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Operations



**EMERGENCY NOTIFICATION PROCEDURES**

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This instruction establishes the procedures for Emergency Notifications. It applies to all Schriever Air Force Base (SAFB) personnel performing duties in the applicable work centers.

**SUMMARY OF REVISIONS**

Updates the previous instruction to reflect use of Dialogic Communicator and PA system as primary means of relaying emergency notifications. Emergency Notification Network (ENN) information changed to show that the ENN is a backup system. Base siren added to procedures.

**1. General:** The Wing Operations Center (WOC) is designated as the point of contact for emergency situations, which impact SAFB operations. These situations include smoke and fire alarms, electrical and air-conditioning outages, bomb threats or bomb(s) found, severe weather, civil disturbances, dissemination of increased/decreased Force Protection Conditions (FPCONS), FPCON measures, additional FPCON measures from higher FPCONS to be used as random antiterrorism measures (RAMS), and any other emergencies requiring quick notification and response. The Dialogic Communicator (DCC) and PA system are the primary means for relaying this information to the SAFB work centers. The Emergency Notification Net (ENN) is the backup to the Dialogic Communicator. The Base Siren system is also activated during certain emergency notifications. The following are the requirements and descriptions:

- 1.1. The Dialogic Communicator is an UNCLASSIFIED automated system that will relay a recorded message to all agencies programmed and is the primary notification system.
- 1.2. The ENN is an UNCLASSIFIED, administrative phone conference. The primary ENN is a pre-determined SAFB administrative phone net. The back-up ENN is an operator-established conference on SAFB administrative phones.
- 1.3. The base PA system is an unclassified system that broadcasts both inside and outside base buildings.

1.4. The base siren system is activated by the WOC and is utilized to warn of natural disasters or attack.

1.5. The Dialogic Communicator, base PA, and ENN can only be activated by the WOC and are intended only for dissemination of emergency information. Use of the PA system for other than emergency information must be coordinated through the 50 SW/CC or 50 SW/CV.

1.6. All three systems are used only to pass unclassified information. If a need to pass classified arises, the WOC crew will inform the work centers and request each work center without secure voice communications to send a runner with the proper clearance to the WOC. Units or unit control centers for 24-hour duty stations with secure voice capability will provide their secure number to the WOC. The WOC then passes information via secure voice to those work centers.

## **2. Responsibilities:**

2.1. The WOC is responsible for the proper operation and conduct of the DCC/ENN/PA. The WOC will develop procedures for the proper use of emergency notification systems.

2.2. All SAFB DCC/ENN conferees will:

2.2.1. Respond to the DCC/ENN and remain on the conference until they are released by the WOC or the recorded message has ended.

2.2.2. Ensure the WOC (7-2180/81/82/83) is immediately notified of any emergency situation that occurs in their center/area of responsibility.

2.2.3. Relay information received over the DCC/ENN to all other squadron/unit work centers as required by the situation.

2.2.4. Develop procedures to comply with this regulation.

2.3. 50th Space Communications Squadron will maintain ENN equipment in operating condition.

2.4. Units experiencing problems with Base PA speakers (i.e., dial tone after message, low volume, etc) should report the problem immediately to Telephone Job Control (7-2666). The base PA will be tested every Friday at 1200L. This test will include testing the Base Siren. An announcement will be made prior to the test, indicating it is only a test and no action is required.

## **3. Procedures:**

3.1. When the back-up system (ENN) is utilized to relay emergency notifications:

3.1.1. Conferees will immediately answer the ENN when it is activated and remain quietly on the line.

3.1.2. All conferees will remain on the conference until units are polled, the emergency information is passed and the WOC crew representative terminates the conference.

3.1.3. Conferees who must terminate the conference due to an emergency situation will identify the need as soon as it is known. Agencies that terminate the conference prematurely are responsible to contact the WOC after the emergency situation has been terminated and request a status briefing.

3.1.4. If a conferee does not respond to the roll call, the WOC will not delay passing information to other conferees. Once the information has been passed, the WOC will then attempt to contact

the conferee via alternate means. If a conferee cannot be contacted by any means, the WOC will request security forces investigate as time/situation permits.

3.1.5. After all conferees are polled and initials are taken, the WOC crew passes the information and may request information on operational impacts from the conferees.

