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**Civil Engineering**

**DISASTER PREPAREDNESS PLANNING AND  
OPERATIONS**

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OPR: 36 CES/CEX (SSgt Eric W. McClure)

Certified by: 36 CES/CC  
(Major Dwayne E. Thomas)

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This instruction implements Air Force Policy Directive 32-40, *Disaster Preparedness*, and establishes responsibilities and procedures for the implementation of the 36th Air Base Wing (36 ABW) Disaster Preparedness Unit Program. This instruction applies to active duty Air Force units and Tenant Units operating on Andersen AFB, Guam. This instruction also applies to US Air Force Reserve and Air National Guard units and their personnel, when deployed.

**SUMMARY OF REVISIONS**

This revision changes the specific duties of the Training Scheduler, it also deletes 36 ABW Forms 54 and 55. A bar (|) indicates revisions from the previous edition.

**1. Management.** This section defines the scope and requirements for the 36 ABW Disaster Preparedness (DP) Program. It explains which assigned, tenant or associate units must maintain a unit program as defined in AFI 32-4001, Para 1.13 and Attachment 2. It also delineates the requirements for all other units not falling in the above-specified category.

1.1. Program Mission and Objectives:

1.1.1. Mission. Minimize the loss of operational capabilities of the 36 ABW and associate units on Andersen AFB.

1.1.2. Objectives.

1.1.2.1. Integrate the planning and employment of resources into a single program to enable each Air Force unit to train, plan, and prepare for response to disaster situations.

1.1.2.2. Respond within each unit's capabilities to disaster situations to ensure mission continuance and provide support to units and agencies requiring assistance to recover from the effects of disasters.

## 1.2. Program Policies:

1.2.1. This instruction, along with its references, will be used to develop disaster preparedness programs or capabilities as specified herein.

1.2.2. The following units will develop unit programs as defined in AFI 32-4001, Para 1.13 and Attachment 2. Commanders of designated units will assign a Unit Disaster Preparedness representative and alternate to coordinate program requirements with 36 CES Readiness (36 CES/CEX):

1.2.2.1. 36th Civil Engineer Squadron (36 CES).

1.2.2.2. 36th Communications Squadron (36 CS).

1.2.2.3. 36th Medical Group (36 MDG).

1.2.2.4. 36th Maintenance Squadron (36 MXS).

1.2.2.5. 36th Mission Support Squadron (36 MSS) (Includes 36 ABW Staff).

1.2.2.6. 36th Security Forces Squadron (36 SFS).

1.2.2.7. Trend Western Function (TW).

1.2.2.8. 36th Services Squadron (36 SVS).

1.2.2.9. 36th Operations Support Squadron (36 OSS).

1.2.2.10. Det 5, 22<sup>nd</sup> Space Operations Group.

1.2.2.11. 254<sup>th</sup> Air Base Group (254 ABG).

1.2.2.12. 734<sup>th</sup> Air Mobility Squadron (734 AMS).

1.2.2.13. 44<sup>th</sup> Aerial Port Sq (44 APS).

1.2.2.14. AFOSI, Det 602 (AFOSI).

1.2.2.15. Det WD7H/ADC.

1.2.2.16. HC-5.

1.2.2.17. Det 1, 692 IG.

1.2.3. All other units must ensure checklists are available for disaster situations and must conduct a disaster preparedness information program for all assigned military and civilian employees. These units should designate a point of contact (POC) for oversight of internal unit procedures. The POC should also provide 36 CES/CEX with a mailing address for information program materials that the unit wishes to receive.

## 2. Program Review: This section defines Andersen AFB's Readiness Program review process.

2.1. The Wing Readiness Council is the vehicle for program review on Andersen AFB. It is established to review the status of the base readiness program and take prompt action to correct problems.

2.2. 36 Air Base Wing Commander or a designated representative will be appointed to serve as chairperson for the Readiness Council in accordance with (IAW) AFI 10-212.

