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Civil Engineering

DISASTER PREPAREDNESS PLANNING AND OPERATIONS



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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 319th Air Refueling Wing (319 ARW) Disaster Preparedness Program. This instruction applies to all active duty, US Air Force Reserve and Air National Guard units assigned to or supported by the 319 ARW. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this instruction are 10 U.S.C. 3101, and E.O. 9397.

SUMMARY OF REVISIONS

This publication substantially revises the content and format of all chapters. Updates specialized team taskings. Establishes requirements for an annual staff assistance visit program. It defines and augments taskings for the Disaster Preparedness Support Team (DPST) to include a Hazardous Material (HazMat) response capability. Training requirements and policies for attendance in formal classes are spelled out. Requirements for and management of the exercise evaluation team are identified.

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Chapter 1

FUNCTIONAL RESPONSIBILITIES

1.1. 319th Air Refueling Wing Commander (319 ARW/CC).

- 1.1.1. Chair the Readiness Council.
- 1.1.2. Assign OPRs to correct disaster preparedness/readiness problems identified at installation staff and Readiness Council meetings.
- 1.1.3. Ensure all personnel are briefed on seasonal hazards, protective actions and threats posed by major accidents, and natural disasters during newcomers orientation.
- 1.1.4. The 319 ARW/CC has delegated to the 319th Support Group Commander (319 SPTG/CC), or in his/her absence the 319th Deputy Support Group Commander (319 SPTG/CD), all administrative duties specified within AFI 32-4001 and this instruction requiring installation commander actions, to include chairing the readiness council.

1.2. 319th Base Civil Engineer (319 CES/CC).

- 1.2.1. Establishes and has responsibility for the overall disaster preparedness program at Grand Forks AFB.
- 1.2.2. Appoints a shelter analysis officer to determine protection factors of identified facilities designated as emergency operations and rest and relief shelters.
- 1.2.3. Mark designated shelter IAW with prescribing directives.

1.3. 319th Civil Engineer Squadron, Readiness Flight (319 CES/CEX).

- 1.3.1. Manages the Base Disaster Preparedness Program.
- 1.3.2. Serves as the OPR for GFAFB Oplan 32-1 (GFAFB Disaster Preparedness Operations Plan 32-1), and this instruction.
- 1.3.3. Conducts training IAW AFI 32-4001, AMCP 36-4, and **Chapter 6** of this instruction.
- 1.3.4. Provides staff assistance visits (SAV's) IAW **Chapter 5** of this instruction.
- 1.3.5. Utilizes the installation Readiness Council as a forum for designated disaster preparedness reviews.
- 1.3.6. Ensures readiness council meetings are conducted semi-annually.
- 1.3.7. Equips personnel assigned to Disaster Preparedness Support Team (DPST) IAW **Chapter 3** of this instruction.
- 1.3.8. Inserts disaster preparedness guidance into applicable operations orders, plans, directives, and other documents as required.
- 1.3.9. Identifies the type of disasters most likely to affect the installation. Provide planning and response guidance on mitigating these disasters.

1.3.10. Brief new commanders and select staff on specific disaster preparedness and nuclear, biological, chemical, and conventional (NBCC) defense policies, organization, and status of program initiatives.

1.3.11. Assist the on-scene commander and base civil engineer during emergency response operations.

1.4. Group/Unit Commanders/Staff Agency Chiefs :

1.4.1. Designate a primary unit disaster preparedness representative in the grade of E-6 or above and an alternate representative in the grade of E-5 or above utilizing the format in **Attachment 2**.

1.4.2. Establish a unit disaster preparedness program IAW **Chapter 2** of this instruction.

1.4.3. Ensure unit personnel receive training IAW AFI 32-4001, AMC Pamphlet 36-4, and **Chapter 6** of this instruction.

1.4.4. Establish a chemical warfare defense task qualification training program.

1.4.5. Provide personnel and equipment for specialized teams as tasked by the resource augmentation duty (READY) Board, GFAFB OPlan 32-1, and **Chapter 3** of this instruction.

1.4.6. Identify requirements, budget, obtain, store, and maintain unit disaster preparedness operational and training equipment, including personal protective items, detection equipment, and contamination control materials IAW AFI 32-4001.

1.4.7. Equip specialized team members with protective clothing listed in **Chapter 3**.

1.4.8. Attend the semi-annual readiness council meetings.

1.4.9. Establish checklists and procedures to accomplish taskings in AFI 32-4001, GFAFB OPlan 32-1, and this instruction.

1.4.10. Incorporate the disaster preparedness program into the unit self-inspection program.

1.4.11. Ensure a notification/recall system is in place for all unit personnel. A separate recall roster for DCG/specialized teams must be maintained. These recall systems must address communications out notification procedures IAW GFAFB Functional Plan 10-207.

