

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

**BARKSDALE AIR FORCE BASE  
INSTRUCTION 10-260**



**21 OCTOBER 2021**

**Operations**

**ATHOC INSTALLATION WARNING  
SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 10-2, *Readiness*, and AFD 10-25, *Emergency Management*. It outlines the purpose, procedures, and responsibilities associated with the operation of the Barksdale AFB AtHoc Installation Warning System (AtHoc IWS). It applies to all active-duty and Department of Defense civilian personnel assigned to the 2d Bomb Wing and 307<sup>th</sup> Bomb Wing, and is informational for personnel assigned to Headquarters, Air Force Global Strike Command, Headquarters, Eighth Air Force and other mission partner units located on Barksdale AFB. This publication may not be supplemented or further implemented / extended. Air Force Reserve Command, Air National Guard, and Civil Air Patrol personnel will follow guidance from their appropriate major command (MAJCOM) or Guard Bureau. Refer recommended changes and questions about this instruction to the OPR using the AF Form 847, Recommendation for Change of Publication. Waiver authority for this instruction is the 2 BW/CC. This publication requires the collection and / or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect or maintain the records prescribed in this publication are contained in 10 USC 8012. The information will be used by management to alert personnel in the event of an emergency. Routine uses listed in AFDIR 37-144, *Air Force Privacy Act Systems of Records Notices*, apply. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Disposition Schedule located at <https://afrims.cce.af.mil/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

This publication has been revised. This rewrite of BAFBI 10-260 includes updated procedures on downloading, usage and implementation of the mobile AtHoc app. In addition sections about the updated ability to utilize AtHoc to activate the Giant Voice system.

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## Chapter 1

### GENERAL INFORMATION

#### 1.1. Executive Summary.

1.1.1. As a result of the terrorist attack in Chattanooga, Tennessee, on 2 October 2015, the Secretary of Defense (SECDEF) signed a memorandum mandating every military installation and off-installation facility to have an Emergency Mass Notification System (EMNS).

1.1.1.1. The Air Force requires a single Emergency Mass Notification System to alert and warn 100% of assigned forces quickly and effectively of an emergent event. The Emergency Mass Notification System is used for Command and Control of an installation's forces and assets, with primary resources used during: Increased Force Protection Conditions, Information Protection Implementation, Wing Recall, Force Generation, Crisis Action Team Recall/Relocation, Personnel Accountability and Emergency Mass Notification (i.e. Active Shooters, Chemical, Biological, Radiological and Nuclear [CBRN] incidents, Natural disasters, etc).

#### 1.2. Requirements.

1.2.1. The Barksdale AFB Emergency Mass Notification System consists of AtHoc, Giant Voice, and Little Voice. It fulfills the SECDEF's requirement for a reliable and efficient, method of delivering time-sensitive and potentially life-saving notifications to assigned personnel.

1.2.2. AtHoc, Giant Voice, and Little Voice also satisfy the requirement of AF EMNS CONOPS, to employ a multitude of options to notify personnel in the most expeditious manner possible.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

#### 2.1. Barksdale AFB Agency Directors, Group, and Squadron Commanders will:

2.1.1. Appoint End User Managers in writing to the Barksdale Command Post (BCP) to manage personnel that fall under their unit. It is recommended that UCC representatives and unit CSS are given this responsibility.

2.1.2. Ensure personnel assigned to specialized teams (i.e. Crisis action team (CAT), Emergency Operations Center (EOC), Threat Working Group (TWG), ect) are assigned appropriately in AtHoc.

2.1.3. Ensure AtHoc enrollment/disenrollment is a required item on the local unit In/Out-processing checklist.

#### 2.2. Barksdale End User Managers will:

2.2.1. Ensure the BCP has an accurate appointment letter on file.

2.2.2. Review training slides and checklist upon assumption of duties.

2.2.3. Track enrollment of all unit personnel in AtHoc INWS and ensure compliance.

2.2.4. Ensure enrollment in AtHoc for personnel who have been appointed as a member of a specialized team (i.e. CAT, EOC).

2.2.5. Ensure AtHoc disenrollment of all unit personnel upon PCS/PCA.

2.2.6. Notify the Barksdale CP NLT 5 calendar days prior to their own PCS/PCA and have their operator account removed from AtHoc.

