

**17 MARCH 1999**

**Civil Engineering**

**DISASTER PREPAREDNESS (DP) PROGRAM  
MANAGEMENT**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://afpubs.hq.af.mil>.

---

OPR: 436 CES/CEX ( )

Certified by: 436 CES/CC  
(Lieutenant Colonel Dean)

Supersedes DOVERI 32\_4001, 18 May 1998

Pages: 26  
Distribution: F

---

This instruction outlines Dover Air Force Base DP functions and applies to all units assigned and attached to the 436th Airlift Wing (AW). It specifies procedures and outlines responsibilities to meet unit DP Program requirements. This DAFBI supplements AFI 32-4001 Disaster Preparedness Planning and Operations and other associated publications.

**SUMMARY OF REVISIONS**

This is the first publication of DAFBI 32-4001. It replaces DAFBR 355-2 and AFR 355-1/DS-1.

Changes all Disaster Preparedness office references to Civil Engineer Readiness Flight.

Defines the Dover AFB Disaster Preparedness program requirements.

<b>Chapter 1—DISASTER PREPAREDNESS PROGRAM MANAGEMENT</b>	<b>3</b>
1.1. PURPOSE: .....	3
1.2. FUNCTIONAL RESPONSIBILITIES: .....	3
<b>Chapter 2—SQUADRON / UNIT DISASTER PREPAREDNESS PROGRAM</b>	<b>7</b>
2.1. Purpose: .....	7
2.2. Responsibilities: .....	7
<b>Chapter 3—DISASTER RESPONSE FORCE</b>	<b>10</b>
3.1. Disaster Response Force (DRF): .....	10

**Chapter 4—DISASTER PREPAREDNESS TRAINING PROGRAM 14**

4.1. Introduction: ..... 14

4.2. Responsibilities: ..... 14

4.3. Scheduling: ..... 14

4.4. Documentation: ..... 15

4.5. Courses: ..... 15

4.6. Officer/Enlisted Specialty Training (EST) for CBWD: ..... 18

4.7. HAZMAT Emergency Response Training: ..... 18

**Chapter 5—DISASTER PREPAREDNESS UNIT ASSESSMENT PROGRAM 20**

5.1. Responsibilities: ..... 20

5.2. Staff Assistance Visit (SAV): ..... 20

5.3. Unit level Assessment: ..... 20

5.4. Chemical Biological Warfare Defense Equipment: ..... 20

**Chapter 6—DISASTER PREPAREDNESS SHELTER REGISTRATION 21**

6.1. Purpose: ..... 21

6.2. Procedures: ..... 21

**Attachment 1—UNIT REPRESENTATIVE HANDBOOK 22**

**Attachment 2—CONTAMINATION CONTROL TEAM EQUIPMENT REQUIREMENTS 23**

**Attachment 3—NATURAL DISASTER KIT 25**

**Attachment 4—CHEMICAL BIOLOGICAL WARFARE DEFENSE TRAINING 26**

## Chapter 1

### DISASTER PREPAREDNESS PROGRAM MANAGEMENT

**1.1. PURPOSE:** This chapter outlines basic organizational responsibilities to manage the Dover AFB Disaster Preparedness (DP) Program. Operational actions are outlined in Dover AFB, OPlan 32-1.

#### **1.2. FUNCTIONAL RESPONSIBILITIES:**

**1.2.1. WING COMMANDER:** 436AW/CC has overall responsibility for the wing DP program and establishes a single installation DP program IAW AFI 32-4001, as supplemented. These responsibilities include:

1.2.1.1. Coordinates mutual disaster support agreements with civil authorities at all levels.

1.2.1.2. Staffs and equips the disaster response force (DRF) to respond to contingencies (See AFMAN 32-4004).

1.2.1.3. Establishes a base exercise evaluation team (EET).

1.2.1.4. Provides logistical support to Department of Energy (DOE) nuclear weapon component and nuclear waste shipments.

1.2.1.5. Through Civil Engineer and Communications squadrons installs and maintains an installation warning system.

1.2.1.6. Completes necessary reports following natural disasters and major accident responses, including lessons learned, according to AFMAN 10-206, Operational Reporting see attachment 4 in AFI 32-4001 for additional guidance.

1.2.1.7. Activates and oversees the Crisis Action Team (CAT) and Survival Recovery Center (SRC) during contingencies per annex C to 436AW Basic Unit Supplement.

**1.2.2. VICE WING COMMANDER:** 436AW/CV chairs the installation Readiness Council. Members of this board are group commanders, squadron commanders/staff agency chiefs and the EET chief.

#### **1.2.3. DOVER COMMAND & CONTROL COMMAND POST (436 AW/CP):**

1.2.3.1. Will initiate wing Quick Reaction Checklists (QRC's) as required in response to incidents.

1.2.3.2. Operates the installation warning system (sirens).

1.2.3.3. Tests the installation warning system using the alert signal for 30 seconds every Friday at noon.

1.2.3.4. When notified that any of the seven sirens are not operational, CP will notify CE & CS service call.

#### **1.2.4. PLANS AND PROGRAMS (436 AW/XP):**

1.2.4.1. Acts as Exercise Evaluation Team (EET) chief ensures all requirements outlined in AFI 32-4001, Disaster Preparedness Planning and Operations, that apply to 436 AW are satisfied.

1.2.4.2. Ensure the SRC is manned and equipped per requirements in AFI 32-4001 Table A1-1 "SRC Composition and Responsibilities" and Annex C to 436AW Basic Unit Supplement.

**1.2.5. OFFICE OF SAFETY (436 AW/SE):** Will provide their Safety vehicle (4x4, UHF radio equipped) as emergency on-scene Mobile Command Post (MCP) should the primary MCP be disabled or destroyed.

**1.2.6. SUPPORT GROUP COMMANDER (436 SPTG/CC):** Acts as the On-Scene Commander (OSC) for major accidents and maintains communication with the Command Post And CAT. Provides support to the Wing Commander for all contingencies.

**1.2.7. BASE CIVIL ENGINEER (436 CES/CC):**

1.2.7.1. Oversees the installation DP and NBC defense programs. Briefs the installation Commander and staff on the status of the DP Program.