2.3. This council meets quarterly or as directed by the chairperson.

- 2.4. The Wing Readiness Council will be represented by the unit commanders, or members with the authority to make decisions on behalf of the commander, of those agencies listed in 1.2.2.
- 2.5. Base units will address topics related to their functional area at the council meetings.
- 2.6. Units will also provide agenda topics and proposed time to 36 CES/CEX no later than 10 duty days prior to council meeting.
- 2.7. The Chief, Readiness Flight will brief the council on:
  - 2.7.1. Results of unit self-assessment and Staff Assistance Visits (SAVs) if conducted.
  - 2.7.2. Status of wing specialized teams.
  - 2.7.3. Status of wing Nuclear, Biological, and Chemical (NBC) detection equipment.
  - 2.7.4. Status of readiness related plans, instructions, and checklists, such as: Instructions, Manuals, Operations Plans (OPLAN), and Pamphlets.
  - 2.7.5. Status of the command and control functions, including the Contingency Support Staff (CSS) and Unit Control Centers (UCCs).
  - 2.7.6. Status of readiness related training, such as Chemical Biological Warfare Defense Training (CBWDT).
  - 2.7.7. Any other topic affecting the 36 ABW emergency/contingency response capability.
- 2.8. The EET Team Chief will brief the status of the base exercise evaluation program.
- 2.9. The Supply Function will brief on wing Air Base Operability (ABO) related equipment (i.e., chemical warfare defense equipment, etc.) availability status, quantities, and issuing procedures.
- 2.10. 36 SVS will brief on the status of providing Meals Ready to Eat (MREs) for emergency/contingency/peacetime use.
- 2.11. 36 SFS will brief on Threat Working Group issues.
- 2.12. OPRs and suspense's will be assigned action items. Minutes will be posted and will indicate those agencies attending.

**3. Organization and Responsibilities.** This section provides information on 36 ABW Disaster Preparedness organization and assigned responsibilities, and lists taskings for Specialized Disaster Preparedness Teams.

- 3.1. Applicable Units. Units listed in Chapter 1 will comply with requirements of this chapter. All other units will develop similar capabilities based on individual mission requirements and advice from 36 CES/CEX.
- 3.2. Unit commanders will:
  - 3.2.1. Designate primary and alternate Unit Disaster Preparedness Representatives. Representatives will have sufficient seniority and retain ability to be familiar with the unit's mission, so that they are able to ensure checklists and emergency procedures are adequate and realistic.
  - 3.2.2. Ensure each subordinate work center, including geographically separated units, complies with disaster preparedness planning and training requirements.

3.3. Unit Control Centers. Control Centers will be established IAW AFMAN 32-4004, Chp 1.4 and this instruction. Units not specifically tasked to have a control center (Para 1.2.) must ensure accountability and control of their resources during emergencies. (See Atch 2 checklist 21. for requirements for UCCs.)

3.4. Unit Disaster Preparedness Representatives will:

3.4.1. Administer, coordinate, and monitor the various aspects of the unit Disaster Preparedness Program, including training, planning and unit response during emergencies.

3.4.2. Maintain related files and publications.

3.4.3. Conduct a Unit Disaster Preparedness Information Program for all assigned military and civilian employees, including contractor personnel if the contract requires. Use materials provided by 36 CES/CEX as well as unit unique data. Ensure each new member of the unit is given an orientation to potential disasters and unit/personal response procedures within 30 days of assignment (90 days for Air Reserve Forces).

3.4.4. Advise the unit commander on disaster preparedness planning, preparation, equipment and response requirements. This includes day-to-day operations, contingency operations, CBWDT/ Disaster Response Force (DRF) equipment management, and training statistics.

3.4.5. Conduct periodic unit self-inspections/self-analysis using the checklist provided by 36 CES/CEX and brief the unit commander and key staff on overall unit readiness.

