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**Civil Engineering**

**DISASTER PREPAREDNESS PLANNING AND  
OPERATIONS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRPD 32-40, *Disaster Preparedness*. Additionally this instruction complies with AFI 32-4001 as supplemented.

**1. Applicability.** This instruction applies to all personnel assigned or attached to the 927th Air Refueling Wing.

**2. Implementation:** The 927th Crisis Action Team (CAT) is the focal point for command, control and communications when an emergency situation involving 927th personnel or assets arises.

**3. Responsibilities:**

3.1. The 927 ARW Commander will:

3.1.1. Develop and execute a comprehensive Readiness (Disaster Preparedness) program according to AF and HQ AFRC.

3.1.2. Chair or designates a chairperson for the 927 Readiness Council.

3.1.3. Establish an Exercise Evaluation Team (EET) and assign an EET Chief.

3.1.3.1. The EET chief will coordinate with the host base exercise evaluation team chief to incorporate 927 ARW in exercise planning and execution in base level exercises.

**NOTE:** Units can count a response to actual contingencies/emergencies as exercise requirements provided the appropriate reports are written and submitted. See Attachment 5 in AFI 32-4001 for exercise ground rules. The EET chief should have knowledge of "AFH 32-4015 Vol. 1 Civil Engineer Readiness Flight Exercise Handbook, Exercise development, conduct and evaluation, and AFI 10-204 Participation in Military Exercise Program" for information on exercise development.

3.1.4. Ensure a Chemical Attack Response Exercise (CARE) and a Recovery Exercise are scheduled at least once annually.

**NOTE:** The CARE scenario should be developed to include the tasked deployment location(s) and gaining MAJCOM requirements for the individual units in the wing.

3.1.4.1. Ensure exercise objectives focus on command and control; attack and warning reaction; use of individual protective equipment; contamination control area processing; self-aid and buddy care; explosive ordinance reconnaissance; dispersal; expedient hardening; black-out; and demonstrated effectiveness of personnel to perform their wartime tasks in a chemical/biological warfare environment.

3.2. The Group/Squadron Commander will:

3.2.1. Appoint an E-5 or above, in writing, as Disaster Preparedness Representative (DPR) who will serve as the single point of contact for all matters related to readiness to the Wing Readiness Flight.

3.2.2. Establish and conduct a positive unit readiness program according to all applicable publications.

3.2.3. Review checklists, written in support of host Oplan 32-1, once per year to ensure currency. Coordinate all unit developed checklists through 927 CES/CEX for review.

3.2.4. Ensure all readiness related equipment (i.e. masks) are inventoried, inspected, repaired, or replaced.

3.2.5. Act as the staffing agent for the Readiness Council. In the absence of the commander, alternate representatives must be granted full decision making authority.

3.2.6. Ensure all personnel within your unit are scheduled for Chemical/Biological Warfare Defense (CBWD) training at intervals not to exceed 24 months.

3.2.7. Conduct a unit information program.

3.2.8. Conduct unit readiness program self-inspection (using checklist provided by wing readiness flight) semi-annually.

3.2.9. Ensure all unit personnel, assigned to mobility positions, complete "individual Qualification Training."

3.2.10. Forward, to wing readiness, all exercise reports.

3.3. The 927 ARW Readiness Flight Chief will:

3.3.1. Analyze the threat at deployed locations and provide information on protective measures to deploying personnel.

3.3.2. Prepare and/or track all planning documents which task the flight or support readiness operations according to AFI 10-212 Chap. 2, and AFI 32-4007, section C. The function is to work with the wing planning office to ensure each of these plans are reviewed, and when necessary, revised by the appropriate functional experts.

3.3.3. Provide inputs on updates, issues, and problems to the readiness ART for presentation to the readiness council.

3.4. The 927 ARW Readiness Air Reserve Technician (ART) will:

- 3.4.1. Serve as the wing focal point for all readiness related matters.
- 3.4.2. Brief and advise the commander on measures planned, programmed, and initiated to ensure forces operate effectively during contingencies.
- 3.4.3. Accomplish all duties as outlined in AFI 32-4001 and AFRCI 10-202.
- 3.4.4. Coordinate the 927 ARW readiness program with the host base.
- 3.4.5. Provide units readiness information material as described in AFRC 10-202 para A4.3.5.1.
- 3.4.6. Perform Staff Assistance Visits (SAV) to all assigned units when requested by squadron commanders or higher authority. If a SAV is not requested, ensure one is conducted not to exceed 24 months.
- 3.4.7. Train Disaster Preparedness Representative; contamination control team; camouflage, concealment, and deception teams according to AFI 32-4001, Chap. 6; AFI 32-4001/AFRC Sup; AFI 32-4007, and AFI 32-4005.
- 3.4.8. Establish and maintain a self-inspection program according to AFI 90-201, and applicable supplements.
- 3.4.9. Accompany or assist all higher headquarters inspection or SAV teams when 927 units are visited.
- 3.4.10. Submit budgets for wing mission support material through the Support Group Resource advisor. Submit squadron/flight related requirements through the Civil Engineer Resource Advisor.
- 3.4.11. Conduct and document readiness representatives meetings for units with mobility commitments. Meetings will be conducted no less than annually. This meeting will cover those issues necessary to support contingency operations and management of the readiness program. These meetings may be combined with other meetings.

