

**BY ORDER OF THE COMMANDER
82D TRAINING WING (AETC)**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 10-2501**

**SHEPPARD AIR FORCE BASE
Supplement**

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Civil Engineering

**AIR FORCE EMERGENCY
MANAGEMENT PROGRAM**

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This supplement implements and further extends Department of the Air Force Guidance Memorandum to Department of the Air Force Instruction (DAFI) 10-2501, *Emergency Management Program*, and establishes procedures for administering and implementing the Sheppard Air Force Base (SAFB) Emergency Management (EM) program. “This publication applies to all civilian employees and uniformed members of the Regular Air Force, the Air Force Reserve, the Air National Guard, the United States Space Force, the Civil Air Patrol when conducting missions as the official Air Force Auxiliary, and those with a contractual obligation to abide by the terms of DAF publications. The authority to collect and maintain the records prescribed in this supplement is 10 United States Code 8013. The applicable System of Record Notice(s) (SORN)035 AF MP 0 - Unit Assigned Personnel Information is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force (AF) Records Information Management System Records Disposition Schedule, or any updated statement provided by the AF Records Management office (SAF/CIO A6P). Refer recommended changes and questions about this publication to the Office of Primary Responsibility using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. See **Attachment 1** for a Glossary of References and Supporting Information.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. This revision adds base level requirements and aligns them with the parent publication. It incorporates material requirements of the SAFB Shelter Program and outlines the duties and responsibilities of the Unit Emergency Preparedness Coordinator, (UEPC), formerly known as the unit Emergency Management Representative, Facility Manager, and the Unit Commander in relation to the management of the unit EM program and unit shelter program. It also outlines the hierarchy of the Unit, Group, and Wing Control Centers (WCC). Changes in this version delineate responsibilities to the units to fill Emergency Support Function (ESF) positions in the Emergency Operations Center (EOC). This supplement also provides guidance to coordinate After Action Report (AAR) information in a timely manner, shelter release protocol, Virtual Operations Center/Common Operating Picture usage requirements, and lastly, emergency preparedness training for newly assigned base personnel.

2.23.2.2.1. **(Added)** EM continuity folders will have the following tabs:

2.23.2.2.2. **(Added) Tab A: EM Quarterly Reports.**

2.23.2.2.2.1. **(Added)** EM Quarterly Reports will be sent to 82d Civil Engineer Squadron (82 CES) Installation Office of Emergency Management (IOEM) no later than the 5th day following the end of the quarter. EM Quarterly Reports are due to the IOEM by the following dates: April 5th for the 1st quarter, July 5th for the 2nd quarter, October 5th for the 3rd quarter, and January 5th for the 4th quarter. EM Quarterly Reports will be signed by the respective commander, or designee, to ensure visibility of their EM program. If the due date falls on a weekend or holiday, it will be due the following duty day. The EM Quarterly Reports satisfy appointment letter requirements for all EM-related duties, i.e., Emergency Operations Center (EOC) members, Unit Emergency Preparedness Coordinators (UEPC), (formally known as Emergency Management Representatives), Crisis Action Team (CAT) members, Augmentees, Specialized Team members, Emergency Management Support Team (EMST) members, Unit Schedulers, and Group Control Center/Unit Control Center (GCC/UCC) members.

2.23.2.2.3. **(Added) Tab B: Unit EM Self-Inspection Reports.**

2.23.2.2.3.1. **(Added)** The UEPC will maintain current plus 1 years-worth of previous reports from EM program reviews and/or EM self-inspection reports with corrective actions (if applicable). Management Internal Control Toolset (MICT) Self-Assessment Communicators (SACs) are used as a unit's EM self-assessment and are accomplished in February and August.

2.23.2.2.4. **(Added) Tab C: A Record of Review of Unit EM Plans and Checklists.**

2.23.2.2.4.1. **(Added)** This folder will contain documentation of the IEMP 10-2 unit specific checklist review process, the checklist itself, commander's approval via email and a coordination letter from the IOEM.

2.23.2.2.5. **(Added) Tab D: EM-Related Publications.**

2.23.2.2.5.1. **(Added)** At a minimum, units will maintain or have electronic access to copies of SAFB IEMP 10-2, DAFI 10-2501, *Air Force Emergency Management Program*, SAFB Supplement to DAFI 10-2501, all EM-related Technical Orders (TOs) (to be maintained with the equipment or available when the equipment is in use), the Be Ready Training Aid, *U.S. Air Force Emergency Notification Signals*, SAFB Visual Aid (VA) 10-2501-1, *Disaster Preparedness Weather Map*, and SAFBVA 10-2501-2, *Tornado Watch/Warning*. VAs are also available from the e-Publishing website or the Emergency Management SharePoint site (<https://usaf.dps.mil/teams/aetc-spd-82msg-ce/CEX/SitePages/Home.aspx>) under “EM Documents” and will be displayed in common or high-traffic areas.