3.4.6. Ensure that the unit develops checklists and other appropriate documents in support of disaster/contingency taskings. Coordinate and provide a copy of all checklists and documents with 36 CES/CEX prior to publication.

3.4.7. Ensure that the unit maintains a current notification/recall system for personnel. A method of notifying DRF personnel and others required to support 36 ABW OPLAN 32-1 short of total recall must be included in the procedures. In addition, recall rosters must include communications out procedures.

3.4.8. Maintain correspondence/files to provide continuity on the following subjects: DP/CBWDT/HAZMAT training, Unit Disaster Preparedness Reports, EET or higher headquarters inspection reports with corrective actions taken, correspondence relating to shelter space allocation for the unit, and copies of unit supporting checklists/documents (including checklists used by unit EET members).

3.4.9. Ensure technical orders are maintained for Chemical-Biological Warfare Defense or specialized disaster preparedness equipment, if equipment is maintained at unit level.

3.4.10. Serve as unit liaison to 36 CES/CEX.

3.5. **Specialized Teams.** Duties and responsibilities of specialized teams are outlined in AFI 32-4004, *Emergency Response Operations*

3.5.1. Wartime tasking for specialized teams will be as follows:

3.5.1.1. The Disaster Preparedness Support Team (DPST) will be formed and trained by 36 CES/CEX.

3.5.2. During peacetime operations, the local HAZMAT Team will provide necessary decontamination support for incidents involving all hazardous materials.

3.5.3. For peacetime sheltering, base housing and dormitories are considered typhoon proof, and are primary shelters for personnel living on base. The following Services facilities are assigned as shelters and building managers will assume Shelter Supervisor responsibilities:

**Table 1. Services Facilities**

Recreation Center	Bldg. 2503
Oceanview Conference Center	Bldg. 1091
Billeting	Bldg. 25003/27006
Fitness Center	Bldg. 25005
Meehan Theater	Bldg. 22023
Consolidated Club	Bldg. 26006
Education Center Classroom	Bldg. 21000
Airman Leadership School	Bldg. 21006

**NOTE:** When activated, shelters Supervisors will appoint assistants from existing shelter occupants.

3.6. Disaster Control Group. Units will appoint Disaster Control Group (DCG) members to support wing operations as outlined in AFI 32-4001 and OPLAN 32-1. Appointment letters will be forwarded to 36 CES/CEX.

3.6.1. Request training of newly appointed members through the respective Unit Disaster Preparedness Representatives (DP Reps) or directly to 36 CES/CEX. A minimum of initial training is required within 30 days of assignment. Wing exercises will serve as additional training.

3.6.2. Members assigned to these positions should be unit commanders or designated representatives with decision-making authority as stated in OPLAN 32-1.

3.6.3. DCG members must develop a Quick Response Kit it should include: cell phone or hand held radio w/extra batteries, checklists and phone numbers, OPLAN 32-1 and other necessary plans, flashlight, wet weather gear, map of local area, hearing protection, an administrative kit (events logs, pens, pencils, paper, 1-800 base grid map), and necessary personal equipment.

3.6.4. When recalled, members must identify and report to the assembly point as soon as possible. Upon arrival, members will sign in with CEX, and activate their respective UCCs.

3.6.5. Once on scene, DCG members must be fully accessible to the On-Scene Commander (OSC) at all times.

3.6.6. Actions conducted by DCG members on-scene must be coordinated through the Mobile Command Post (MCP), before forwarding to CSS representative. The CSS representative will then coordinate requests for support from on-scene through the Battle Staff Director, who will ultimately brief the Battle Staff on status of the ongoing operation. In addition, a daily summary of activities conducted by the on-scene DCG members will be turned in to the MCP during each shift change.

**4. Planning.** This section establishes basic guidance for unit planning to support unit as well as base-wide response and recovery to any disaster situation. It specifies that planning must include peacetime and wartime operations, including provisions for support to civil authorities.