1.2.7.2. Acts as On-Scene Commander when directed.

1.2.7.3. Develop base grid maps with grid lines of 400 feet (DAFB ALPHA MAP).

1.2.7.4. Maintains installation warning system with CS.

**1.2.7.5. FIRE PROTECTION FLIGHT:** During major accidents the Fire Chief assumes on-scene command and directs all actions until transferred to designated OSC

**1.2.7.6. ENVIRONMENTAL FLIGHT (436 CES/CEV):**

1.2.7.6.1. Will develop and update the HAZMAT emergency planning and response plan.

1.2.7.6.2. Responsible for pollution prevention, waste stream management, and Emergency Planning and Community Right-to-Know Act (EPCRA) reporting.

1.2.7.6.3. The Chief, Environmental Flight, is the installation Emergency Planning and Community Right-To-Know Act (EPCRA) coordinator for Dover AFB.

**1.2.7.7. READINESS FLIGHT (436 CES/CEX):**

1.2.7.7.1. Develops and manages the DP, ABO, CCD and NBCC Defense Programs as outlined in AFI 32-4001, as supplemented.

1.2.7.7.2. Briefs the status of the installation DP Program at least annually, to the Wing Staff via the installation Readiness Council and/or other forum.

1.2.7.7.3. Develops, publishes, and updates Dover AFB Oplan 32-1.

1.2.7.7.4. Reviews, coordinates, and approves unit emergency action checklists/implementing instructions in support of Dover AFB OPlan 32-1 annually.

1.2.7.7.5. Acts as the installation liaison to the Kent County Local Emergency Planning Committee (LEPC) to coordinate off base emergency planning and response program activities.

1.2.7.7.6. Acts as the installation liaison to the Delaware State Emergency Response Commission (SERC) to coordinate state wide emergency planning and response program activities.

1.2.7.7.7. Establishes a radiological monitoring capability and maintains assigned equipment. Organizes, trains, and equips personnel in the use of this equipment.

1.2.7.7.8. Conducts Unit Assessment of the unit DP Program upon request.

1.2.7.7.9. Advises unit DP representatives on how to effectively complete responsibilities within their unit programs.

**1.2.7.8. HOUSING FLIGHT (436 CES/CEH):**

1.2.7.8.1. Will issue the Emergency Action Information for Base Populace Pamphlet,(DAFBP 32-4004) to all base housing occupants at the time they move into their housing unit.

1.2.7.8.2. Issue Disaster Preparedness Information For Military Families cards to all housing occupants as follows:

Eagle Heights with basements DAFBVA 32-1

Eagle heights without basements DAFBVA 32-1A

Eagle Meadows DAFBVA 32-1B

**1.2.8. SERVICES SQUADRON (436 SVS/CC):**

1.2.8.1. Provides humanitarian services (feeding, clothing, housing, laundry) for disaster survivors, DRF members, and incoming forces. Towels and clothing are special requirements for the personnel decontamination team.

1.2.8.2. Develop the Shelter Stocking Plan to meet OPlan and natural disaster requirements and ensures plan is reviewed annually.

1.2.8.3. Will make the Emergency Action Information for Base Populace Pamphlet,(DAFBP 32-4004) Pamphlet available for visiting personnel through Lodging (SVML).

1.2.8.4. Must conspicuously post visual aids identifying alert and warning signals (AFVA 32-4010) and shelter locations within each visitor facility through Lodging (SVML).

1.2.8.5. Mortuary provides search and recovery of human remains and other mortuary services through the port Mortuary (SVD).

**1.2.9. SECURITY FORCES SQUADRON (436 SFS/CC):**

1.2.9.1. Conducts planning and operations for civil disturbance.

1.2.9.2. Coordinates civilian police assistance for disaster operations.

1.2.9.3. Provides security for temporary storage of government sponsored shipments.

**1.2.10. COMMUNICATIONS SQUADRON (436 CS/CC):**

1.2.10.1. Provides secure and unsecured telephone communications capability during disaster operations.

1.2.10.2. Maintains installation warning system with CE.

**1.2.11. TRANSPORTATION SQUADRON (436 LGT/CC):**

1.2.11.1. Provides one passenger bus to support the On-Scene Disaster Control Group (DCG).

1.2.11.2. Delivers upon request, multiple passenger vehicle and trucks to support the Disaster Preparedness Support Team and the DCG during disaster situations and exercises.

1.2.11.3. Establishes and maintains a vehicle contamination control capability.

**1.2.12. MEDICAL GROUP (436 MG/CC):**

1.2.12.1. Maintains a limited decontamination capability for medical personnel, casualties, and medical equipment.

1.2.12.2. Provides industrial hygiene, radiological health, and environmental monitoring support through Bioenvironmental (SGPB).

**1.2.13. ALL UNITS:** Provide functional support as outlines in AFI 32-4001. Organizations having facility manager responsibilities will establish natural disaster kits. See [Attachment 3](#) for requirements and equipment list.

## Chapter 2

### SQUADRON / UNIT DISASTER PREPAREDNESS PROGRAM

**2.1. Purpose:** To assist the units DP program management. All units assigned/attached to Dover AFB are required to maintain a unit level DP program.

**2.2. Responsibilities:**

**2.2.1. Unit Commanders/staff agency chiefs:**

2.2.1.1. Appoint primary and alternate Unit Representatives (Unit Reps. Unit Reps must be in the grade of Staff Sergeant (E-5) or above.

2.2.1.2. Ensure written procedures are developed in support of Dover AFB OPlan 32-1. These procedures must address who, what, when, where, and how to perform all tasks during attacks, major accidents, natural disasters, and all other contingencies covered in Dover AFB OPlan 32-1, applicable to the unit's mission.

2.2.1.3. Accomplish unit planning, preparation, and ensure all unit personnel support AFI 32-4001 and the installation DP Program.

2.2.1.4. Identify requirements and budget, obtain, store, and maintain unit operational and training equipment.

2.2.1.5. Ensure unit personnel attend required DP training classes.

2.2.1.6. Ensure unit personnel deployable to chemical/biological threat areas are proficient in assigned wartime tasks while wearing the chemical ground crew ensemble. This training should be included in the unit Task Qualification Training (TQT) program.

2.2.1.7. Ensure personnel are assigned to specialized teams as tasked by the READY board, attend required Disaster Preparedness training classes, and are available to respond to disaster situations and base exercises.