2.2.7. Protect the PII they have access to and do not disseminate the information for other than For Official Use Only purposes.

#### 2.3. End Users will.

2.3.1. Enroll in AtHoc by entering the required contact information (i.e. cell phone, personal e-mail) within 10 duty days of arrival on Barksdale AFB.

2.3.2. IAW AFMAN 10-206, it is mandatory for all military (REGAF and Air Reserve Component), and civilians (bargaining/non-bargaining) to provide an after-hours contact number or personal email emergency notification information. Providing after-duty hours emergency notification information for contractors and non-appropriated funds personnel is strictly voluntary, but is highly encouraged. Foreign Nationals may participate and may remove themselves from the EMNS at any time.

2.3.2.1. 2 BW/CC has mandated all mandatory personnel from [paragraph 2.3.2](#) to provide text message and mobile cell phone numbers to fulfill the above requirement.

2.3.2.2. Members are encouraged to provide contact information for their spouse as well. They are also able to utilize the EMNS mobile app for their dependents. [Attachment 2](#) provides instructions on how to install and use EMNS mobile app.

**2.4. Unit scenario publishing rights:**

**2.5. Request permission in writing from BCP to publish AtHoc scenarios.**

2.5.1. All bases are authorized to create separate channels for other agencies (e.g. Security Forces, Emergency Operations Center, or a squadron). This is allowed in order to manage and transmit mass notification internally to their specific units or personnel working outside the normal office environment (flight line, hangars, construction sites, etc.). This is authorized because they are not transmitting to the entire base populace which is only accomplished by the base Command Post. These notifications will only be published for unit events, emergencies, or accountability recalls, etc.

## Chapter 3

### ATHOC EMNS SYSTEM INFORMATION

#### 3.1. Overview.

3.1.1. AtHoc is a web based system, operated by trained Command and Control Operations Specialists located at the BCP.

3.1.2. The system is designed to transmit computer generated notifications via desk-top pop-up windows, home/work email, and home/work/mobile telephones from the BCP to Barksdale AFB End Users (personnel). It is not designed, nor does it have the capability to replace manual notification procedures.

3.1.3. The most valuable feature of AtHoc is its capability to rapidly transmit alerts of all types to Barksdale AFB personnel, within minutes, during emergency situations. This allows personnel adequate time to take appropriate measures to protect themselves and others.

#### 3.2. Types of Alerts.

3.2.1. **Desktop Pop-ups.** The Desktop pop-up is the system default for all alerts, and is most effective during duty hours. When actuated, a “pop-up window” appears in each workstation connected to the Barksdale AFB network. The pop-up may be accompanied by an audio message or tone. Desktop alerts may include response options for the end user to select, or hyperlinks to click.

3.2.1.1. Desktop pop-ups are color coded according to the following scheme:

3.2.1.1.1. Emergencies (i.e. tornados/active shooters): Orange.

3.2.1.1.2. Weather advisories/watches/warnings: Gray.

3.2.1.1.3. FPCON/INFOCON changes: Blue.

3.2.1.1.4. Recalls: Brown.

3.2.1.1.5. “All Clear”, ENDEX, other: White.

3.2.1.1.6. Heat stress conditions: Correspond with the condition’s flag color.

3.2.2. **Work E-mail.** Work e-mail notifications provide a non-invasive means to notify BAFB users during duty hours. Most general, non-emergency notifications will be received via work email.

3.2.3. **Personal E-mail.** Alerts sent to personal E-mail are only sent to accounts provided by BAFB end users. End users have the option to respond by calling a provided number or responding via email.

3.2.4. **SMS Text.** AtHoc will send a message to the mobile device provided by BAFB end users in the personal information section. Messages may include response options, which may be tracked by the BCP.

3.2.5. **Telephone (text-to-speech).** The system sends a computerized text-to-speech message to the end user's provided phone numbers. Messages may include response options, which may be tracked by the publisher. AtHoc will only attempt one call back if there is no response.

### **3.3. AtHoc and Giant Voice Integration.**

3.3.1. AtHoc system has the capability to activate and transmit message over the base Giant Voice system. This capability will only be utilized by the BCP.