3.5. The Disaster Preparedness Representative will:

- 3.5.1. Comply with all directives of higher headquarters regarding the unit readiness program.
- 3.5.2. Be ready to meet with inspection or SAV teams to verify a positive readiness program.
- 3.5.3. Maintain a unit readiness handbook according to ----- . Contents of this handbook must contain the following:
  - 3.5.3.1. Index.
  - 3.5.3.2. Tab A – Current unit readiness representative letter of appointment.
  - 3.5.3.3. Tab B – Most current Wing Staff Assistance Visit/Self-inspection checklist.
  - 3.5.3.4. Tab C – Latest Wing Staff Assistance Visit report.
  - 3.5.3.5. Tab D – Newcomers briefing material and educational material.
  - 3.5.3.6. Tab E – Most current Chemical Warfare Defense (CWD) training roster.
  - 3.5.3.7. Tab F – General correspondence.

3.5.4. Maintain the following publications in library: T.O. 14P3-1-141, 14P4-1-151, and 14p4-15-1.

3.5.5. Have computer access to AFRC publications pages on internet for the purpose of accessing AF, AFRC, MAJCOM, and 927 Wing publications.

3.5.6. Provide initial orientation for newcomers and quarterly briefings to all unit personnel to maintain the educational objectives of the readiness program. Strongly emphasize warning signals (home station), protective shelter locations, and emergency actions to be taken in the event of nuclear attack and major accident or natural disasters. Document initial orientations and quarterly briefings on a Memo For Record (MFR) and retain in the Readiness Handbook.

3.5.7. Display the following visual aids on unit bulletin boards: 1) Standardized Alarm Signals for in the United States, 2) USAF Standardized Alarm Signals for deployed locations, 3) Shelter location letter, 4) Name, location and phone ext. of Unit Readiness Representative, 5) Educational material such as; tornado safety guidelines.

3.5.8. Perform semi-annual self-inspection using the current 927 ARW self-inspection checklist. Document on self-inspection checklist and maintain latest report in Unit Readiness Representative Handbook.

3.5.9. Schedule unit personnel for CWD refresher training, at intervals (not to exceed 24 months), to ensure 100% currency of all unit personnel at all times. Schedule personnel to attend CWD initial training within 90 days of assignment to unit.

**NOTE:** If individual can produce documentation to prove they have already attended CWD initial training at another location they do not have to be scheduled to attend again. The unit representative must forward the training information and ensemble sizes, to the wing readiness office for updating of the wing training roster.

3.5.10. Ensure semi-annual chemical protective mask inspections are completed for all unit owned masks. Maintain enough additional training ensembles and masks to be able to issue one to each newcomer after the Wing Readiness office has sized them.

**NOTE:** If the individual has already been sized by another readiness office it is not necessary for them to be sized again.

3.5.11. Maintain a home station/deployable stockpile of spare parts for unit owned chemical protective masks.

### **3.6. The Supervisor/IQT Monitor will:**

3.6.1. Identify critical wartime taskings and duties to be performed during Individual Qualification Training (IQT).

3.6.2. Schedule and conduct IQT for all personnel after completion of initial CWD training.

3.6.3. Certify personnel after identified wartime tasks have been accomplished.

3.6.4. Reschedule personnel for continuous IQT if deemed necessary by the supervisor/IQT monitor to maintain individuals abilities.

3.6.5. Decertify personnel who fail to perform critical wartime task(s) properly during an exercise.

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Commander

**Attachment 1****EMERGENCY ACTIONS****A1.1. NUCLEAR ATTACK:**

A1.1.1. Pre-attack actions:

A1.1.2. Each unit will implement necessary actions to protect assigned resources and classified material according to AFI 32-4001.

A1.1.3. During increased states of readiness, personnel not performing vital mission tasks will be directed to shelters through the CAT.

A1.1.4. Facility managers will ensure all personnel have been sheltered, non-essential utilities turned off, and the facility made secure.

A1.1.5. Trans-attack actions:

**A1.2. A THREE TO FIVE MINUTE WAVERING TONE** on the base siren denotes an attack is imminent. Proceed immediately to designated shelters.

A1.2.1. If caught in the open during the attack, take cover or shelter in the nearest available culvert, ditch or behind a wall. This will afford some protection against the blast and heat wave.

A1.2.2. Post-attack actions:

A1.2.3. All unit personnel will remain sheltered and will accomplish tasks as directed by the shelter management team.

A1.2.4. Accomplish casualty care and damage assessment as soon as it is relatively safe to do so.

**A1.3. NATURAL DISASTER OR PEACETIME EMERGENCY:**

A1.3.1. Before the Natural Disaster or Peacetime Emergency:

A1.3.2. Facility manager will ensure all units secure and/or store all items which could be blown away, damaged or become airborne.

A1.3.3. Facility managers will brief all unit personnel on the natural disaster threat, status, and precautions to be taken.

A1.3.4. Disconnect all non-essential utilities throughout the building.

A1.3.5. Accomplish all items on the checklists for natural disasters

A1.3.6. Natural Disaster or Peacetime Emergency (imminent or in progress)

**A1.4. A THREE TO FIVE MINUTE STEADY TONE** on base siren will denote that a peacetime disaster or natural disaster threat exists.

A1.4.1. Take immediate protective shelter or other appropriate actions as required.

A1.4.2. Tune to local radio and television stations for emergency instructions

A1.4.3. Listen to base public address systems for additional instructions.

A1.4.4. Remain in protective area until the “All Clear” is sounded.

A1.4.5. After the Natural Disaster or Peacetime Emergency

A1.4.6. Promptly report all casualties.

A1.4.7. Perform damage assessment of the area and facilities.

A1.4.8. Ensure that no hazards exist prior to entrance to facilities or restoring utilities.