2.2.1.8. Ensure trained specialized team members are not released from duty unless a written request is submitted and approved by the installation commander for reasons other than permanent change of station, retirement, discharge, or medical disqualification. Replacements are required to be trained 60 days prior to release of trained team members.

2.2.1.9. Ensure the unit Disaster Preparedness information program is conducted for all military and civilian personnel assigned to the unit. Program should be conducted upon assignment to the unit and quarterly thereafter.

2.2.1.10. Appoint personnel in writing to the Disaster Control Group (DCG) (See page 11) Appointed personnel must have complete authority to dedicate unit assets in support of recovery operations.

2.2.1.11. Appoint personnel in writing to specialized teams: Contamination Control Team (CCT), Shelter Management team (SMT), Disaster Preparedness Support Team (DPST). (See page 13-14)

**2.2.2. Squadron/Unit Representatives (Unit Reps):** Manage the daily activities of the unit program for the organization commander/staff agency chief.

- 2.2.2.1. Unit Reps will maintain a unit representative Handbook IAW [Attachment 1](#).
- 2.2.2.2. Maintain liaison with 436 CEX on matters affecting the unit's Disaster Preparedness Program.
- 2.2.2.3. Ensure tasked specialized team positions are properly manned through the squadron and group READY board monitors.
- 2.2.2.4. Ensure Unit Disaster Preparedness Report is signed by the commander/staff agency chief, and sent quarterly (Dec, Mar, Jun, Sep) to 436 CEX.
- 2.2.2.5. Schedule and ensure unit personnel attend required Disaster Preparedness training.
- 2.2.2.6. Attend initial Unit Representative training.
- 2.2.2.7. Maintain administrative and publication files related to the unit Disaster Preparedness Program.
- 2.2.2.8. Post AFVA 32-4010 on bulletin boards with local information included in the block Provided.
- 2.2.2.9. Conduct a unit Disaster Preparedness information program using information in TAB E of [Attachment 1](#).
- 2.2.2.10. Documentation: The information program training will be documented on a memo for record indicating the subjects briefed and the date training was conducted.
- 2.2.2.11. Conduct a Unit Assessment annually.
- 2.2.2.12. Project training slots a minimum of a month in advance.
- 2.2.2.13. Geographically Separated Units (GSU) will assign Unit Reps in writing and maintain contact with the CE Readiness Office on Unit Rep issues.

### **2.2.3. All assigned personnel will:**

- 2.2.3.1. Be knowledgeable of unit and individual responsibilities during attack, natural disaster, and major accident situations.
- 2.2.3.2. Brief dependents on actions to take during any disaster situation.

**2.2.4. Unit Disaster Preparedness Information Program:** The program is designed to provide all assigned personnel, military and civilian, with the knowledge to protect themselves from the effects of a disaster, to include war, and to support unit actions in response to a disaster. The program is composed of initial orientation and recurring training.

**2.2.4.1. Initial Unit Orientation:** All incoming personnel will be briefed on unit disaster response procedures, shelter assignment, specialized team assignment (if applicable), exercise procedures and DAFBP 32 4004 (Emergency Action Information for Base Populace Pamphlet). Training will be conducted within 30 days of assignment and documented by the Unit Reps.

**2.2.4.2. Recurring Training:** This training is conducted quarterly and documented on a memo for record for all personnel by the Unit Reps. The DAFBP 32 4004 Emergency Action Information for Base Populace Pamphlet, provided by the CE Readiness Flight, should be used as the primary source of information. Subjects that should be covered are:

- 2.2.4.2.1. Local threats pertaining to major accidents and natural disasters.

- 2.2.4.2.2. Individual actions prescribed by the squadron to be taken during attack, natural disaster, and major accident situations.
- 2.2.4.2.3. Shelter assignment/procedures.
- 2.2.4.2.4. Unit procedures for disaster response.
- 2.2.4.2.5. Warning and notification system and signals.
- 2.2.4.2.6. Actions to take if away from home station if general war or natural disaster occurs.
- 2.2.4.2.7. Responsibility of sponsors to brief dependents on actions to take during natural disaster, accident, or attack situations.

## Chapter 3

### DISASTER RESPONSE FORCE

**Purpose:** This chapter establishes requirements for the wartime and peacetime specialized Disaster Preparedness organizations on Dover AFB. It sets requirements for the personnel, equipment, and resources needed to coordinate, respond, control, and recover from the effects of a disaster situation.

**3.1. Disaster Response Force (DRF):** The DRF is comprised of various organizations which provide the necessary elements to deal with disaster situations. The DRF consists of: Crisis Action Team (CAT), Survival Recovery Center (SRC), Command Post (CP), Major Control Centers, Disaster Control Group (DCG), and Specialized Teams.

**3.1.1. Crisis Action Team (CAT):** The 436 AW CAT will be staffed and assembled in accordance with the 436 AW Basic Unit Supplement (436 AW BUS).

**3.1.2. Survival Recovery Center (SRC):** Will be activated for extended recovery actions as required. Refer to 436 AW Basic Unit Supplement (BUS), Tab C (Survival Recovery Center Procedures) and AFI 32-4001 for more detailed guidance.

**3.1.3. Disaster Control Group (DCG):**

**3.1.3.1. Purpose:** This group is responsible for response, containment, command and control, and recovery at the scene of disasters. Members will exercise control over unit response actions and coordinate base support of on-scene requirements.

**3.1.3.2. Composition:** This team is comprised of commanders or staff agency chiefs required to successfully recover from an accident/incident. If a commander or staff agency chief is not available, a designated representative must have complete authority to dedicate unit assets in support of recovery operations. The following agencies must be represented on the DCG:

On-Scene Commanders (436 SPTG/CC)	Public Affairs (436 AW/PA)
(436 SPTG/CD)	Chaplain (436 AW/HC)
(436 CES/CC)	Staff Judge Advocate (436 AW/JA)
(436 CES/CEF)	Safety (436 AW/SE)
Disaster Preparedness (436 CES/CEX)	Aircraft Generation (436 AGS/CC)
Security Forces (436 SFS/CC)	Airfield Manager (436 OSAA)
Fire Department (436 CES/CEF)	Environmental Engineers (436 CES/CEV)
Civil Engineer (436 CES/CC)	Explosive Ordinance Disposal (436 CES/CED)
Services (436 SVS/CC)	Communications (436 CS/CC)
Medical (436 MG/CC)	Transportation (436 LGT/CC)
512 AW Representative (Only if reserve assets are involved)	Bioenvironmental (436 MG/SGPB)

**3.1.3.3. Alternates Required:** Minimum of two per position. Each assigned alternate must be delegated the same authority as the unit commander/staff agency chief.