2.23.2.2.6. **(Added) Tab E: General Correspondence.**

2.23.2.2.6.1. **(Added)** UEPCs will coordinate with unit facility managers and IOEM to select and designate shelter locations for approval by unit commander. A map of all shelters in a facility will be posted in common areas and will be briefed to all newly assigned personnel. To facilitate this, floorplans are available through the 82 CES Real Property Office at 940-676-5644.

2.23.3.1. **(Added)** All organizations, including tenant units, must be assigned to a GCC. The 80th Flying Training Wing (80 FTW) will use a WCC for assigned units. GCCs will maintain recall information for all organizations under their control and will send a copy to the Command Post no later than the 5th of every month. Unit, Group and Wing Control Centers may operate independently from the CAT or EOC, but the CAT and EOC require Unit, Group and Wing Control Centers to operate. UCCs will function as focal points for the organization to maintain unit Command and Control (C2), relay information to and from unit personnel, leverage unit resources to support the Incident Commander (IC) and provide expertise to the EOC or IC.

2.23.7.1. **(Added)** Facility Managers will place a wall-powered National Oceanic and Atmospheric Administration (NOAA) Weather Radio in regularly populated or common areas to ensure weather awareness. The radio will have battery back-up capability in the event of power outages. More than one radio may be needed per facility based on size, number of floors, or other circumstances that limit or prevent the radio alarm from being heard. Facility Managers will conduct a quarterly shelter kit inventory on all shelter kits under their control. Inspection results will be reported to the UEPC for the next quarterly report.

2.23.7.2. **(Added)** The unit shelter program will have two elements: Tornado shelters and Hazardous Materials (HAZMAT) Shelter in Place (SIP) shelters. Tornado shelters are used during a tornado warning or when severe weather dictates. Every occupied building on base, unless otherwise marked by SAFBVA 10-2501-6, *Not a Tornado Shelter*, is a potential tornado shelter. Facilities with designated shelters will have SAFBVA 10-2501-3, *Tornado Shelter Left*, and SAFBVA 10-2501-4, *Tornado Shelter Right*, to guide personnel to the shelter. SAFBVA 10-2501-5, *Tornado Shelter*, and/or SAFBVA 10-2501-7, *Shelter in Place HAZMAT (SIP)*, will be displayed at the shelter door. HAZMAT shelters are used during a major accident or terrorist event associated with a release of a HAZMAT that would require personnel to SIP. All required and

optional VAs are available on the Emergency Management SharePoint site (<https://usaf.dps.mil/teams/aetc-spd-82msg-ce/CEX/SitePages/Home.aspx>) under “EM Documents”.

2.23.7.3. (Added) See **Table 2.2** for a list of required shelter kit items.

Table 2.2. (Added) Required Shelter Kit Items.

Note: The following items are minimum required shelter kit items: (* denotes HAZMAT shelter-specific items.)		
Fire Extinguisher (Per Fire Code, extinguishers must be mounted to a wall and not kept loose inside a shelter kit) Grab nearest fire extinguisher while taking shelter, but shelter checklist must note this action)	Two independent means of communication (i.e., landline, phone, cell phone, computer, land mobile radio (LMR), etc.)	82d Medical Group Approved trauma kit includes: Trauma Module (NSN 6545-01-679-7181) (NSN 6545-01-525-9847 can also be used) Tourniquet, Combat Application (NSN 6515-01-521-7976) CPR Module (NSN 6545-01-526-0065) Supplies are purchased through Medical Logistics (AF Form 9 available on the SAFB EM SharePoint site)
Whistle (to signal for help)	Flashlight (w/extra batteries) Hand-crank flashlights allowed	Shelter checklist (as made available in this supplement)
Plastic sheeting (*) (Include cutting tool if not pre-cut)	Duct tape (*)	NOAA Weather Radio (recommend Midland ER 102 or Midland WR120EZ) or any NOAA Specific Area Message Encoding (SAME) equipped radio

6.4.5.1. (Added) Following a tornado or severe weather event requiring shelter operations or a HAZMAT incident requiring sheltering, personnel will remain in shelters until released by Installation Commander. Sheltered personnel will remain alert for command messages announced via AtHoc and the Giant Voice System.

6.4.5.2. (Added) **Command 1 – “WEATHER PASSED, REMAIN IN SHELTER”** – In an effort to reduce injuries from damages utilities, 82d Security Forces Squadron and 82 CES Fire Department will survey the base and report any damage that could pose a hazard to personnel on the roadways.

