

**BY ORDER OF THE COMMANDER
OF ARNOLD AIRFORCE BASE**

**ARNOLD AIR FORCE BASE
INSTRUCTION 21-201**



8 MAY 2019

Maintenance

**ARNOLD ENGINEERING
DEVELOPMENT COMPLEX
MUNITIONS PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Manual (AFMAN) 21-200, *Munitions and Missile Maintenance Management*, AFMAN 21-201, *Munitions Management* and applicable Air Force Material Command (AFMC) supplements. This instruction implements munitions procedures for munitions assets managed by FV2804 SRAN (stock record account number). This instruction lays out the procedures that will be used by Arnold AFB for conducting munitions operations and maintenance. These procedures will be used in conjunction with all applicable item technical orders and applicable Air Force Instructions. This instruction is applicable to all government/contract personnel conducting munitions maintenance procedures. It is the responsibility of all unit commanders, custody account custodians, and munitions personnel to ensure compliance with procedures outlined in this instruction. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through appropriate chain of command.

SUMMARY OF CHANGES

This publication has been substantially revised and needs to be completely reviewed. Major changes include renaming to Arnold Air Force Base (ARNOLDAFB) Instruction, and substantial changes to Procedures.

1. Roles and Responsibilities.

1.1. AEDC Commander (AEDC/CC) is responsible for all assets and resources on AEDC to accomplish munitions maintenance and execute this instruction.

1.2. Munitions Accountability Systems Officer (MASO). Responsible for maintaining accountability for all munitions assets that fall under the FV2804 SRAN, ensuring this instruction is kept up to date with current directives published by HQ USAF and HQ AFMC, ensuring unit commanders and custodians are briefed on their responsibilities, notifying commanders and custodians of fiscal year (FY) allocations and forecast instructions when received from HQ AFMC, assisting in submission of out-of-cycle requests when FY allocations do not satisfy mission requirements and notifying commanders when accounts are not being managed in accordance with (IAW) AFMAN 21-201, applicable supplements, and this instruction.

1.3. Organizational Commander (using commander) must ensure personnel required to handle explosives complete explosive safety every 15 months in IAW AFI 91-202, *The US Air Force Mishap Prevention Program*. Contact AEDC Safety, commercial (931) 454-7293 or DSN 340-7293, for information on the explosive safety-training program. Obtain explosive safety license for types and quantities of munitions stored outside the munitions storage area, as necessary. Provide accurate and timely forecasting, adequate storage, proper security/control, and custodial responsibilities for all munitions items including COTS (Commercial off the shelf munitions) that your organization receive. Ensure timely completion of custody account inventories and sign the inventory listings.

1.4. Custodians. Monitor on-hand munitions assets to ensure authorized quantities listed on the Explosive Safety License are not exceeded. Ensure accountability and inventory integrity are maintained. Ensure safety, security, lot number integrity, and accountability of all issued munitions is maintained until the assets are expended or turned in. Ensure an auditable record of all issues, expenditures, turn-ins and COTS packages of munitions items is accurate and up to date when submitted to the munitions flight for processing/filing. Become familiar with responsibilities as outlined in this instruction, AFMAN 91-201, AFMAN 21-201, and applicable AFMC Supplements. Report all loss, damage, destruction, or suspected theft of munitions to the MASO through their chain of command. Report all expenditures within 2 days from the date of expenditure and request assets to replenish their stock as required. Physically inventory all custody munitions quarterly. This step includes coordinating with munitions operations to schedule inventory time and date. Ensure munitions issued to their account are used only for their intended purpose.

2. Procedures

2.1. Movement and Movement Control

2.1.1. All munitions/explosives regardless of inside or outside MSA (munitions storage area) will be securely tied down to the vehicle. All movements require two each 2A10BC fire extinguishers and wheels will be chocked when loading or unloading munitions.

2.1.2. Movements outside the MSA will follow either the primary or the alternate route. Exception: Movements of munitions within a munitions storage area, or to and from licensed storage locations.

2.1.3. Do not load or unload explosives from a motor vehicle while the engine is running.

2.1.4. Placard vehicles when transporting explosives on or off base. Placards may be omitted for transporting HD 1.4 material on base.

2.1.5. All movements will be conducted by two munitions personnel. Account custodians DOD and Contractors are responsible for all moves of assigned assets unless previously coordinated with munitions personnel.