1.5. Unit Disaster Preparedness Representatives :

1.5.1. Serve as the squadron point of contact concerning all disaster preparedness matters.

1.5.2. Attend training IAW **Chapter 6** of this instruction.

1.5.3. Administer, coordinate, and monitor the various aspects of the unit disaster preparedness program.

1.5.4. Advise the unit commander on disaster preparedness planning, unit preparedness, equipment status, and response requirements. This includes day-to-day and contingency operations, chemical biological warfare defense training, disaster response force (DRF) training statistics, and equipment management.

1.5.5. Conduct periodic unit self-inspections utilizing the staff assistance visit (SAV) checklist provided by 319 CES/CEX and brief the unit commander and key staff on overall unit readiness.

- 1.5.6. Ensure unit personnel are scheduled for and attend required disaster preparedness training.
- 1.5.7. Submit in two copies the unit disaster preparedness report (**Attachment 2**) to 319 CES/CEX no later than the 10th of January, April, July, and October or whenever changes occur.
- 1.5.8. Conduct unit disaster preparedness education/information program for all assigned military and civilian employees IAW para. **2.4**.
- 1.5.9. Ensure chemical warfare defense task qualification training (CWTQT) is conducted with chemical warfare defense equipment (CWDE), IAW the procedures outlined in the Grand Forks AFB CWDTQT Guide provided by 319 CES/CEX.
- 1.5.10. Ensure all individuals assigned to specialized teams meet the prerequisites established in **Chapter 4**, are properly equipped, and trained.
- 1.5.11. Coordinate with unit READY monitors and unit deployment officers for specialized team member appointment and replacements.
- 1.5.12. Ensure specialized team members remain proficient through the use of in-house training.
- 1.5.13. Obtain, store, and issue MCU-2A/P protective masks in conjunction with the unit deployment monitor.
- 1.5.14. Issue MCU-2A/P protective masks to students prior to their attending specialized training.
- 1.5.15. Coordinate with 319th Supply Squadron/Mobility Section for the issue of training equipment to unit personnel prior to their attending chemical warfare defense training.
- 1.5.16. Ensure chemical warfare defense equipment is serviceable, properly stored, and accounted for.
- 1.5.17. Notify 319 CES/CEX at least 14 days prior to conducting CWTQT.

1.6. Small Unit Points of Contact (POC). Due to the size of several smaller agencies within the wing, the following organizations are tasked with incorporating the listed unit's disaster preparedness programs into their own:

- 1.6.1. 319th Mission Support Squadron will support 319th Air Refueling Wing Staff Agencies.
- 1.6.2. 319th Services Squadron will support Defense Commissary Agency.
- 1.6.3. 319th Operations Support Squadron will support the 319th Operations Group Command Section.
- 1.6.4. 319th Logistics Support Squadron will support the 319th Logistics Group Command Section and the 419th Field Training Detachment.
- 1.6.5. 321st Missile Group will support the 79 Rescue Flight.
- 1.6.6. 319th Security Police Squadron will support AF Office of Special Investigation and Defense Investigative Service.
- 1.6.7. 319th Supply Squadron will support the Defense Reutilization Marketing Office.

1.7. Readiness Council.

1.7.1. The readiness council will convene semi-annually to discuss disaster preparedness issues. The council will be comprised of all unit commanders and a chairman.

1.7.2. As a minimum, the following items will be briefed by the appropriate agencies:

1.7.2.1. SAV results. (319th Civil Engineer Squadron, Readiness Flight/319 CES/CEX)

1.7.2.2. Disaster preparedness training status. (319 CES/CEX)

1.7.2.3. Status of NBC defense initiatives and procedures. (319 CES/CEX and 319th Security Forces Squadron/319 SFS)

1.7.2.4. Status of protective equipment. (319th Supply Squadron/Mobility Section/319 SUPS/LGSMM)

1.7.2.5. Sheltering for the base population. (319 CES)

1.7.2.6. Exercise program results. (319th Air Refueling Wing, Exercise Evaluation Section/319 ARW/XP)

1.7.2.7. Status of the READY Program. (319th Mission Support Squadron/319 MSS)

1.7.2.8. Installation warning system. (319 CS and 319 CES/CEO)

1.7.2.9. Other topics that pertain to disaster preparedness/readiness operations.

Chapter 2

DISASTER PREPAREDNESS PLANNING

2.1. Purpose. Unit commanders are responsible for the protection and survivability of unit personnel, equipment, and the environment in the event of natural or manmade disasters, major accidents, and/or enemy attacks in peacetime and wartime operations. To assist in meeting this responsibility, all units, tenant organizations, and subordinate elements must establish a disaster preparedness program under the guidance of 319 CES/CEX as required by AFI 32-4001, para 1.12. Planning must include provisions for military support to civil authority operations.