6.4.5.3. **(Added) Command 2 – “FACILITY MANAGER CHECKS”** – Teams of 2 (minimum) will survey and report facility damage and while doing so, call 911 for serious injuries and render self-aid and buddy care as appropriate for others.

6.4.5.4. **(Added) Command 3 – “EXIT SHELTER”** – Sheltered personnel are released from shelters. Personnel will avoid any debris or areas cordoned off by responders.

7.18.8.1.1. **(Added)** The Virtual Operations Center (VOC) will be used by UCC/GCC/WCC to annotate accountability of all personnel under their control.
<https://usaf.dps.mil/teams/aetc-spd-voc/EOC/SitePages/Home.aspx>

7.25.4.1. **(Added)** To ensure coverage of all core capabilities, the following units or agencies are required to fulfill fundamental capabilities per DAFI 10-2501, Table 7.5. Logistics Readiness Squadron, (LRS) Communications Squadron, (CS) Civil Engineer Squadron, (CES) Force Support Squadron, (FSS) Contracting Squadron, (CONS) Medical Group, (MDG) Security Forces Squadron, (SFS) Public Affairs, (PA) Wing Safety, (SE) Base Chaplain, (HC) Judge Advocate/Legal Office, (JA) 80th Flying Training Wing Liaison. (80FTW)

PAUL G. FILCEK, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 10-2501, *Emergency Management Program*, 16 October 2023

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

Be Ready Training Aid, *U.S. Air Force Emergency Notification Signals*

IEMP 10-2, *Sheppard AFB Installation Emergency Management Plan*, 15 August 2023

SAFBVA 10-2501-1, *Disaster Preparedness Weather Map*, 10 July 2020

SAFBVA 10-2501-2, *Tornado Watch/Warning Procedures*, 10 July 2020

SAFBVA 10-2501-3, *Tornado Shelter Left*, 10 July 2020

SAFBVA 10-2501-4, *Tornado Shelter Right*, 2 April 2020

SAFBVA 10-2501-5, *Tornado Shelter*, 10 July 2020

SAFBVA 10-2501-6, *Not a Tornado Shelter*, 2 April 2020

SAFBVA 10-2501-7, *Shelter in Place HAZMAT (SIP)*, 2 April 2020

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms (Added)

80 FTW—80th Flying Training Wing

82 CES—82d Civil Engineer Squadron

82 CES/CEX—82d Civil Engineer Squadron Installation Office of Emergency Management

AAR—After Action Report

AF—Air Force

DAFI—Department of the Air Force Instruction

AtHoc—Networked Emergency Mass Notification System

BEPO—Base Emergency Preparedness Orientation

C2—Command and Control

CAT—Crisis Action Team

CES—Civil Engineer Squadron

CONS—Contracting Squadron

CS—Communications Squadron

DAFI—Department of the Air Force Instruction

DSN—Defense Secure Network

EM—Emergency Management

EMST—Emergency Management Support Team

EMWG—Emergency Management Working Group

EOC—Emergency Operations Center

FSS—Force Support Squadron

GCC—Group Unit Control Center

HAZMAT—Hazardous Material(s)

HC—Base Chaplain

IC—Incident Commander

IOEM—Installation Office of Emergency Management

JA—Judge Advocate/Legal Office

LMR—Land Mobile Radio

LRS—Logistics Readiness Squadron

MDG—Medical Group

MICT—Management Internal Control Toolset

NOAA—National Oceanic and Atmospheric Administration

PA—Public Affairs

SAC—Self-Assessment Communicator

SAFB—Sheppard Air Force Base

SAME—Specific Area Message Encoding

SE—Wing Safety

SFS—Security Forces Squadron

SIP—Shelter in Place

START—Sheppard Secure Tomorrow Air Power Today

TO—Technical Order

UCC—Unit Control Center

UEPC—Unit Emergency Preparedness Coordinator

VA—Visual Aid

VOC—Virtual Operations Center

WCC—Wing Control Center

Attachment 5 (Added)**EMERGENCY MANAGEMENT (EM) TRAINING AND EDUCATION (T&E)
SPECIFICATIONS**

A.5.2.1.1. Base Emergency Preparedness Orientation (BEPO) training will be delivered as part of Sheppard Secure Tomorrow Air Power Today (START) briefings for all permanent party personnel. BEPO will cover information regarding natural disasters relevant to SAFB and the local community; major accidents to include aircraft accidents and HAZMAT incidents for the SAFB/Wichita County area; sheltering information, and resources to get more information.