2.1.6. Movement inputs will be conducted by using AF 4331, *Munitions Transaction Sheet*. All CAS (combat ammunition system) inputs will be attempted to be updated within 1 hour and no later than 1 duty day.

2.1.7. Storage locations will follow TO 11A-1-61-1 for custody and courtesy stored assets. Storage locations for account custodians outside of courtesy storage will be the organization identifier and the document number.

2.1.8. All movements will be verified weekly by the MASO while reviewing the AM903A (transaction history report). Any discrepancies will be physically verified and corrected within 3 duty days of discovery.

2.2. Document Control and Document Flow.

2.2.1. Issues, receipts, expenditure requests, and turn-in requests will be filed by munitions personnel within 10 duty days. Munitions personnel will pick-up shipment documents from TMO (transportation management office) once notified shipment has left the installation. Shipments will be filed no later than five duty days after the shipment departs.

2.2.2. Munitions personnel will have full access to working documents and official electronic documents.

2.2.3. Perform final QC checks on all documents IAW AFMAN 21-201, Table A5.1. and digitally sign before filing.

2.2.4. AME02A (document control report) will be reviewed weekly by munitions document control personnel to determine the status of outstanding documents.

2.3. Controlled Area Procedures

2.3.1. Entry and Exit Procedures: Unescorted entry into buildings 2204, 2208, 2209 MSA and 251, 430,111 security forces vaults, 100 OSI vault, G-Range building 360 will be limited to those identified in writing by the applicable branch chief. These individuals are responsible for ensuring all facilities are secured appropriately. When the facility is opened, the locks will be attached and locked to the hasps for key and lock security. These individuals are also responsible for ensuring all escorted individuals exit the facility and document on AF Form 1109, Visitor Control Log, if applicable. Random searches will be performed by owner/user on vehicles entering the fenced area of building 2204, along with as needed searches of items hand carried by personnel entering buildings 2208 and 2209.

2.3.1.1. Individuals requiring access into these facilities, and not on the access list, will notify the appropriate personnel and be escorted into these facilities. These individuals will be signed in on the AF Form 1109, Visitor Control Log, or computer generated equivalent.

2.3.1.2. If frequent access is needed the appropriate personnel will develop an Entry Authorization Listing (EAL) for duration of required access. These individuals will be escorted in these facilities.

2.3.2. Bomb Threat Procedures: Buildings 2204, 2208, and 2209 are munitions storage structures and do not have the threat of a bomb threat. The office will follow the bomb threat checklist as directed by the Chief of TSSA.

2.3.3. Emergency Action Procedures: For fire and dropped munitions emergency action procedures, follow munitions crew briefing.

2.3.4. Entry Requirements: As stated above, the munitions section has limited personnel. Other individuals with a need for entry will notify the MASO for approval. The procedures in [paragraph 2.3.1](#) will be followed.

2.3.5. Munitions Emergency Action/Protection Efforts: All munitions will be stored in an approved explosive site or licensed facility. These facilities will have a shrouded hasp and high security lock. Cat I and Cat II munitions will be stored in building 2204.

2.3.5.1. Controlled area keys and locks will follow the procedures outlined in AFMAN 21-200 and AFMAN 21-201. These keys will be stored in a GSA approved safe separate from other keys and only issued to authorized personnel. Use AF Form 2432, Key Issue Log, for key issue and AF Form 2427, Lock and Key Control Register, for audit. Keys will never be left unattended; they will be secured in the safe when not in use. Keys will not leave the base. Keys will be inventoried weekly when not used and at the beginning and end of the shift when used. If keys are lost/stolen, the locks will be replaced immediately.

2.3.5.2. In case of fire or other emergencies the facilities will be locked unless unsafe to do so. If facilities cannot be locked, all efforts to protect the munitions safely will be exhausted.

2.3.6. Controlled Area Free Zones: Follow procedures outlined in AFI 31-101, Chapter 5 if needed.

2.3.7. Robbery Procedures: Authorized individuals will protect the munitions with all means necessary. In the event of a robbery, use the robbery checklist to identify the individual and report immediately to the authorities. Notify authorities of the assets stolen to include but not limited to nomenclature and quantity. Secure remainder of un-stolen assets.

2.3.8. Alarm Systems: Facilities will be alarmed each time the facilities are left unattended. Respond to all alarms when notified by security forces, ensuring nothing has been tampered with. Perform quarterly alarm check. The alarm box on building 2204 will be locked with a four position combination lock when not in use. Building 2204 gates will be locked with four position locks when left unattended.