### **3.4. AtHoc Smart Phone Application.**

3.4.1. AtHoc offers a downloadable APP, downloaded through Apple's APP Store and Google Play.

3.4.1.1. Members can register up to 10 personal devices to receive AtHoc alerts. This provides the capability for members to include their family member's mobile devices to ensure they are also notified.

3.4.1.2. The APP requires users to input a password to register a personal device. The password for members at Barksdale AFB is the AtHoc Organization Code: BKAFB.

3.4.2. The mobile application also includes the option to initiate a duress report.

3.4.2.1. Open the application and locate the red button

3.4.2.2. Slide the red button to the left and release, then select send now.

3.4.2.3. If time or situation allows, individuals may submit additional information.

3.4.2.4.

## Chapter 4

### SCENARIO DEVELOPMENT

#### 4.1. Common uses of EMNS:

- 4.1.1. Physical and personal security
- 4.1.2. Specialized recalls
- 4.1.3. Initiation of personnel accountability.

#### 4.2. Emergency uses of EMNS:

- 4.2.1. Situations where immediate notifications are needed include physical security, significant weather events and recalls of specialized teams.

#### 4.3. On-Base alerting.

- 4.3.1. On-Base alerting is best accomplished by desktop, SMS, mobile application and Giant Voice.

#### 4.4. Off-Base alerting.

- 4.4.1. Off-Base alerting is best accomplished by SMS, mobile application.

#### 4.5. Text-to-speech.

- 4.5.1. Text-to-speech option should be considered a secondary channel due to the restrictions on phone ports and associated costs to users.

#### 4.6. Notification Usage.

- 4.6.1. BCP will no longer use AtHoc to contact mobile/home phones, or mobile app for weather notifications other than tornado watches/warnings and HURCON changes.
- 4.6.2. **Attachment 1** is provided as an example of how AtHoc scenarios and alerts will be utilized. Not all options checked are mandatory, however per the AF EMNS CONOPS units *will not* add unmarked sections for scenarios.
- 4.6.3. BCP will have select scenarios that will push a notification over AtHoc, as well as, Giant Voice simultaneously (i.e. Active Shooter and FPCON changes).

## Chapter 5

### PRE-APPROVAL OF TIME SENSITIVE AND LIFESAVING NOTIFICATIONS

#### 5.1. Pre-Approval.

5.1.1. The following *base wide* notifications, along with the specific verbiage, have been pre-approved by the Wing Commander for dissemination. These specific events are considered time sensitive and *any* delay in the notification of personnel could pose a significant risk to preservation of life.

#### 5.2. Tornado Warnings.

5.2.1. Upon issue of a Tornado Warning for the Barksdale area the Command Post will immediately activate the base siren (1-2 min steady tone).

5.2.2. Immediately following the siren activation an AtHoc scenario will be sent to all personnel, using all means available. The verbiage will read, “A Tornado Warning has been issued for Barksdale AFB; Seek shelter immediately!”

#### 5.3. Active Shooter Procedures.

5.3.1. BCP will actively monitor the AFWATCH secure chat, Dataminr, and news outlets and immediately implement Active Shooter procedures if BAFB is in the affected area.

5.3.2. Immediate notification of Active Shooter incidents takes precedence over all actions, with the exception of nuclear events, ensuring emergency mass notification procedures are implemented throughout the service to personnel in the affected area.

5.3.2.1. A situation is considered an “Active Shooter” once confirmed by law enforcement, military individual, through a 911-dispatch, or Homeland Security.

5.3.3. Command Post Controllers will activate the ‘Active Shooter’ scenario in AtHoc using the pre-approved template stating, “Lockdown, Lockdown, Lockdown, Active shooter in progress. Lockdown, Lockdown, Lockdown.

5.3.4. A follow-up message may be sent providing additional details, such as a particular threatened building

5.3.5. All BAFB members should use the following procedures during an active shooter incident

5.3.5.1. **Members with duress capability:** Find a safe place out of danger and dial 911. While on the phone with the 911 (or overseas equivalent) member will minimize active phone screen and simultaneously activate ‘Duress Button’ or press a duress button (if applicable) on another device to notify the Command Post. The duress function will utilize GPS coordinates to identify a city and state of the member under duress. GPS data is permanently deleted per records disposition instructions from AtHoc once the state and city are identified.

