

**BY ORDER OF THE COMMANDER,
3RD WING (PACAF)**

AIR FORCE INSTRUCTION 32-4001



**3RD WING
Supplement 1
23 JULY 1999**

Civil Engineering

**DISASTER PREPAREDNESS PLANNING AND
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 3 CES/CEX (TSgt Frank A. Madeline)
Supersedes AFI 32-4001/Wg Sup 1, 22 March
1996

Certified by: 3 SPTG/CC (Col Joel M. Peterson)
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This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

AFI 32-4001, 1 May 1998, is supplemented as follows:

1.12.5. The Readiness Flight will conduct a disaster preparedness (DP) staff assistance visit (SAV) each quarter on a selected unit (unit will be provided with a SAV checklist at least 30 days prior to visit). The Readiness Flight will not conduct more than one SAV per year on the same unit, unless requested.

1.12.6. (Added) (3WG). The Readiness Flight will make available for issue to unit control center (UCC) a current base grid map (scale: 1" = 400' and 1" = 800') and template.

1.12.7. (Added) (3WG). The Readiness Flight will provide functional oversight to 3 WG units for all requirements in this supplement.

1.13. Refer to Elmendorf Oplan 32-1, Disaster Preparedness Operations, Annex C, for agencies required to have UCCs and a listing of base populace shelters.

1.13.1. The following units will appoint, in writing, a primary and alternate DP representative (DPR), and provide 3 CES/CEX with a semiannual appointment letter (see attachment 1) no later than 10 January and 10 July. All other units within the 3 WG, as well as associate units, will appoint, in writing, a DP point of contact (POC) for peacetime disaster planning and provide CEX an updated letter annually.

3 OSS	517 AS	3 SUPS	3 CES	3 SFS	611 CES
19 FS	962 AACS	3 TRNS	3 CS	3 AMDS	611 AOG
54 FS	3 EMS	3 MSS*	3 SVS	611 ASG	3 CONS
90 FS	632 AMSS	3 CRS	3 CPTS	3 LSS	

*Responsible for establishing POCs and consolidating DP requirements for units administratively assigned to 3 MSS Orderly Room.

1.13.3. The above units will develop checklists to support the installation disaster response force (DRF) and the disaster control group (DCG). Include checklists for unit DCG members, UCC operations, and applicable specialized teams (for example, shelter management and contamination control teams). Submit a copy of all checklists to 3 CES/CEX for review. (Units may request a current copy of the on-scene commander's (OSC) checklists as a guide to develop unit specific emergency response checklists for UCC and DCG personnel.)

1.13.5. Units with mobility commitments will budget for, obtain, and store replacement parts for the MCU-2A/P mask. Refer to TO 14P-15-1 for spare part national stock numbers (see attachment 2). Additionally, appropriate cold weather gear will be issued to or maintained for unit DCG members.

1.13.6. Refer to Elmendorf Oplan 32-1 for peacetime and wartime shelter operations.

1.13.8. Develop checklists covering peacetime and wartime operations for control center personnel and specialized team members, as required.

1.13.9. Units will review their base support plans (BSP) to determine the need for formal establishment of nuclear, biological, chemical (NBC) contamination control teams (CCT). Establish and train CCTs as required by the BSP, part II (see attachment 3).

1.13.12. (Added) (3WG). Conduct annual natural disaster information training for unit personnel (can be conducted during commander's call). Include, as a minimum, unit DPR introduction, local natural disasters, unit shelter assignment, location and function of UCC, unit specialized teams, and reporting procedures when away from home station. Use pamphlets, brochures or other materials provided by 3 CES/CEX. Document the date trained and information covered.

1.13.13. (Added) (3WG). Conduct a semiannual unit DP self-assessment using SAV checklists provided by 3 CES/CEX.

1.13.14. (Added) (3WG). Maintain a unit DP continuity book (see attachment 4).

2.2.4. Units will develop checklists to support Elmendorf Oplan 32-1. Submit a copy of these checklists to 3 CES/CEX for review annually.

3.1.3. Refer to attachment 2 for a recommended 30-day supply for NBC defense equipment.

3.4.1. (Added) (3WG). Vehicle operations will provide a replacement vehicle if extended maintenance (over 72 hours) is required.

5.4.1. Exercise evaluation team (EET) chief will ensure unit evaluators are trained within 60 days of appointment. In addition to the basic EET course members will attend NBC defense training to adequately evaluate ability to survive and operate (ATSO) criteria.

6.4. Each month, 3 CES/CEX will send a unit DP training request worksheet (see attachment 5) to the unit training schedulers, to enable units to forecast the next month's DP training requirements. Failure to adhere to the worksheet instructions may result in the loss of all available training slots for the month.

6.4.2. The 3 MSS documents all newcomers training conducted at the Arctic Warrior Center, including base emergency preparedness orientation (BEPO) training. BEPO training covers the natural disasters most likely to affect Elmendorf, and is given by 3 CES/CEX.

6.4.4. The 3 CES/CEX will train one primary and one alternate individual per mobility position in NBC defense. Battle dress uniform/flight suit should be worn to class. Students are required to bring all NBC defense equipment to class; the only exceptions are personnel not filling primary mobility positions. These individuals are expected to bring all NBC defense equipment except the MCU-2A/P mask.

6.4.4.3. Pregnant women will not attend NBC defense training for the duration of their pregnancy.

6.4.4.5. (Added) (3WG). Unit training schedulers must submit annual DP training requirements to 3 CES/CEXT by the last day in October each year. Refer to AFI 32-4001, Table 6.3 for a list of courses. The unit forecasts will be used by CEXT to prepare annual training schedule for all 3 WG personnel.