3.1.6. The WOC will remain on the line to ensure understanding by all conferees. Conferees may ask brief, clarifying questions which would be of general interest to all agencies. Conferees with specific unit-related questions will wait to ask their question(s) until after all information is passed and the WOC solicits questions. After all questions are answered, the WOC will advise conferees the conference is terminated.

3.2. When the DCC and/or base PA is utilized to relay emergency notifications, work centers receiving notifications should copy information and complete their emergency procedures.

3.3. After receipt of an emergency notification each agency completes an in-depth assessment of the impact of the emergency situation and determines courses of action for their work center. If requested during the initial conference, conferees will report the assessment/situation back to the WOC within ten minutes, situation permitting. If the situation requires evacuation, and time permits, conferees will report the following information to the WOC:

3.3.1. How quickly the unit control center or affected agency can be configured to allow evacuation.

3.3.2. How quickly the unit control center or affected agency's back-up (if applicable) can be set up to resume operations.

3.3.3. How long the unit control center or affected agency can be unmanned without damage to equipment and/or satellite.

3.3.4. In the case of a bomb threat; how the unit control center or affected agency's operations is affected by any evacuation actions around the threatened explosion time, if the bomb detonation time is known.

3.4. When the WOC receives the assessments and develops an adequate evaluation of the situation, the WOC may pass additional instructions over the DCC/ENN. Each work center will comply with the instructions as accurately as possible. If unable to accomplish all or part of the instruction, the work center immediately informs the WOC why, and what alternate actions, if any, will be taken.

3.5. In addition to the direction provided by the WOC, all work centers take whatever actions are appropriate in accordance with directives/checklists covering the specific emergency situation.

3.6. Work centers that maintain event logbooks will log all DCC/ENN activity at the earliest possible opportunity. As a minimum, the following information will be recorded:

3.6.1. Date and time of the event.

3.6.2. Situation and actions taken by the work center.

3.6.3. Initials of individual making the entry.

3.7. At the first opportunity after the termination of the emergency situation, each operation work center reports their status to the WOC as applicable. In addition, each conferee describes adverse effects on the work center/system/satellite vehicle(s) caused by the situation.

SUZANNE M. VAUTRINOT, Colonel, USAF  
Commander, 50th Space Wing

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

**Wing Operations Center (WOC)**—A 24-hour, 7-day per week duty center located in Mod 19A of building 400 at SAFB; consisting of an operations and contingency operations area. The WOC is responsible for all wing up/down channel reporting, Emergency Action procedures and wing-wide notifications.

**Random Antiterrorism Measures (RAMs)**—A random use of measures from a higher FPCON.

**Emergency Notification Network (ENN)**—A preset speed dial conference capability. The system automatically disseminates emergency information to key personnel.

## Attachment 2

## EMERGENCY NOTIFICATION NETWORK 1 (ENN)

PRESET \*00 (7-1120)

NO	ORGANIZATION	PHONE #	INITIALS	ALT PHONE
01	SOC-12 (1 SOPS)	7-1414	_____	7-5190
02	SOC-21 (2 SOPS)	7-2477	_____	7-2461
03	SOC-31 (3 SOPS)	7-3647	_____	7-3678
04	SOC-41 (4 SOPS)	7-5033	_____	7-4903
05	MOD 3-4	7-4305	_____	7-5507
06	850 SCS/JOB CONTROL	7-2666	_____	7-4657
07	50 CES	7-2301	_____	7-6544
08	FIRE DEPT	7-4111	_____	7-3371
09	50 SFS/CSC	7-5643	_____	7-5642
10	NET STATUS	7-2446	_____	7-5424
11	22 SOPS/DET 7 (PIKE)	7-6778	_____	7-6795
12	18IS	7-6125	_____	7-6117
13	JNIC	7-9000	_____	7-8700
14	AFTAC/DET 46	7-6363	_____	7-6626

**EMERGENCY NOTIFICATION NETWORK 2 (ENN)**

PRESET \*00 (7-1400)

NO	ORGANIZAITON	PHONE #	INITIALS	ALT PHONE
1	50 CONS/CONTRACTING	7-3800	_____	7-3801
2	SAFETY	7-7575	_____	7-5617
3	INTEL	7-5495	_____	7-5711
4	DOCS CERT FACILITY	7-3570	_____	7-2217
5	SPACE WAR CTR	7-9565	_____	7-9067
6	6 SOPS	7-4426	_____	7-4428
7	COMMAND SECTION	7-6119	_____	7-5691