**3.1.3.4. Checklists/Equipment:**

- 3.1.3.4.1. DCG members will maintain response checklists.
- 3.1.3.4.2. Checklists will be written outlining unit response actions along with the Wing Quick Reaction Checklists (QRCs). Checklists will be reviewed and updated when the QRCs are, along with all other unit response checklists.
- 3.1.3.4.3. Maintain current Dover AFB ALPHA map with overlay.
- 3.1.3.4.4. Maintain a packet of Delaware, Maryland, and Virginia state road maps.
- 3.1.3.4.5. Cold weather and wet weather gear.
- 3.1.3.4.6. Radio and cellular phone, if available.
- 3.1.3.4.7. Flashlights or lanterns and high visibility belts for nighttime operations.
- 3.1.3.4.8. Hard hats with office symbols on them.
- 3.1.3.4.9. Ear plugs.

**3.1.4. Control Centers:** Activated during emergencies to serve as the focal point for unit response. All units tasked with providing CAT and/or DCG representatives must maintain a unit control center.

**3.1.4.1. The following items must be maintained within the control center:**

- 3.1.4.1.1. Current unit recall rosters and disaster response force team recall rosters.
- 3.1.4.1.2. Maintain current Wing BUS, Wing QRCs and wing plans.
- 3.1.4.1.3. Current operating checklists covering attack, major accident, natural disaster, unit control center activation procedures, and evacuation actions.
- 3.1.4.1.4. Dover AFB OPlan 32-1.
- 3.1.4.1.5. Telephone, land mobile radio, and additional communications as required.
- 3.1.4.1.6. Current Dover AFB ALPHA map (1"=400') with overlay. Facilities belonging to the unit should be highlighted on the control center map.
- 3.1.4.1.7. List of current telephone numbers, and a point of contact for each facility to expedite notification.
- 3.1.4.1.8. Maintain a packet of Delaware, Maryland, and Virginia state road maps.

**3.1.4.2. Responsibilities:** Control center personnel must be knowledgeable of:

- 3.1.4.2.1. Unit recall and reporting procedures.
- 3.1.4.2.2. Grid map plotting.
- 3.1.4.2.3. Control center checklists and overall control center operations.
- 3.1.4.2.4. DRF members assigned to the unit.
- 3.1.4.2.5. Land mobile radio procedures.
- 3.1.4.2.6. Personnel notification and evacuation procedures.

**3.1.5. Specialized Teams:**

**3.1.5.1. Contamination Control Teams (CCT):** Unit listed below will form CCT's consisting of at least 10 people. One E-5 or above(or civilian equivalent), to serve as team chief and nine personnel of any rank(or civilian equivalent). CCT equipment requirements are listed in [Attachment 2](#).

UNIT	AREA OF RESPONSIBILITY
436 CES	Gross area, buildings, roads and grounds
436 AGS	AGE/Aircraft
436 APS	Air cargo
436 LGT	Vehicles
436 MG	Medical equipment, injured personnel
436 CES/CEX	Personnel (The base DPST is used for personnel CCT)

**3.1.5.2. Shelter Management Teams (SMT):**

3.1.5.2.1. Each shelter management team will consist of a shelter supervisor (commissioned officer), an alternate supervisor (MSgt or above), and two assistants/exposure control monitors (any grade). The following organizations will form SMT teams to support base shelters for 24-hour coverage.

SHELTER	OPR	SHELTER	OPR
203	436AW/XP*	206	Det 3, 373 TRS
300	436 MG	714C	436 EMS
505	436 APS	714E	436 EMS
639	436 LGS	714W	436 EMS
1303	436 FM		

\* 436 AW/XP will provide the shelter officer (supervisor), 436 AW/CP will provide the alternate supervisor, and 436 CS will provide two assistants/exposure control monitors for bldg 203.

3.1.5.2.2. The Shelter Management Guide (DAFB Pamphlet) lists all procedures and equipment required to operate a shelter.

**3.1.5.3. Disaster Preparedness Support Team (DPST):** The DPST is a multi-purpose team tasked to perform essential disaster preparedness augmentation duties, as well as performing shelter management, contamination control, and hazardous material personnel decontamination duties.

3.1.5.3.1. The numbers of DPST members are determined by the Resource Augmentation Duty (READY) Board.

3.1.5.3.2. The DPST members will be available for immediate response. Once recalled, DPST members are under the control of the CE Readiness Flight until relieved.

3.1.5.3.3. DPST members must not be assigned additional duties that would conflict with emergency responses.

3.1.5.3.3.1. DPST specific requirements:

3.1.5.3.3.2. Have at least a secret security clearance.

3.1.5.3.3.3. Have a minimum of 1 year retainability.

3.1.5.3.3.4. Have normal color vision and a minimum physical profile of "two" under "P", "U", "L", "H", "E"; and one under "S"; and "H" under "X".

3.1.5.3.3.5. Possess a valid driver's license.

## Chapter 4

### DISASTER PREPAREDNESS TRAINING PROGRAM

**Purpose:** This chapter defines the Disaster Preparedness training program for Dover AFB. It assigns responsibilities and establishes procedures for ensuring unit personnel are properly trained IAW AFI 32-4001 and AFMAN 32-4004, as supplemented.

**4.1. Introduction:** The Installation Disaster Preparedness Training Program is an integral part of the broad and comprehensive training system within the Air Force. It provides the requisite knowledge and skills to the base populace for survival, operations, and recovery during contingencies and disasters. The CE Readiness Flight conducts these courses. Most information covering the courses listed in this guide is provided in AFI 10-217. Resource Augmentation Duty (READY) Program. Base populace and chemical-biological warfare defense training are ancillary training courses found in AFI 32-2201, Ancillary Training Program.

#### **4.2. Responsibilities:**

4.2.1. The Base CE Readiness Flight prepares, supervises, and directs training and information programs as outlined in AFI 32-4001, as supplemented.

4.2.2. The Unit Representative monitors training status, submits training requests, and schedules unit personnel for required training.