2.3.9. Emergency Entry and Egress Procedures: The controlled area monitors will be contacted in the event of any emergency. For fires, etc. the on-scene commander will use any necessary means to stabilize the situation. Egress procedures will follow the munitions crew book.

2.3.10. Commercial Vehicle Entry and Control Procedures: The munitions storage area is not a controlled area. Commercial vehicles will be authorized in the area for the purpose of shipment, receiving, maintenance, or utilities. These vehicles will only be escorted when needing in buildings 2204, 2208, and 2209. Entry into the munition structures will be limited by the MASO or representative.

2.4. Commercial Off-The-Shelf (COTS) Ammunition

2.4.1. All munitions/explosives entering Arnold AFB TN will be picked up on record through CAS by the Senior Munitions Inspector (SMI), controlled by the installation MASO, or issued to a custody account. This includes but is not limited to COTS, and RD&T explosives/munitions.

2.4.2. The SMI is responsible for inspecting all munitions/explosives that enter Arnold AFB, TN.

2.4.3. Before assets are purchased a COTS package will be submitted IAW AF1 21-201_AFMCSUP para 7.3.8 through para 7.3.8.4.1.

2.4.4. All ESSS or SSS will be completed and submitted by the requesting unit.

2.4.5. The ESSS or SSS will be routed through the following AF agencies for coordination/approval: (TSSA) MASO, Environmental and Bioenvironmental, Weapons Safety Office (AEDC-SE), EOD, TMO, Judge Advocate Office (AEDC-JA), TSS Director (TSS), and AEDC/CC.

2.4.6. Requesting units will establish written tech data for each explosive/munitions asset. The tech data will include but not limited to the following:

2.4.6.1. Instructions for accountability, storage, handling (including shelf/service life and drop distance criteria), training, emergency procedures, and disposition of malfunctions (duds), residue, and excess will be included.

2.4.6.2. Procedures for Restricted/Suspended munitions: These procedures will include as a minimum: notification of any malfunctions, notification to all servicing munitions activities of restricted munitions, disposition of restricted/suspended munitions, procedures for the proper disposition of excess/unused munitions, fund cite for any costs required for the proper disposition of unserviceable munitions, Provide redistribution orders with shipping fund cite to servicing munitions activity, if required.

2.5. Personal Protective Clothing and Equipment:

2.5.1. Clothing: Each portable power tool operator will wear suitable work clothes. When and if necessary operators will wear caps or other garments to keep their hair from coming in contact with rotating or moving parts of the tool. No worker will wear loose sleeves, neckties, rings, or other clothing or jewelry that could become tangled in a hand power tool.

2.5.2. Protective Eyewear: Operators will wear protective eyewear and/or face shields for hand power tool operations that may cause flying particles. Overhead work makes this requirement extremely important.

2.5.3. Hearing Protection: Workers will wear earplugs and/or earmuffs when working with hazardous noise producing equipment.

2.5.4. Heat producing Devices:

2.5.4.1. The heat-sealing machine is used for sealing barrier-bagged assets. This device will only be used when necessary and will be unplugged and allowed to cool once use is no longer required. This device will only be used in an approved operating location and will not be used in an explosive storage facility.

2.6. Static Grounding:

2.6.1. Personnel will follow T.O. procedures when dealing with EIDs (electrically initiated devices).

2.6.2. Personnel handling the explosives will equalize their static electrical potential to that of the aircraft, vehicle or handling equipment, before beginning operations and at frequent intervals thereafter to discharge any static buildup.

2.7. Static Grounding Techniques:

2.7.1. Accomplish static grounding of personnel by any of the following:

2.7.2. Through the use of wrist-strap connected to the facility ground.

2.7.3. By periodically touching a grounded surface or grounding bar.

2.7.4. By wearing conductive footwear on conductive floors, mats or runners, if the floor, mat, or runner is properly grounded.