5.3.5.2. **Members without Duress capability:** Members will find a safe place out of danger and immediately dial 911(or overseas equivalent) and remain on the phone until the 911 Operator has full details of incident and location. Once notification to the 911 Operator is complete the member will call the closest Command Post to ensure a warning notification of the incident is immediately distributed to all military associated personnel in the affected area. If a second person is available, have them make the notification to the Command Post.

5.3.5.3. The installation Wing Commander or designated alternate is the approving authority for the declaration of the “All Clear” scenario.

MARK C. DMYTRYSZYN, Colonel USAF  
Commander

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

AFMAN 10-206, *Operational Reporting*, 18 Jun 2018

AFI 33-322, *Records Management and Information Governance Program*, 22 Mar 2020

AFPD 33-5, *Warfighting Integration*, 11 Jan 2013

AF EMNS *CONOPS*, 24 Oct 2016

***Prescribed Forms***

*None*

***Adopted Forms***

AF FORM 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**BCP**—Barksdale Command Post

**EMNS**—Emergency Mass Notification System

**CAT**—Crisis Action Team

**CP**—Command Post

**EOC**—Emergency Operations Center

**INFOCON**—Information Condition

***Terms***

**End User Manager(s):**—Designated personnel assigned by their unit commander to manage their individual units AtHoc Database. Their duties include ensuring enrollment and disenrollment/deletion of all unit personnel assigned upon PCS/PCA and listing in AtHoc unit personnel appointed to the Barksdale Emergency Operations Center and / or the Crisis Action Team.

**End User(s):**—All personnel associated with Barksdale AFB to include Active duty assigned and TDY, Department of Defense civilians and contractors, and tenant unit personnel to include AFGSC, 8th Air Force, and other mission partners.

**Pyramid Notification / Recall Procedures.**—Pyramid notification / recall procedures are the requirements implemented to notify or recall base personnel during crisis situations. These procedures utilize a top-down method of notification and bottom-up acknowledgement.

**Unit Publisher(s):**—AtHoc administrator(s), end user manager(s) or other designated representatives who are authorized to initiate unit recalls and notification scripts in AtHoc IWS that broadcast to only assigned unit personnel. Unit publisher(s) will be required to be trained by Barksdale Command Post prior to sending out AtHoc notifications. It is recommended that Unit CSS and or GCC/UCC personnel be given this responsibility.

Attachment 2

BARKSDALE AFB AUTHORIZED USE TABLE

Table A2.1. Barksdale Air Force Base Authorized Use.

Notification Type (Actual or Exercise)	Base Wide	Pop-up PC/Mobile APP		Text Duty Cell/ Personal Cell		Voice Duty Cell/Personal Cell/Home			EMNS Email Duty/Home	
		PC	APP	Duty	Personal	Duty	Personal	Home	Duty	Home
Active Shooter/Lockdown	X	X	X	X	X	X	X	X	X	X
Base Closure	X	X	X	X	X	X	X	X	X	X
Delayed Reporting	X	X	X	X	X	X	X	X	X	X
EMNS Data Update (reminder/monthly)	X	X								
FPCON	X	X	X	X	X	X	X	X	X	X
Heat Stress		X		X					X	
HURCON/TCCOR	X	X	X	X	X	X	X	X	X	X
INFOCON	X	X	X	X	X	X	X	X	X	X
Recall (Base Pyramid)	X	X		X	X	X	X	X	X	X
Recall/Activation/Alert (Selected-ADVON/CAT/ADVON/CAT/EOC/Key Per/TWG/UCC/etc.)				X	X	X	X	X	X	X
Security Incident (Riot/...	X	X	X	X	X	X	X	X	X	X
Temperature (Hot/Freeze/WBGT)		X		X		X				
Tornado (warning/watch)	X	X	X	X	X	X	X	X	X	X
Weather Adv/Watch		X		X		X				
Weather Warning	X	X		X		X			X	
Winds		X		X		X				

Figure A2.1. Mobile AdHoc Installation Guide.



## AF EMNS Mobile App Install

**Note:** This guide uses an iOS phone for screen shots. Your Device may look slightly different, but the process should be the same.