#### **4.2.3. Squadron commanders/staff agency chiefs:**

4.2.3.1. Ensure personnel are scheduled and attend training as required.

4.2.3.2. Ensure supplemental training for DCG members is conducted in the unit at least annually and that it includes unit recall and response procedures.

#### **4.2.4. The Base Exercise Evaluation Team (EET) Chief:**

4.2.4.1. Schedules initial EET training for newly assigned EET members.

4.2.4.2. Provides EET members training on evaluation techniques, rating criteria, and local procedures. EET and CE

Readiness Flight jointly conduct this training.

#### **4.3. Scheduling:**

4.3.1. To schedule personnel for training, follow the instructions provided for each course in the Course Synopsis section of this guide. When allocating quotas and preparing schedules, training managers need to consider such things as daily mission requirements and current manning levels to minimize the loss of productivity. Unit training managers and the CE Readiness Flight must work closely together to ensure effective utilization of training slots and attendance at these courses.

4.3.2. The CE Readiness Flight will develop an annual training plan for planning purposes and distribute the schedule to units during the month of December. Additions and cancellations will be coordinated between unit schedulers and CE Readiness Flight representatives.

4.3.3. Unit representatives are responsible for scheduling personnel for all Disaster Preparedness related classes.

4.3.4. The CE Readiness Flight will assign monthly training quotas for CBWD based upon the number of unit personnel requiring training. Unit representatives will contact the CE Readiness Flight to reserve slots for specific class dates.

4.3.5. Unit representatives will notify the CE Readiness Flight not later than one duty day in advance to cancel or change assigned slot. Cancellations and changes will only be accepted from Unit Representatives, Unit Commanders, and First Sergeants.

4.3.6. XP will schedule all EET classes.

#### **4.4. Documentation:**

4.4.1. A copy of all attendance rosters will be faxed to Unit Reps/training managers to provide training certification data. The CE Readiness Flight will maintain training attendance data for 2 years.

4.4.2. Unit representatives will maintain training records for all specialized team members, CBWDT, individual CBWD/TQT and HazMat.

#### **4.5. Courses:**

**4.5.1. Initial Training Courses:** Initial courses are needed for initial qualification and to meet the learning objectives of the applicable subject matter and MAJCOM and/or base supplements. Initial training helps individuals develop knowledge and proficiency needed to perform their required duties.

**4.5.2. Refresher Training Courses:** Refresher training courses are designed to maintain currency, to revisit subject areas that students are deficient in, to present new materials and to update personnel of any changes in procedures.

**4.5.3. Course Synopsis:** The following information is provided to give you a brief description of each course, including the intended target audience, approximate course duration, scheduling requirements, and prerequisites to attend training.

##### **4.5.3.1. Unit Representative (Unit Reps) Course:**

4.5.3.1.1. Course Description: This course is for unit representatives. The course provides the knowledge and skills to plan and manage a unit disaster preparedness program. Subjects include disaster preparedness program policy, organization, planning, equipment, and base program support.

4.5.3.1.2. Course Duration: 2 hours for initial. Refresher training will be scheduled as needed.

4.5.3.1.3. Scheduling: Each unit assigning a representative requests training from the CE Readiness Flight. Unit Reps need to advise the member of the time, date, and place for training.

4.5.3.1.4. Prerequisites: Member must be appointed in writing by their unit commander. Individuals attending training should bring their unit disaster preparedness handbook to class.

##### **4.5.3.2. Chemical-Biological Warfare Defense (CBWD) Course:**

4.5.3.2.1. Target Audience: This course is required only for military personnel and emergency essential civilians in or deployable to chemical-biological threat areas. As a minimum, all indi-

viduals assigned to either a primary or alternate mobility position as determined by the Global Assets Listing (GAL), should be trained and qualified for deployment in accordance with applicable regulations and instructions. Personnel must receive training within 90 days after appointment to a mobility position. Individuals medically exempt from world-wide duty IAW AFD 41-2, Medical Support, are exempt from this training. Individuals who are retiring, or separating within 90 days are also exempt from this training. Refresher training is required annually (every 12 months).

4.5.3.2.2. Course Description: The course provides the knowledge and skills to survive and operate during a conventional, nuclear, chemical, or biological attack. Subjects include the threat; hazards; individual protective, detection, and decontamination equipment; protective measures; contamination avoidance; alarm signals; and Mission Oriented Protective Posture (MOPP). A mask confidence exercise is conducted in the initial course only. This training complements the chemical agent symptoms and treatment portion of the Self-Aid and Buddy care course IAW AFI 36-2238 and Officer and Enlisted Specialty Training (EST).

4.5.3.2.3. Course Duration: 6 hours for initial training, and approximately 3 hours for refresher training.

4.5.3.2.4. Scheduling: Unit training managers will coordinate CBWD training schedules with CE Readiness Flight Training based on quotas granted to them. To allocate class slots for CBWD, contact the CE Readiness Flight training section, ext. 6227/6266 and identify the number of slots and dates required. **Requests must be received no later than the 15th of the month, for classes scheduled the following month. Requests not received by the 15th will result in the forfeiture of training quotas for that month and the slots will be made available for other units to utilize.** Additional slots may be requested after the 15th and will be granted if available. Initial CBWD training slots are not included in the quota system. Units may request as many initial slots as needed.

4.5.3.2.5. Prerequisites: See [Attachment 4](#) CBWD Training Course Requirements.

#### **4.5.3.3. Camouflage Concealment and Deception (CCD) Course:**

4.5.3.3.1. Course Description: Designated group of individuals from each unit who, in turn, will train deployable unit personnel in CCD principles and techniques. CCD supports Air Force war and contingency plans by minimizing the loss of operational capability during contingencies. CCD refers to the capability to reduce the effectiveness of attacking air/ground forces and reconnaissance assets. CCD measures will protect friendly resources and aim points with materials and equipment to alter or obscure part or all of their multi-spectral signatures. This course provides the knowledge and skills needed to train personnel on how to implement CCD principles and techniques. Subjects include principles of hide, blend, disguise, and decoys; CCD history; attack profiles and aim points; and radar scattering and transparent camouflage netting. Wear of BDUs is recommended due to field training.