SCOTT A. CAIN, Colonel, USAF
Commander

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

AFMAN 21-200, *Munitions and Missile Maintenance Management*, 9 August 2018
AFMAN 21-201, *Munitions Management*, 26 March 2019
AFMAN 91-203, *Air Force Consolidated Occupational Safety Instruction*, 11 December 2018
AFI 21-201_AFMCSUP, *Munitions Management*, 10 December 2015
AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015
AFI 31-101, *Integrated Defense (FOUO)*, 5 July 2017
AFMAN 91-201, *Explosives Safety Standards*, 21 March 2017
TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*

Adopted Forms

AF Form 4331, *Munitions Transaction Sheet*
AF Form 1109, *Visitor Register Log*
AF Form 2432, *Key Issue Log*
AF Form 2427, *Lock and Key Control Register*
AF 1768, *Staff Summary Sheet*

Abbreviations and Acronyms

AEDC/CC—Arnold Engineering Development Complex, Commander
AEDC/TSS—Test Systems Sustainment
AEDC/TSSA—Test Systems Sustainment Assets
AEDC/SE—Safety Office
AEDC/JA—Judge Advocate Office
CAM—Controlled Area Management
CAS—Combat Ammunition System
CAT I, CAT II—Category Risk Code
CIIC—Controlled Inventory Item Code
COTS—Commercial Off-the-Shelf
DOT—Department of Transportation
EAL—Entry Authorization Listing
EED—Electrically Initiated Device

EOD—Explosives Ordinance Disposal
ESSS—Electronic Staff Summary Sheet
FY—Fiscal Year
FV2804—Stock Record Account Number
GSA—General Services Administration
HC—Hazard Classification
IHC—Interim Hazard Classification
MASO—Munitions Accountability Systems Officer
MSA—Munitions Storage Area
QC—Quality Control
RD&T—Research, Development and Test
SMI—Senior Munitions Inspector
SSS—Staff Summary Sheet
TMO—Traffic Management Office

Attachment 2

PRE-TASK INFORMATION

A2.1. General

A2.1.1. All applicable technical orders and source documents will be used to gather data for pre-task safety briefings.

A2.1.2. Operating locations with explosives will update Base Operations and Fire Department with facility status as changes occur.

A2.1.3. Spotters are mandatory when backing an explosive laden vehicle.

A2.1.4. Safety toed shoes will be worn during all operations, gloves will be worn picking up any wooden container or any container that could impose an injury.

A2.1.5. Casuals and visitors do not require the full pre-task safety briefing. They only need to be briefed on the type of operation being performed and given evacuation and firefighting guidance. **NOTE:** Casuals are personnel that are not normally part of an operation, but have duties that require their presence (QA, safety, or inspection personnel). Operations may continue while casuals are in the operating location. **NOTE:** Visitors are non-essential personnel. All explosive operations will halt when visitors are in the area. Operations may continue when all visitors have left the area.

A2.2. Severe Weather Precautions:

A2.2.1. Base Operations will notify munitions personnel when severe weather is likely.

A2.2.2. Lightning Warning

A2.2.2.1. Definition: A Lightning Warning will be in effect whenever lightning is within a 10 nautical mile radius of Arnold AFB.

A2.2.2.2. All explosive operations will stop during a lightning warning, and may resume when storm activity has ceased.

A2.3. Munitions Storage Area Fire Fighting Plan

A2.3.1. In the event of an actual fire or fire drill, the following steps will be taken.

A2.3.1.1. One person will be directed to notify the base fire department by phone at 454-5592.

A2.3.1.2. Personnel will attempt to fight fires when explosives are not directly involved in fire or if the fire is in the early stages. **EXCEPTION:** Fires involving HC/D 1.1 munitions **will not** be fought unless a rescue attempt is being made.

Attachment 3

PRE-TASK CHECKLIST

Table A3.1. Pre-Task Checklist.