6.4.4.6. (Added) (3WG). The 3 CES/CEX may terminate DP classes in-progress, during wing recalls, exercises, or peacetime emergencies involving flight members. Cancellations from unit schedulers must be received at least 24 hours prior to class start date. Failure to do this will result in unit requested slots being reported as no-shows to the unit commander.

6.8. Elmendorf does not have a formal camouflage, concealment, and deception (CCD) program.

6.9. Readiness training packages (RTP) cover common DP-level subject areas and are available to units for providing additional training. However, their use does not replace training otherwise provided by 3 CES/CEX.

8.5. Refer to Elmendorf Oplan 32-1 for peacetime and wartime shelter operations.

8.6. (Added) (3WG). The 3 MDG/CC will designate a patient decontamination area for the treatment and decontamination of weapons of mass destruction casualties.

Attachment 1

SEMIANNUAL DP APPOINTMENT LETTER

MEMORANDUM FOR 3 CES/CEXD

FROM: Your Squadron/Unit Commander

SUBJECT: Disaster Preparedness Duties Appointment Letter

1. The following personnel are assigned disaster preparedness duties as indicated:

a. Disaster Preparedness Representative (DPR):

NAME	RANK	OFF SYM	DUTY PHONE	DEROS
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PRIMARY:

ALTERNATE:

b. DCG Representative (if possible):

NAME	RANK	OFF SYM	DUTY PHONE	DEROS
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PRIMARY:

ALTERNATE:

c. Chemical-Biological warfare defense training (CBWDT) Scheduler:

NAME	RANK	OFF SYM	DUTY PHONE	DEROS
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PRIMARY:

ALTERNATE:

d. Other DP team duties as applicable (that is, EET, SMT, CCT).

2. Please contact (unit DPR) at extension x-xxxx if there are any questions.

Unit Commander's Signature Block

Attachment 2

NBC DEFENSE EQUIPMENT LIST

NSN	NOMENCLATURE	#REQ
4240-01-189-9423	Hood, MCU-2A/P	10 ea.
4240-01-223-7312	Strap, Rubber	10 ea.
4240-01-224-4195	Outsert, Short (clear)	5 ea.
4240-01-224-4196	Carrier, Chemical Biological Field Mask	5 ea.
4240-01-224-4197	Outsert, Medium/Long (clear)	10ea.
4240-01-224-4198	Voice-Mitter, Side	5 ea.
4240-01-226-7005	Body, Inlet Valve	5 ea.
4240-01-241-4913	Cover, Outlet Valve	5 ea.
4240-01-246-1996	Disc, Nosecup Valve	10 ea.
4240-01-334-6824	Disc, Outlet Valve	10 ea.
4240-01-223-7313	Harness, Head	10 ea.
4240-01-390-3057	Headharness, Skull Cap	5 ea.
4820-01-224-6336	Disc, Inlet Valve	10 ea.
4820-01-286-1833	Valve, Nosecup Seat	10 ea.
5365-01-222-3145	Ring, Retaining Side Voice-Mitter	5 ea.
5630-01-260-8702	Gasket, Side Voice-Mitter	25 ea.
8345-00-350-5579	Flag, Signal, Scarlet (2' x 2')	5 ea.
8345-00-350-5580	Flag, Signal, Yellow (2' x 2')	5 ea.
8345-00-350-5582	Flag, Signal, Blue (2' x 2')	5 ea.
8345-00-350-5590	Flag, Signal, Black (2' x 2')	5 ea.
8345-00-350-5591	Flag, Signal, Green (2' x 2')	5 ea.

NOTE: Determine unit of issue quantities before ordering. List comprises a 30-day supply per 100 people.

Attachment 3

NBC CCT EQUIPMENT REQUIREMENTS

- A3.1.** Wet weather gear (1 set per team member).
- A3.2.** Water hose or fire hose.
- A3.3.** Long-handled brooms.
- A3.4.** Mops and buckets.
- A3.5.** Assorted brushes.
- A3.6.** Decontamination material.
- A3.7.** CCT checklists.

Attachment 4

UNIT DP CONTINUITY BOOK FORMAT

- A4.1. Tab A.** DP duties appointment letter/quarterly report.
- A4.2. Tab B.** DP staff assistance visit (SAV) checklist.
- A4.3. Tab C.** Inspection reports (DP, SAV, HHQ, self-assessment), and replies of corrective actions.
- A4.4. Tab D.** Correspondence (readiness council meeting, DPR meeting minutes, and so forth).
- A4.5. Tab E.** Training documentation (computer generated lists, AF Forms 2426, rosters, and so forth).
- A4.6. Tab F.** Newcomers/Base populace/DP information program documentation.
- A4.7. Tab G. Publications.** These may be cross-referenced to appropriate binders.

Attachment 5

MONTHLY UNIT TRAINING REQUEST WORKSHEET

MEMORANDUM FOR 3 CES/CEX (Attn: NCOIC, Training)

FROM: Your Unit

SUBJECT: Disaster Preparedness Monthly Training Request

1. The following training requests are for the month of _____.
2. Direct responses and questions to (your name/office symbol), at 552-XXXX, or e-mail to (e-mail address). Your FAX # 552-XXXX.

TRAINING	SLOTS NEEDED	REMARKS
NBC Defense-Initial	_____	_____
NBC Defense-Refresher	_____	_____
HAZMAT Awareness	_____	_____
Disaster Control Group	_____	_____
Exercise Evaluation Team	_____	_____
Disaster Preparedness Rep	_____	_____
CCT	_____	_____

SMT

Other

Unit Training Manager's Signature Block

JONATHAN S. GRATION, Colonel, USAF
Commander