4.1. Responsibilities:

4.1.1. Unit commanders:

4.1.1.1. Ensure checklists covering the following contingencies are available in each assigned control center as well as for members of the On-Scene Disaster Control Group (OSDCG) and Wing Command Post, if applicable. Checklists must include the who (by duty title), what, where, when and how of unit tasking.

4.1.1.2. Ensure checklists are prepared for responding to or reporting:

4.1.1.2.1. Major accidents (if unit is tasked for response, otherwise only list notification and evacuation procedures for personnel).

4.1.1.2.2. Natural disaster/severe weather procedures (Pre-, Trans- and Post-Disaster Actions) for all contingencies covered in 36 ABW OPLAN 32-1.

4.1.1.2.3. HAZMAT incidents (if unit handles or responds to HAZMAT).

4.1.1.3. Ensure checklists are coordinated with 36 CES/CEX prior to publication.

4.1.1.4. Ensure checklists are reviewed annually, when there is a change to any of the references in this instruction (if applicable), and when there is a change in unit procedures or organization.

4.2. Unit Disaster Preparedness Representatives.

4.2.1. Ensure checklists are coordinated with appropriate unit and base functions, and 36 CES/CEX.

4.2.2. Ensure checklists are distributed to applicable unit functions and that they are maintained current by that function.

4.2.3. Provide training or indoctrination as necessary to ensure unit personnel can comply with checklist tasking.

4.2.4. Inform 36 CES/CEX of any changes in unit mission, organization, or size that may affect unit tasking or support.

**5. Staff Assistance Visits/Unit Support.** This section outlines assistance available to units required to maintain a Unit Program IAW Chapter 1. It also delineates support 36 CES/CEX can provide to all other units desiring assistance in developing internal disaster preparedness procedures.

5.1. Unit Responsibilities:

5.1.1. Notify 36 CES/CEX of assistance required and whether the unit commander (or designated representative) desires an in brief and/or out-brief and/or a formal report.

5.1.1.1. Units receiving formal staff assistance visits (SAV) will:

5.1.1.1.1. Ensure the Unit Disaster Preparedness Representative accompanies 36 CES/CEX personnel during all phases of the SAV.

5.1.1.1.2. Brief the unit commander on SAV results unless provided by the 36 CES/CEX visitor.

5.1.1.1.3. Incorporate all SAV deficiencies noted into the unit's self-analysis program.

5.1.1.2. If an informal visit is desired, 36 CES/CEX will survey any element(s) of the unit program as requested and provide on-the-spot assistance (with informal notes) to correct any deficiencies noted. No out-brief will be provided other than to the unit point of contact. No report will be written.

## 5.2. 36 CES/CEX Responsibilities:

5.2.1. Prepare and distribute a SAV/self-analysis checklist to all organizations.

5.2.2. If requested, submit a written report to the visited unit within 30 workdays after the visit.

5.2.3. If requested, provide follow-up visits (formal or informal) based on deficiencies noted.

## 6. Supplies and Equipment.

This section outlines supply and equipment requirements in support of unit and base disaster preparedness capabilities.

### 6.1. Unit Responsibilities:

#### 6.1.1. Group/squadron commanders will:

6.1.1.1. Ensure all people assigned to a mobility position designated for deployment to a high, medium, or low threat area are equipped with authorized quantities of Chemical-Biological Warfare Defense ensembles. Include replacement stocks in the unit's annual budget submission.

6.1.1.2. Ensure types and quantities of general disaster preparedness supplies required for Unit Control Centers (UCC) or for unit functions are identified and pre-stocked (or procedures are developed to procure them in a timely manner during pre-disaster preparations).

6.1.2. All unit commanders/staff agency chiefs will establish and maintain a UCC capable of monitoring the status of assigned people and resources during contingencies. Control centers need not be operational at all times, but must be capable of 24-hour-a-day operations once activated. Control centers must have available:

6.1.2.1. The Andersen Air Force Base 1-400 scale base grid map and local grid map of the island of Guam. Color code the base grid maps to indicate areas/facilities where the unit's people normally work (to expedite notification of evacuation requirements and enhance damage assessment procedures).