<input type="checkbox"/> 1. Ensure all personnel on the crew are signed off or opened up in applicable training records for the task at hand.
<input type="checkbox"/> 2. Ensure serviceable handheld radio is available where telephone notification of an emergency is not practical (i.e. operations at an igloo, pad, flight line, etc.).
<input type="checkbox"/> 3. Inspect (IAW 91-203) and ensure a minimum of two, serviceable 2A10BC or higher rated fire extinguishers are available for immediate use.
<input type="checkbox"/> 4. Ensure two serviceable fire extinguishers are available and suitable for the hazards involved.
<input type="checkbox"/> 5. Open appropriate work order.
<input type="checkbox"/> 6. Review and inspect all equipment involved in the operation (to include eyewash/shower as applicable).
<input type="checkbox"/> 7. Review and ensure net explosive weight (NEW) limits for sited location(s) are not exceeded prior to start of operation.
<input type="checkbox"/> 8. Preposition equipment and vehicles as required. Ensure equipment involved in the operation is positioned at least 25 feet from explosive operations.
<input type="checkbox"/> 9. All fire exits (egress paths and doors) are identified and not locked/blocked.
<input type="checkbox"/> 10. Personnel limits will be observed as they are posted at the operating location.
<input type="checkbox"/> 11. Ensure required safety equipment is on hand and that it has been inspected IAW item T.O./applicable safety standards (i.e. fire extinguishers, explosive operation signs as applicable, etc.).
<input type="checkbox"/> 12. Vehicles or trailers must be chocked with brakes set prior to loading/unloading. This also applies to trailers not attached to tractors (down-jacked).
<input type="checkbox"/> 13. All pertinent technical data is available to include pertinent information to the operation derived from Safety Data Sheets (SDS are maintained at each permanent operating location, shops, and/or Support).
<input type="checkbox"/> 14. Ensure all vehicles transporting/towing munitions have two serviceable 2A10BC or higher rated fire extinguishers.
<input type="checkbox"/> 15. Ensure personnel have/use appropriate Personal Protective Equipment for the operation being conducted IAW item T.O./applicable AFOSH Standard/MSDS (i.e. gloves, eye protection, arm protection, helmet, etc.).

Attachment 4

PRE-TASK SAFETY BRIEFING

A4.1. Responsibility

A4.1.1. The crew chief(s) will assign emergency action responsibilities in accordance with this instruction and provide a safety briefing to all crew members and casuals prior to the start of each explosives operation.

A4.1.2. Crew chiefs will ensure crew members, casuals, and visitors understand their assigned tasks within this crew briefing.

A4.1.3. Casuals are persons not normally part of an explosives operation but have duties that require their presence, such as munitions supervision, quality assurance, safety or inspection personnel.

A4.1.4. Visitors are non-essential personnel with limited access. Visitors will be briefed upon arrival and operations will stop until they depart.

A4.1.5. Crew chiefs are required to brief casuals and visitors all items that are identified with an asterisk (*) upon arrival.

A4.2. Pre-Task Briefing

Figure A4.1. Task Briefing.

WARNING

*** Personal cellular phones, pagers, and PDAs pose an electromagnetic radiation (EMR) hazard to exposed munitions. These personal electronic devices will not be used or carried during any munitions movement/operation without written approval. Furthermore, do not transmit handheld radios or official use cellular phones closer than 10 feet of exposed explosives outside of their Department of Transportation (DOT) packaging. Remote keyless entry devices (also known as 'key FOBs') will not be closer than 6 inches from all EEDs, if the device does not meet Code of Federal Regulations (CFR), Title 47, Telecommunication, Part 15, Radio Frequency Devices, paragraph 15.231 asset will not come within 10ft of munitions. Crew chiefs will ensure compliance with this warning.**

A4.2.1. Crew Chief of operation (Rank/Name): _____

A4.2.2. Operation location _____

A4.2.2.1. Explosives Limits (NEW): Maximum _____ Actual _____

A4.2.3. Operation to be performed: _____

A4.2.4. Munitions involved:

A4.2.5. Item Technical Order(s) (T.O.):

A4.2.6. Personal Protective Equipment (PPE) and specific item safety/equipment:

A4.2.7. *Hazard/Class/Division/Compatibility Group/Chemical Symbol(s)/N.E.W.:

A4.2.7.1. Involved in the operation:

A4.2.7.2. Highest present in the building/location:

A4.2.8. Principal explosive hazards associated with this operation:

A4.2.9. Special handling requirements:

A4.2.10. Drop distances:

A4.2.10.1. Item: _____ Packaged: _____ Unpackaged: _____

A4.2.10.2. Item: _____ Packaged: _____ Unpackaged: _____

A4.2.10.3. Item: _____ Packaged: _____ Unpackaged: _____

A4.2.10.4. Item: _____ Packaged: _____ Unpackaged: _____

A4.2.10.5. Item: _____ Packaged: _____ Unpackaged: _____

Table A4.1. List of Limited Personnel.

Personnel Limits:	MAXIMUM	ACTUAL
Supervisors:		
Workers:		
Casuals:		

Table A4.2. List of Crew Members.

CREW MEMBER NAMES	CASUAL NAMES

A4.2.11. At this time remove all rings, watches, jewelry and ensure only safety-toed boots are worn. Line badges in a neck lanyard may only be worn if they have a breakaway connection (wear is also at the discretion of supervision and the crew chief).