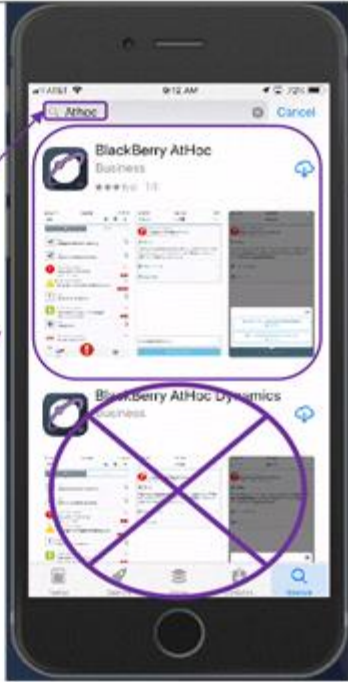
**24/7 Crisis Protection – in the Palm of Your Hand:** This guide will assist you with installing the AFEMNS AtHoc Mobile App on your work or personal device

**Step 1:** Remove any AtHoc apps from your mobile device if previously installed.

**Step 2:** Search 'AtHoc' from the iOS App or Google Play Store.

1) Download the first app:  
**BlackBerry AtHoc** (see note below)

**Caution:** Do Not select the BlackBerry AtHoc Dynamics app




**Step 3:** You will receive several questions, which will determine how the app will perform.

1) "AtHoc" Would like to send you Notifications  
 a) This is needed to advise you of an alert.

2) Allow "AtHoc" to access your location while using the app?  
 You can be notified of a threat or incident in a specific area if targeted. You can turn location service off.

Note: This feature will only identify where you are when you reply to an alert from the mobile app. It will not track your movement. You can always turn off Location Services within your device's settings.

3) Register for Alerts  
 a) Select OK  
 b) You must have an AFEMNS user account updated with your personal email address and know your bases organization code.



NOTE: Your Host Command Post will provide you the Base Org Code. You can also use the Host Base's MAJCOM Org Code (where you are assigned): AFEMNSxxx where the x is replaced with the Host Bases MAJCOM abbreviation. (i.e. AFEMNSACC, AFEMNSAETC, AFEMNSAFGSC, AFEMNSAFDW, AFEMNSAFSPC, AFEMNSAFSOC, AFEMNSAMC, AFEMNSPACAF, AFEMNSUSAFE, AFEMNSAFRC, AFEMNSANG).

**Step 3:** You will need to add your personal email address. Your home email address must be updated in your AF EMNS (AtHoc) profile.

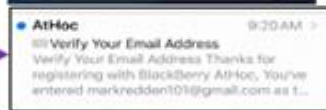
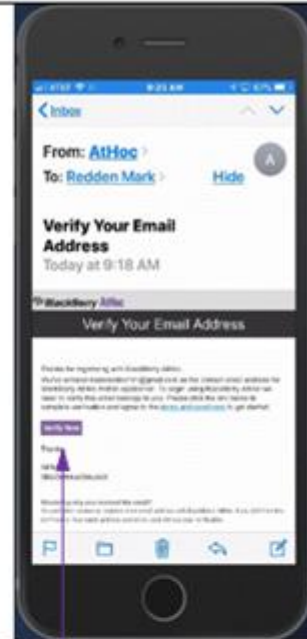
**Note:** Your work email will not verify the mobile app due to AF firewalls and security. You can delete your personal email in your Profile after verification.

**Step 4:** Go to your email account and open the AtHoc email.

**Note:** This may take a few seconds to a few minutes depending on network or Cell connections.

**Step 5:** You will need to select the hyperlink: Verify Now (see note below)

**Note:** Android users should select the terms and conditions link and then Verify Now.



**Step 6:** Go back to your AtHoc App and wait for the screen to change from "Register your email..." to "Enter Organization Code." This may take some time, let it sit. Obtain Org Code from your base AFEMNS POC.

**Note:** If the screen does not automatically switch after 30 minutes, check that you have the correct email used in your profile, or close the app and restart it or restart your phone. If none of these steps work, delete the app and start from step 2 above making sure you have good network connectivity.

Once connected you will see your organization in the menu. Simply touch it to go to your page and view alerts.