6.1.2.2. Checklists for control center operation covering major accidents, natural disasters/severe weather and control center activation/operation (including relocation procedures).

6.1.2.3. Transparent overlays and protractors.

6.1.2.4. Administrative materials.

6.1.2.5. AF Forms 1924, *Log of Events*, or suitable substitute.

6.1.2.6. Recall rosters for DCG members and unit people, including "communications-out" procedures.

6.1.2.7. Communications equipment.

6.1.2.8. Master listing of unit/agency facilities with primary and alternate telephone numbers.

6.1.2.9. Master listing of unit vehicles and other key resources.

6.2. The 36th Logistics Group Responsibilities:

6.2.1. Through the Chief of Supply (Supply Function CC), provide courtesy storage for NBC Defense C-Bags for units.

6.2.2. Through the Chief of Logistics Plans (36 LSF/LGX) and Trend Western, coordinate with 36 CES/CEX on procurement and management of NBC Defense Equipment for all PACAF funded forces in Guam.

6.3. Readiness Flight (36 CES/CEX) Responsibilities:

6.3.1. Provide NBC defense Equipment program oversight and guidance, including management of funds provided by HQ PACAF to purchase related equipment and supplies for assigned and attached units.

6.3.2. Assist units in determining needs for NBC and HAZMAT supplies and equipment.

6.3.3. Develop procedures for facilities listed in paragraph 3.5.3. to procuring or maintaining appropriate levels of general disaster preparedness supplies including, but not limited to: masking tape, flashlights, D cell batteries, sandbags, plastic sheeting, brooms, mops, and rope.

**7. Training.** This section prescribes the responsibilities, requirements and procedures for conducting disaster preparedness training and information programs.

7.1. Terms Explained

7.1.1. Specialized Training. Training scheduled and provided by 36 CES/CEX for Disaster Response Force (DRF) teams or assigned units.

7.1.2. HAZMAT Training. Training provided by 36 CES/CEX for DRF personnel or for individuals identifying a need for the training.

7.1.3. Initial NBC Defense training is conducted by 36 CES/CEX to all 36 ABW personnel within 90 days of assignment to a mobility position, or PCSing to a high threat area, and an annual refresher is required for these personnel to maintain proficiency. Training conducted by 36 CES/CEX is considered academic/performance training, and is scheduled monthly to meet local mobility requirements.

7.1.4. Disaster Preparedness Information Program. Provides information to indoctrinate people to the potential disasters or contingencies that might occur in Guam and their roles and responsibilities in response to those situations.

7.1.4.1. Initial base populace orientation is provided by 36 CES/CEX through the base newcomers orientation program.

7.1.4.2. Recurring indoctrination is conducted by the unit of assignment using materials provided by 36 CES/CEX and unit-unique data to ensure people are prepared to properly respond to and function during a disaster.

7.1.5. Training Scheduler. An individual in a unit who is responsible for coordinating with 36 CES/CEX to schedule unit personnel for classes listed in subparagraphs 6.2.1. thru 6.2.4 or to request special training support. Schedulers do not require special training from 36 CES/CEX, but are required to attend schedulers' meetings on a regular basis.

7.1.5.1. Ensure personnel attain and maintain Chemical-Biological Warfare Defense Training (CBWDT) and Task Qualification Training (TQT) currency IAW AFI 32-4001 and PACAF 32-4001

7.1.5.2. Monitor the status of personnel requiring DRF training, Exercise Evaluation Team (EET) training, Hazardous Materials (HAZMAT) training, Disaster Control Group (DCG) training, and ensure training quotas are requested from 36 CES/CEX. Ensure DRF and EET replacements are trained before the incumbents are relieved of the additional duties.