A4.2.12. Casuals/Visitors are present as observers.

A4.2.12.1. Visitors are non-essential personnel with limited access. Visitors will be briefed upon arrival and OPERATIONS WILL STOP until they depart. Visitors WILL NOT touch any munitions items.

A4.2.12.2. Casuals are persons not normally part of an explosives operation but have duties that requiring their presence, such as munitions supervision, quality assurance and safety or inspection personnel. Casuals will observe only and WILL NOT handle any munitions items.

A4.2.13. Visually inspect grounded surfaces and grounding points for serviceability as applicable. Personnel will ground themselves upon entry and periodically afterwards when working with EID's, exposed explosives that can be initiated by static electricity, or as required by the Item Technical Order.

A4.3. Emergency Actions:

A4.3.1. In case of emergency, immediately notify OPS center by the most expedient method available (radio, telephone _____ or runner).

A4.3.2. In the event munitions are dropped or involved in a fire, all operations in the immediate vicinity will be stopped and personnel will evacuate to appropriate initial withdrawal distances. MASO will determine subsequent withdrawal distances and locations as necessary. After evaluation of the situation, the on-scene commander may adjust the withdrawal distance for non-essential personnel.

A4.3.2.1. Initial Withdrawal Distance: For assets involved in fire: _____ft.
(Use K105 factor if over 55,285 lbs) For assets NOT
involved in fire: _____ft.

A4.3.2.2. Withdrawal Location: For assets involved in fire: _____ft.
For assets NOT involved in fire: _____ft. **NOTE: Upon arrival at the evacuation assembly point, the highest ranking individual will act as the On Scene Commander (until relieved by EOD or Fire Department) and will establish personnel accountability and provide that information to Ops center by radio, phone or runner. Additionally, MASO will be immediately informed of changes to personnel present at the withdrawal location as they occur. This is to include the names of individuals left at the scene for fire-fighting or lifesaving attempts**

A4.3.3. In case of fire, the following actions will be taken by the individuals identified below:

A4.3.3.1. _____will activate fire alarm, if available, and evacuate all non-essential personnel and account for them at the withdrawal location.

A4.3.3.2. _____will notify Ops center by any means possible and give type of emergency, location, item fire symbol, etc.

A4.3.3.3. _____will proceed to the Entry Control Point with this book, unless a greater evacuation distance is required due to type hazard/class of munitions involved and direct responding agencies (fire dept., hospital, etc.) to the emergency site.

A4.3.3.4. _____ and _____ will immediately attempt to fight all fires starting in the vicinity of ammunition or explosives with all available means to prevent the spreading of fire and munitions involvement. If fire engulfs munitions, supplies direct heat, or is too large to fight with equipment on hand, personnel involved shall evacuate and seek safety based on the below guidance extracted from AFMAN 91-201, Table 10.1.:

A4.3.3.4.1. Fire symbol 1 – Do not fight fire unless rescue attempt is planned.

A4.3.3.4.2. Fire symbol 2 – Give alarm; attempt to extinguish fire if in early stage.

A4.3.3.4.3. Fire symbol 3 – May be fought if explosives are not directly involved.

A4.3.3.4.4. Fire symbol 4 – Fight these fires.

A4.3.3.5. If an evacuation occurs, casuals and visitors will immediately contact the ranking individual at the withdrawal location. Casuals and visitors will not depart the withdrawal location until released by the ranking personnel (the on-scene commander).

NOTE: If an abnormal condition or situation arises during an explosives operation, crew members are responsible for bringing it to the attention of the crew chief. The crew chief will stop the explosives operation and seek guidance from the appropriate technical experts.

A4.3.4. In the event of an emergency that causes physical injury, notify Ops center immediately by radio or phone (911 for off base) giving the type of emergency and location. Ops center will respond by initiating procedures in accordance with applicable emergency checklists. **Personnel at the scene of the emergency will:**

A4.3.4.1. Cease all operations.

A4.3.4.2. Provide aid to injured personnel.

A4.3.4.3. Try to eliminate or minimize the hazards, if possible, until authorities assume control.

A4.3.4.4. In case of fire, attempt to extinguish consistent with firefighting criteria.

A4.3.4.5. Direct/escort responding emergency personnel/vehicles to the incident site.

A4.3.4.6. In case of a vehicle accident, do not move vehicles unless safety is being compromised or until told to do so by authorized personnel (i.e. Emergency Services, VCNCO, and MASO).