2.2. Required Program Documentation. Units will maintain disaster preparedness handbooks with the following information:

Book One:

- 2.2.1. Unit disaster preparedness report (see [Attachment 2](#)).
- 2.2.2. Annual SAV schedule.
- 2.2.3. Copy of current training schedule from CEX. Copies of training notification letters, unit replies, and letters documenting attendance (maintain for one year).
- 2.2.4. Documentation showing in-house training for specialized teams and unit information program.
- 2.2.5. Documentation for chemical warfare defense task qualification training conducted by the unit and attendance.
- 2.2.6. Disaster preparedness staff assistance visit/self inspection checklist. Last unit self-inspection report and unit replies to include follow-up reports. Last copy of unit SAV report with corrective actions and replies.
- 2.2.7. Copies or extracts of EET and higher headquarters reports and corrective action replies applicable to the squadron (maintain for one year).
- 2.2.8. Correspondence relating to shelter space allocation for the unit.
- 2.2.9. Readiness council meeting minutes to include replies.

Book Two:

- 2.2.10. GFAFB OPlan 32-1 and supporting checklists.
- 2.2.11. HazMat plan and site specific spill plans. (As required).
- 2.2.12. AFI 10-212, Air Base Operability; AFI 32-4001, Disaster Preparedness Planning and Operations; AFI 32-4002, Hazardous Materials Emergency Planning and Response Program; AFMAN 32-4004, Emergency Response Operations; and AFMAN 32-4005, Personnel Protection and Attack Actions.
- 2.2.13. AMCI 10-212, Air Base Operability; AMCH 10-7, Survive to Operate; and AMC Pamphlet 36-4, Air Base Operability Training.
- 2.2.14. GFAFBI 32-4001.
- 2.2.15. GFAFB Contamination Control Pamphlet.

- 2.2.16. GFAFB Disaster Control Group Guide.
- 2.2.17. GFAFB Control Center Guide.
- 2.2.18. Technical order's as required by unit taskings.

NOTE: Publications may be retained either in hard copy form or on electronic media, where available.

2.3. Unit Checklist. Units must ensure checklists covering the following contingencies are developed and available in each assigned control center as well as provided to members of the on-scene disaster control group (OSDCG) and crisis action team (CAT), if applicable IAW GFAFB OPlan 32-1. Checklists must include the who (by duty title), what, where, when, and how of unit taskings.

2.3.1. Ensure checklists are prepared for:

2.3.1.1. Nuclear, biological, chemical, and conventional (NBCC) attack (pre-, trans- and post-attack) actions. Utilize GFAFB OPlan 32-1 and AFMAN 32-4005, Personnel Protection and Attack Actions when developing these checklist.

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

2.3.1.3. Natural disaster/severe weather procedures (pre-, trans- and post-disaster actions) for all contingencies covered in GFAFB OPlan 32- 1.

2.3.1.4. HazMat incidents (If unit handles or responds to HazMat substances, otherwise only list notification and evacuation procedures for unit personnel).

2.3.1.5. Control center activation/operation (including relocation procedures).

2.3.2. Ensure checklists are coordinated with all appropriate unit and base functions and 319 CES/CEX prior to publication.

2.3.3. Review checklists annually, when there is a change in unit procedures, and when there is any change to GFAFB OPlan 32-1 or other governing directives.

2.3.4. Provide training as necessary to ensure unit personnel are knowledgeable of and can comply with checklists and applicable contingency taskings.

2.4. Information/Education Program. Each unit will conduct a unit disaster preparedness information/education program for all assigned military and civilian employees, including contractor personnel if the contract so requires it. 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) and on a quarterly basis thereafter, utilizing the following resources:

2.4.1. Information pamphlets provided by 319 CES/CEX.

2.4.2. Readiness newsletter.

2.4.3. Visual aids posted on bulletin boards. As a minimum:

2.4.3.1. AFVA 32-4012 Mission-Oriented Protective Postures.

2.4.3.2. AFVA 32-4010 USAF Standardized Alarm Signals.

2.4.3.3. If a tornado warning or watch is issued take shelter in _____. (basement, room(s), interior hallway or other location).

2.4.3.4. If an attack warning is issued take shelter in _____. (building number and floor).

2.4.3.5. Unit disaster preparedness representatives are _____. (Names, office symbols and duty phones).

2.4.4. Videos, available from 319 CES/CEX.

2.4.5. GFAFB Base Populace Information Program Guide provided by 319 CES/CEX.

2.5. Training Documentation. Units will maintain appropriate documentation of all disaster preparedness training for civilian and military personnel. Any approved automated system may be used (i.e. MMICS, CAMS, D-Base, etc.). Written documentation used to update these systems will be maintained for one year.