## 7.2. Policies:

7.2.1. Mobility forces must be scheduled for CBWDT within 90 days of assignment.

7.2.2. Formal courses of instruction conducted by 36 CES/CEX are military formations. Individuals must wear the appropriate military uniform or proper civilian attire, if applicable, when attending training.

7.2.3. Once an individual is assigned and trained for a specialized team, he or she cannot be removed or replaced without the permission of 36 ABW/CC, except for PCA, PCS, separation, medical disqualification, or retirement.

## 7.3. Training Requirements:

7.3.1. The HAZMAT Awareness Level training. Unit commanders must determine the need for this training based upon the guidance in AFI 32-4002 and the unit's mission. All DRF personnel must attend this training.

7.3.2. Unit Disaster Preparedness Representative. People filling the additional duty position in units listed in paragraph 1.3.2 must attend initial training. Recurring training consists of attendance at scheduled meetings.

7.3.3. Other unit POC. No formal training is required. An informal initial orientation is available from 36 CES/CEX upon request.

7.3.4. NBC Defense Initial Training. Military and civilian people assigned to mobility positions (primaries and alternates) must receive training within 90 days of assignment to the positions.

7.3.5. NBC Defense Refresher Training. All people who have attended NBC Defense initial training are required to attend refresher training annually while on mobility.

7.3.6. Unit Information Program Training. Unit commanders must ensure all assigned military and civilian employees receive periodic information on likely hazards, protective measures and unit response procedures.

## 7.4. Scheduling Training:

7.4.1. Determine unit training requirements using this instruction and AFI 32-4001, Chapter 6, for requirements for initial and refresher training. Review unit and base planning documents to determine unit DRF, HAZMAT and mobility taskings, identify individuals who require training, review

their training records to determine training currency, and request training using the procedures below.

7.4.2. Schedule individuals for training. The unit training scheduler (or equivalent) should review the 36 CES/CEX monthly training schedule to:

7.4.2.1. Determine training needs and the availability of people to attend training on the dates listed.

7.4.2.2. Call 36 CES/CEX at 366-3113 and request the number of class slots required (by date). After class slots are allocated, 36 CES/CEX will contact the monitor to confirm the training.

7.4.2.3. Training requests for individuals tasked for TDY with less than 3 weeks notice will require a letter from the unit commander.

7.4.3. Should an emergency arise with a scheduled member, contact 36 CES/CEX not later than one day prior to scheduled training to avoid a no-show.

7.5. Unit Responsibilities:

7.5.1. Unit Disaster Preparedness Representatives or POC will:

7.5.2. Ensure unit personnel are scheduled for training and attend training.

7.5.3. Ensure documentation is maintained for assigned DRF, HAZMAT, NBC Defense, and information program training. Documentation on classes conducted by 36 CES/CEX consists of class rosters and letters indicating no-shows. Documentation of on-going information program activity in the unit is by memos for record summarizing the content and dates of recurring training.

7.5.4. Ensure the unit commander is periodically briefed on unit training status.

7.6. The 36 CES/CEX Responsibilities:

7.6.1. Provide training allocations on a monthly basis to provide training opportunities for all courses of instruction required by assigned units. Training opportunities are based on base population, past student attendance statistics, and special unit requests (when possible).

7.6.2. After each class is conducted, send each unit representative a copy of the class roster showing, which students from the unit attended. At the end of each month provide units with attendance statistics including the number of students attending training by course and the unit no-show rate (which is based on the number of slots requested per class and number of students who actually attended training).

**8. HAZMAT Emergency Planning and Response Program.** This chapter details requirements for the Hazardous Materials (HAZMAT) Emergency Planning and Response Program and the HAZMAT Planning Team (HMPT) at Andersen AFB. The HMPT is a sub-committee of the base Environmental Protection Committee.