4.5.3.3.2. Course Duration: 3 hours for initial training. Refresher classes will be scheduled on an as needed basis.

4.5.3.3.3. Scheduling: Each unit assigning a CCD trainer must request training from CE Readiness Flight. Unit training managers need to advise the member of the time, date, and place for training.

**4.5.4. Specialized Team Course Synopsis:** The following information is provided to give you a brief description of each course, including the intended target audience, approximate course duration, scheduling requirements, and prerequisites to attend training.

**4.5.4.1. Specialized Team Prerequisites:** The initial course must be completed within 90 days of appointment. Members must be appointed in writing by their unit commander.

**4.5.4.2. Disaster Preparedness Support Team (DPST) Course:**

4.5.4.2.1. Course Description: This course is mandatory for members of the DPST. This course provides the knowledge and skills needed to augment the CE Readiness Flight function. Subjects may include nuclear, biological, and chemical detection, identification, survey, contamination control, plotting, reporting, hazardous materials, and warning. The course is tailored to the specific tasks assigned to support team members at each location.

4.5.4.2.2. Course Duration: Approximately 16 hours for initial (CBWDT scheduled separately). Refresher training duration varies depending on subject matter.

4.5.4.2.3. Scheduling: The CE Readiness Flight receives the names of individuals newly assigned to the team from the READY Review Board or directly from groups tasked by the READY Review Board. Initial and refresher training is mandatory for all DPST members. Initial and refresher classes will be scheduled by the CE Readiness Flight Training Section. Unit representatives advise the DPST member of the time, date, and place for training.

**4.5.4.3. Shelter Management Team (SMT) Course:**

4.5.4.3.1. Course Description: This course is for shelter supervisors, exposure control monitors, and contamination control area monitors. The course provides selected knowledge and skills for the planning and operation of protective shelters. Subjects may include protective shelter standards; marking; planning; radiological detection, identification, dosimetry, contamination control, exposure control; security; sanitation; and contamination control area management. The course is supplemented by unit training on unit operating procedures, facilities, and equipment. Depending on the type of shelter, civil engineering may provide training on different shelter systems. SMT supervisors will receive a one hour orientation on base shelters and equipment. SMT members are not required to receive radiological training until there is an increase in alert posture or QRC 16 series is implemented.

4.5.4.3.2. Course Duration: 1 hours for initial. No refresher training is required.

4.5.4.3.3. Scheduling: The CE Readiness Flight receives the names of individuals who require initial training directly from units. Each unit having SMT responsibilities will request initial training from the CE Readiness Flight. Unit representatives need to advise the SMT member of the time, date, and place for training.

**4.5.4.4. Contamination Control Team (CCT) Course:**

4.5.4.4.1. Course Description: This course is for unit CCT members. The course provides selected knowledge and skills for contamination control planning and operations. Subjects may include nuclear, biological, and chemical detection, identification, contamination avoidance, decontamination, and marking. The course is supplemented by unit training on unit operating procedures, facilities, and equipment.

4.5.4.4.2. Course Duration: 4 hours for initial and approximately 2 hours for refresher

4.5.4.4.3. Scheduling: The CE Readiness Flight receives the names of individuals who require initial training directly from units. Initial and refresher training is mandatory for all CCT members. Each unit having CCT responsibilities will request initial and refresher training from the CE Readiness Flight. Unit representatives need to advise the CCT member of the time, date, and place for training.

#### **4.5.4.5. Disaster Control Group (DCG) Course:**

4.5.4.5.1. Course Description: This course is mandatory for the OSC and unit on-scene DCG representatives. The course provides the knowledge and skills for field command, control, and communications (C3) during peacetime disasters. Topics include response phases and procedures, C3 interface, and recovery. Individuals attending training should bring their functional area response checklists to class.

4.5.4.5.2. Course Duration: 4 hours for initial training. No refresher training is required. Participation in exercises and briefings will satisfy recurring training requirements. Document accordingly.

4.5.4.5.3. Scheduling: Each agency tasked to provide a representative to the DCG will request initial training from the CE Readiness Flight. Unit Reps need to advise the DCG member of the time, date, and place for training.

#### **4.5.4.6. Exercise Evaluation Team (EET) Course:**

4.5.4.6.1. Course Description: This course is for unit EET members. The course provides the knowledge and skills required to plan, conduct, and evaluate disaster preparedness exercises. Topics include exercise planning, coordination, ground rules, scripting, evaluation, reports, and analysis. This course is supplemented by other CE Readiness Flight courses in the specific areas the member evaluates. Individuals attending training should bring their functional area evaluation checklists to class.

4.5.4.6.2. Course Duration: 2 hours for initial training. No refresher training is required. Participation in exercises and briefings may satisfy recurring training requirements.

4.5.4.6.3. Scheduling: The EET chief (436 AW/XPE) receives names of individuals requiring initial training directly from tasked units. AW/XPE will coordinate with the CE Readiness Flight on scheduling class dates for initial EET training.

**4.6. Officer/Enlisted Specialty Training (EST) for CBWD:** Unit commanders will ensure officers and enlisted specialty training includes performing wartime tasks while in the chemical defense ensemble. This NBC Defense Task Qualification Training (TQT) will be conducted 5 to 7 months after an individual receives initial/refresher NBC Defense Training. Supervisors will document training in a data base or OJT records. Training should address the core tasks as identified in each career field education and training plan (CFETP).

**4.7. HAZMAT Emergency Response Training:** The goals of the DoD HAZMAT Training and Certification Program are to comply with the Code of Federal Regulations, meet National Fire Protection Association Standard 472, to provide standardized training, and ultimately enhance DoD's HAZMAT emergency response capability. The CE Readiness Flight conducts First Responder Awareness Training, CE Fire Department conducts First Responder Operations, Technicians and Incident Commander Training and Maxwell AFB, AL conducts On-Scene Commander Training. Units must ensure that all personnel

with a HAZMAT emergency response role (IRE, selected FOE members, and the HAZMAT Emergency Response Team) are trained and DoD certified in accordance with 29 CFR 1910.120q before they take part in an actual HAZMAT emergency response. The HAZMAT Emergency Planning Team has identifies personnel requiring training. (See table below)

### HAZMAT Emergency Response Training Requirements.

REQUIRED TRAINING	Training Categories				
	AWAR- NESS	OPS	TECH	OSC	Incident CC
Designated OSC and Alternates	X			X	
Base Civil Engineer	X			O	
Senior Fire Officials	X	X		X	X
HAZMAT Emergency Response Team	X	X	X		
Fire Protection Personnel	X	X			
CE Readiness	X	O	O		O
Explosive Ordnance Disposal	X	O	O		
Medical Personnel	X	X			
Security Police	X				
"X" designates mandatory training.					
"O" designated optional training.					

