Headquarters
HS—Home Station
HVAC—Heating, Ventilation and Air-Conditioning
IAW—In Accordance With

IBA—Individual Body Armor

ID—Identification

IEC—Individual Equipment Carrier

IED—Improvised Explosive Device

IEMP—Installation Emergency Management Plan

IGEMS—Inspector General Evaluation Management System

ILS-S—Integrated Logistics System-Supply

INWS—Installation Notification and Warning System

IPE—Individual Protective Equipment

IS—Information System

JSGPM—Joint Service General Purpose Mask

JSLIST—Joint Service Lightweight Integrated Suit Technology

LAN—Local Area Network

LDP—Liquid Detection Point

LMR—Land Mobile Radio

MCC—Medical Control Center

METL—Mission Essential Task Listing

MGRS—Military Grid Reference System

MICT—Management Internal Control Toolset

MOC—Maintenance Operations Center

MOPP—Mission-Oriented Protective Postures

NAAK—Nerve Agent Antidote Kit

NAPP—Nerve Agent Pyridostigmine Pretreatment

NDA—National Defense Area

NDRE—Natural Disaster Response Exercise

NIPRNET—Unclassified but Sensitive Internet Protocol Router Network

NLT—No Later Than

NTF—Newcomer's Training Flight

OCP—Operational Camouflage Pattern

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

PAR—Post Attack Reconnaissance

PEC—Program Element Code
PII—Personally Identifiable Information
PMCS—Preventive Maintenance Checks and Services
PR—Program Review
QNFT—Quantitative Fit Test
QRC—Quick Reference Card
UCC—Unit Control Centers
UTA—Unit Training Assembly
RDS—Records Disposition Schedule
R&EM—Readiness and Emergency Management
RegAF—Regular Air Force (a.k.a. Active Duty)
RI—Reporting Instructions
RoB—Rules of Behavior
RSDL—Reactive Skin Decontamination Lotion
RTF—Response Task Force
SAAR—System Authorization Access Request
SAC—Self-Assessment Communicator
SAPM—Self-Assessment Program Manager
SIP—Shelter-In-Place
SM—Shelter Monitor
SOC—Squadron Operations Center
SOF—Supervisor of Flying
TFI—Total Force Integration
TOC—Table of Contents
TQT—Task Qualification Training
TR—Traditional Reservist
TTP—Tactics, Techniques and Procedures
UCC—Unit Control Center
UDM—Unit Deployment Manager
UEI—Unit Effectiveness Inspection
USG—United States Government
USM—Unit Security Manager

UTA—Unit Training Assembly

UTAPS—Unit Training Assembly Participation System

UTC—Unit Type Code

UTM—Unit Training Manager

UXO—Unexploded Ordnance

WAFB—Whiteman Air Force Base

WBT—Web-Based Training

WDP—Waste Disposal Point

WIT—Wing Inspection Team

WMD—Weapons of Mass Destruction

VDP—Vapor Detection Point

ZTP—Zone Transition Point