8.1. Organization and Appointment:

8.1.1. The wing commander will appoint the HMPT program manager in writing and forward the appointment letter to the appropriate local and state emergency planning committee(s). The Chairperson for the HMPT is normally the Readiness Flight Chief.

- 8.1.2. Unit commanders will appoint a HMPT member by letter to the program manager.
- 8.1.3. The HAZMAT emergency planning team is comprised of members from CE Readiness, Fire Protection, Environmental Management, HAZMAT pharmacy, Bio-environmental Engineer, Security Forces, Staff Judge Advocate, Safety, and other representatives when appropriate as outlined in AFI 32-4002.
- 8.2. Responsibilities: HMPT member duties include, but are not limited to:
  - 8.2.1. Assist in the HAZMAT Emergency Planning process, providing inputs for the HAZMAT Emergency Response Plan and 36 ABW 32-1 OPLAN.
  - 8.2.2. Identify personnel requiring Hazardous Waste Operations and Emergency Response (HAZWOPER) training.
  - 8.2.3. Help (36 ABW/IG) develop a quality exercise program to test the HAZMAT Emergency Planning and Response capability of Andersen AFB.
- 8.3. Meetings and minutes: The HMPT will meet quarterly or as directed by the program manager.
  - 8.3.1. Agenda items will be provided to the chairperson NLT 5 duty days before scheduled meetings.
  - 8.3.2. The status of the following topics will be briefed by the appropriate Office of Primary Responsibility (OPR) at each HMPT meeting:
    - 8.3.2.1. Status of HAZMAT Emergency Planning, to include the HAZMAT Emergency Planning and Response Plan, 36 ABW OPLAN 32-1, and the Spill Prevention Plan. (OPR: CEX OCR: CEV)
    - 8.3.2.2. Status of HAZWOPER training. (OPR: CEX, CEF OCR: ALL)
    - 8.3.2.3. Regulatory changes, i.e., Department of State, applicable Code of Federal Regulations, Occupational Safety and Health Administration, AF Occupational Safety and Health guidance, AFPD, AFI, etc. (OPR: ABW/JA, OCR: CEV, CEX, ABW/SE, and MDG/AERMS/MGAB)
    - 8.3.2.4. Inspection trends concerning HAZCOM, HAZMAT, and HAZWOPER discrepancies found during any inspection. Any upcoming outside agency inspections affecting these areas. (OPR: CEV OCR: CEX, CEF, ABW/SE, MDG/AERMS/MGAB)
    - 8.3.2.5. Results of exercises, real world responses, and status of response capability. (OPR: CEX OCR: CEF)
    - 8.3.2.6. Budget issues, such as acquisition of outside training, purchases of response equipment, or any new funding requirements. (OPR: CEV OCR: All)
    - 8.3.2.7. Status of any surveys or analysis, i.e., ECAMP, Hazard Analysis, Risk Analysis, Vulnerability Analysis, Evacuation Planning, etc. (OPR: CEV, OCR: CEX, ABW/SE, All)
    - 8.3.2.8. Any new HAZMAT, primarily Extremely Hazardous Material, that requires attention from the HMPT. (OPR: CEV OCR: All)
    - 8.3.2.9. Issues directed by the EPC. (OPR: CEX)
    - 8.3.2.10. Any other topic relevant to the HMPT. (OPR: All)

8.3.3. Any Action Item (AI) identified by the HMPT will be tracked by the chairperson. OPRs/OCRs must aggressively pursue resolution/determinations for AIs.

BERNIE FULLENKAMP, Colonel, USAF  
Commander, 36th Air Base Wing

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 32-4001/PACAF Sup 1, *Disaster Preparedness Planning and Operations*

AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*

AFMAN 32-4004, *Emergency Response Operations*

AFI 36-2201, *Developing, Managing, and Conducting Training*

PACAFI 32-401, *Nuclear, Biological, Chemical, Conventional (NBCC) Warfare Defense*

36 ABW OPlan 32-1, *Disaster Preparedness Operations Plan*