**4.7.1. Initial Awareness Training:** Course will be held the first Tuesday through Thursday of each month. The CE Readiness Flight receives the names of individuals who require initial training directly from unit. FAX (Last name, First name, MI, SSN) on each student at least two days prior to class. Our FAX is ext 2957.

**4.7.2. Refresher Awareness Training:** This is required annually. CD Rom based training using the Hazardous Materials Awareness CD provided by AFCESA. Units are required to conduct and document this training.

## Chapter 5

### DISASTER PREPAREDNESS UNIT ASSESSMENT PROGRAM

**Purpose:** This chapter contains the policy and procedures for Dover AFB's Disaster Preparedness Unit Assessment (UA) program.

**5.1. Responsibilities:** Units will conduct a Unit Assessment of their Disaster Preparedness Program at least every 12 months. A copy of the UA report must be forwarded to 436 CE Readiness Fight.

**5.2. Staff Assistance Visit (SAV):**

5.2.1. The CE Readiness Fight will develop and distribute Unit Assessment (UA)/SAV Inspection Checklists.

5.2.2. CE Readiness Fight will conduct a SAV when requested by unit commanders.

5.2.3. Units will be reminded by letter at least two weeks prior to the visit.

5.2.4. The unit commander or a designated representative and the Unit representative will be in-briefed. The Unit CC will be out-briefed.

5.2.5. SAVs will consist of a thorough review of UA/SAV checklist items.

5.2.6. Personnel assigned to specialized teams may be requested to perform tasks; personnel on mobility may be requested to perform their wartime tasks.

**5.3. Unit level Assessment:**

5.3.1. Units will conduct a Unit Assessment of their Disaster Preparedness Program at least every 12 months and prior to a Base Unit Assessment. A copy of the UA report must be forwarded to CE Readiness Fight.

5.3.2. UA will consist of a thorough review of UA checklist items.

5.3.3. The UA Inspection checklist items, commander's support, exercise evaluation, unit support, training, shelter program, specialized teams, unit control centers and equipment.

**5.4. Chemical Biological Warfare Defense Equipment:**

5.4.1. All units will inspect their operational CBWD equipment semi-annually. The CE Readiness Flight will audit unit CBWD UA inspections.

5.4.2. Unit commanders will be briefed on CBWD equipment status semi-annually and the last two briefings will be maintained in the Unit's representative handbook.

5.4.3. Units will maintain sufficient CBWD training equipment to equip each mobility-tasked individual.

## Chapter 6

### DISASTER PREPAREDNESS SHELTER REGISTRATION

This chapter establishes policies and procedures for implementation of Dover AFB Form 5, Shelter Registration (electronic form), by each organization assigned shelter management responsibility on Dover AFB.

**6.1. Purpose:** DAFB Form 5 will be used to register personnel in Dover AFB shelters during actual attack or natural disaster situations. Information from the form will be used to accomplish the following.

- 6.1.1. Assign personnel to shelter teams (i.e., Security, Supply, Administration, etc.).
- 6.1.2. Locate family members not in the shelter with the member.
- 6.1.3. Determine qualifications an individual possesses that can contribute to mission accomplishment and shelter operations.
- 6.1.4. Identify medical problems or allergies of shelter inhabitants.
- 6.1.5. Notify next-of-kin in the event of injury or death.
- 6.1.6. Maintain a record of items confiscated from or issued to an individual by shelter management personnel.

**6.2. Procedures:**

6.2.1. Units with shelter management responsibility will requisition from the Publications Distribution Organization (PDO) a number of copies of DAFB Form 5 to equal to 110 percent of the capacity of each assigned shelter. These forms will be maintained in the Shelter Management Kits.

**6.2.2. Shelter management will:**

- 6.2.2.1. Provide one copy of DAFB Form 5 to each individual occupying the shelter during actual attack or a natural disaster.
  - 6.2.2.2. Obtain completed DAFB Form 5 from each shelter occupant and maintain the form in a central location within the shelter. All completed copies of DAFB Form 5 are subject to the Privacy Act of 1974 and must be controlled as outlined in current Privacy Act Program directives.
  - 6.2.2.3. Annotate the DAFB Form 5 with all receipt/issue of supplies and equipment, team assignments and other information as necessary.
  - 6.2.2.4. When shelter operations are terminated, shelter management will forward all completed copies of DAFB Form 5 to the CE Readiness Flight.
- 6.2.3. The CE Readiness Flight will provide copies of DAFB Form 5 to action agencies for follow-up (i.e. JA for claims, SVD for deaths, etc. ).

FELIX M. GRIEDER, Colonel, USAF  
Commander

**Attachment 1****UNIT REPRESENTATIVE HANDBOOK**

**A1.1.** The unit Rep's Handbook is a unit's DP program operating manual. Each unit must have a Unit Rep handbook. It shall be maintained in a central and easily accessed location.

**TAB A. Unit Disaster Preparedness Report:** Maintain current copy.

**TAB B. Records of Training:** Documentation on CBWDT, DPST, SMT, CCT, DCG, HazMat, initial and refresher Base Populace training.

**TAB C. Unit Assessment Program Status Reports:** Maintain UA self-inspection checklists. Maintain reports pertaining to the unit program. Include SAV's, UA's and exercise reports.

**TAB D. Shelter Program:** Unit shelter assignments and locations. Include a copy of the shelter checklist if your unit is a shelter OPR.

**TAB E. Information Program:** Maintain a copy of all information program visual aids, booklets, posters and briefing items.

**TAB F. OPlan, Regulations, and Technical Orders (TO):** Maintain a copy of AFI 32-4001 and supplements, DAFB OPlan 32-1 and all Regulations or TOs which apply to your units response capability (i.e., MCU-2A/P Mask).

**TAB G. Checklists:** Maintain a copy of your unit checklists in support of Wing OPlan 32-1 and Wing QRCs.

**TAB H. General Correspondence:** Maintain copies of policy letters, meeting information, letters of agreement, etc.

**Attachment 2****CONTAMINATION CONTROL TEAM EQUIPMENT REQUIREMENTS**

**A2.1. GENERAL:** The purpose of this attachment is to outline minimum CCT equipment, quantities and publications requirements for TRANS, AGS, APS, CES, and MG. This attachment does not include organizational equipment. Use the items listed in this attachment to support all CCT operations.

**A2.2. EQUIPMENT LISTING:** Commanders having CCT missions must budget for, procure and store the following items. Any substitutions must be IAW applicable TO.

**A2.2.1. Protective Equipment Radiological (NARP, DOD 5100-52-M):**

<u>ITEM</u>	<u>QTY PER TEAM MEMBER</u>
(1) Coveralls, cotton (anti-contamination)	2
(2) Hood, cotton (anti-contamination)	2
(3) Gloves, cotton work	2 pr
(4) Gloves, surgical	2 pr
(5) Boot cover or overshoes (rubber)	1 pr

**A2.2.2. Protective Equipment Chemical Radiological (joint use items):**

<u>ITEM</u>	<u>QTY PER TEAM MEMBER</u>
(1) MCU-2A/P Protective Mask and Hood	1
(2) C2 Canister	2 each
(3) Ground Crew Ensemble	1 set
(4) Wet weather gear	1 set
(5) Boots, fireman	1 pr
(6) Gloves, rubber	2 pr
(7) Glove inserts, cotton	2 pr

**A2.2.2. Decontaminating Agent and Equipment:**

<u>ITEM</u>	<u>QTY</u>
(1) Cleaning compound, aircraft surface(AGS only)	7 barrels
(2) Detergent, liquid	3 cans
(3) M17 Decon Apparatus(CES only)	1
(4) Broom, whisk	2 per team
(5) Brush, scrub (long handle)	3 per team
(6) Broom, upright	2 per team
(7) Bags, plastic (large)	1 box
(8) Buckets (any size)	3 per team
(9) Tape, masking (2 or 3 inch)	5 per team

**A2.3. Administrative and Publications:** CCT team units are responsible for administrative and publications support. The following must be on hand to support the team's operation:

A2.3.1. Operational procedures (unit developed)

A2.3.2. Checklists (unit developed)

A2.3.3. Technical Orders:

- |                |   |
|----------------|---|
| (1) 11-1-35    | General Information for Chemical/Biological Munitions and Equipment.        |
| (2) 11C15-1-3  | Chemical/Biological Decontamination and Disposal of Decontamination Agents. |
| (3) 11H2-1-101 | Information and Procedures for Marking Contaminated or Dangerous Areas.     |
| (4) 14P3-1-141 | Ground Crew Chemical Warfare Defense Ensemble.                              |
| (5) 14P3-1-151 | Chemical/Biological Filter and Canister Serviceability List.                |
| (6) 14P4-15-1  | MCU-2A/P Protective Mask.   |

## Attachment 3

## NATURAL DISASTER KIT

**A3.1.** Items listed below are the minimum\* for each natural disaster kit:

Brooms (push)	Hammer (claw)	First Aid kit**
Rope (200 ft)	Nails (10 penny)	Duct tape
Work gloves	Staple gun and 1"-1 1/2" staples	Shovel
Trash bags (large)	Hand held lights and batteries	Pry bar
Eye protection	Plastic sheeting (HD, 2 rolls)	Wood hand saw
Hard hats		

\*Units are responsible for determining quantities needed above the minimum.

\*\*See TO 00-35A-39, Instructions for Procurement, Issue, Use and Maintenance of Medical Kits.

**A3.2.** Building custodians are responsible for maintaining the natural disaster kit.

**A3.3.** The minimum requirement for the number of kits is based on buildings owned. One kit is required for every four buildings. EXAMPLE: 436th XXX squadron owns 5 buildings, 2 kits are required.

**A3.4.** Organizations will fund and procure natural disaster kits.

**A3.5.** Units are responsible for kit storage. It is recommended that natural disaster kits be stored with shelter kits if unit is a shelter OPR.

**A3.6.** The building custodian or shelter supervisor will inspect natural disaster kits. Document inspections on an all purpose form and forward to CE Readiness Flight NLT 31 Jan and 31 Jul of each year.

**NOTE 1:** Units maintaining both natural disaster and shelter kits need not duplicate equipment or supplies.

**NOTE 2:** Shelter kit requirements are listed in the base shelter management guide.

**Attachment 4****CHEMICAL BIOLOGICAL WARFARE DEFENSE TRAINING  
(CBWDT) COURSE REQUIREMENTS**

Ensure this guidance is adhered to and briefed to personnel from your unit when they are scheduled to attend any form of CBWDT:

**A4.1.** Bring complete training ground crew ensemble (suit, gloves, boots, and mask) to class. Personnel will not be allowed to attend CBWDT without this equipment.

**A4.2.** Students will be in place before the scheduled start time of class. Late arrivals will not be allowed to enter classroom and will be counted as a no-show.

**A4.3. Safety:** The following safety precautions must be taken prior to attending CBWDT.

A4.3.1. Women who are pregnant will not wear the GCE or participate in Mask Confidence

A4.3.2. Training (MCT). Schedule for training when world wide qualified.

A4.3.3. Students will remove contact lenses prior to attending the class. Students who wear glasses and/or contacts must report to the optometry clinic and order prescription inserts prior to class.

A4.3.4. Persons with respiratory or eye problems or persons with skin cuts should be referred to a medical officer prior to participating in (MCT).

A4.3.5. Women should not wear earrings to any CBWDT class. Earrings may snag on the head harness while donning and doffing the protective mask causing physical injury.

**A4.4.** The uniform for all CBWDT classes will be BDUs. GCE wear procedures are included in all CBWDT classes. The charcoal lining of the GCE may soil the blue or white uniform combinations.

**A4.5.** While AFI 36-2903 standards will not be waived, males may wish to shave the night prior to MCT. The CS gas may irritate freshly shaved skin.

**A4.6.** Do not schedule shift workers to attend training immediately upon completion of a midnight shift. These personnel are usually very tired and have an attention span that is not conducive to learning.

**A4.7.** Ensure personnel have no conflicting appointments. This includes personnel on call with pagers, radios, etc., who may be recalled during class. Students will not be given credit if they do not complete the entire class.