Chapter 3

DISASTER PREPAREDNESS AND NUCLEAR, BIOLOGICAL, CHEMICAL AND CONVENTIONAL (NBCC) MATERIAL

3.1. Purpose. This chapter outlines supply and equipment requirements in support of the unit and base disaster preparedness program.

3.2. Unit Responsibilities.

3.2.1. Group/squadron commanders will:

3.2.1.1. Ensure adequate quantities of chemical-biological warfare defense training ensembles are available for unit conducted CWTQT and formal training provided by 319CES/CEX.

3.2.1.2. Ensure all personnel assigned to a mobility position designated for deployment to a high or low threat area are equipped with authorized quantities of chemical-biological warfare defense ensembles.

3.2.1.3. Budget for and procure the supply and equipment items required to support their squadron's unit control centers and specialized team members. The minimum equipment required for these teams are listed below:

3.2.1.3.1. Unit Control Centers:

3.2.1.3.1.1. Current base grid map with overlay (1X800 or 1X400). Color code the map to indicate areas/facilities where unit personnel normally work (to expedite notification of evacuation requirements and enhance damage assessment procedures).

3.2.1.3.1.2. Missile field map and 15 mile radius map.

3.2.1.3.1.3. Road maps of North Dakota, South Dakota, and Minnesota (provided by 319 CES/CEX).

3.2.1.3.1.4. Pyramid alert recall rosters which ensure prompt notification of all unit personnel, including "communications-out" procedures.

3.2.1.3.1.5. Specialized team recall roster for contamination control team, disaster control group, and disaster preparedness support team, if assigned.

3.2.1.3.1.6. Communication equipment (telephones, radios, etc.).

3.2.1.3.1.7. Unit control center activation checklist.

3.2.1.3.1.8. GFafb OPlan 32-1 with supporting checklists.

3.2.1.3.1.9. An alternate location to operate from in the event of evacuation.

3.2.1.3.1.10. Administrative supplies.

3.2.1.3.1.11. Battery operated clock.

3.2.1.3.1.12. Lanterns (2 ea.) for power outages, if backup generators or emergency lighting are unavailable.

3.2.1.3.1.13. Batteries for clocks and lanterns.

- 3.2.1.3.1.14. Status charts for vehicles and equipment.
- 3.2.1.3.1.15. Shelter activation procedures (as required).
- 3.2.1.3.1.16. AF Forms 1924, Log of Events, or suitable substitute.
- 3.2.1.3.1.17. Master listing of unit/agency facilities with primary and alternate telephone numbers.
- 3.2.1.3.1.18. Master listing of unit vehicles and other key resources.

3.2.1.3.2. Disaster Control Group:

- 3.2.1.3.2.1. Parka, extreme cold weather, 1 ea
- 3.2.1.3.2.2. Trouser, extreme cold weather, 1 ea
- 3.2.1.3.2.3. Pile cap, 1 ea
- 3.2.1.3.2.4. Boots, extreme cold weather, 1 pr
- 3.2.1.3.2.5. Gloves, leather shell, 1 pr
- 3.2.1.3.2.6. Glove, wool inserts, 1 pr
- 3.2.1.3.2.7. Mittens, extreme cold weather, 1 pr
- 3.2.1.3.2.8. Overshoe, wet weather, 1 pr
- 3.2.1.3.2.9. Gortex parka w/liner, 1 ea
- 3.2.1.3.2.10. Gortex trousers, 1 ea
- 3.2.1.3.2.11. Socks, wool extreme cold weather, 2 pr
- 3.2.1.3.2.12. Undershirt, extreme cold weather, 2 ea
- 3.2.1.3.2.13. Drawers, extreme cold weather, 2 ea
- 3.2.1.3.2.14. Extreme cold weather mask, 1 ea
- 3.2.1.3.2.15. Bag, kit A-3, 1 ea
- 3.2.1.3.2.16. Appropriate clothing for the season
- 3.2.1.3.2.17. Checklists, reference materials, TO's, OPlans, etc.
- 3.2.1.3.2.18. Communication equipment (radio/cellular phone)
- 3.2.1.3.2.19. Flashlight with batteries.
- 3.2.1.3.2.20. Administrative supplies.
- 3.2.1.3.2.21. Other items as necessary to perform the on-scene mission in support of GFAPB OPlan 32-1.

3.2.1.3.3. Disaster Preparedness Support Team:

- 3.2.1.3.3.1. Parka, extreme cold weather, 1 ea
- 3.2.1.3.3.2. Trouser, extreme cold weather, 1 ea
- 3.2.1.3.3.3. Pile cap, 1 ea

- 3.2.1.3.3.4. Boots, extreme cold weather, 1 pr
- 3.2.1.3.3.5. Gloves, leather shell, 1 pr
- 3.2.1.3.3.6. Glove, wool inserts, 1 pr
- 3.2.1.3.3.7. Mittens, extreme cold weather, 1 pr
- 3.2.1.3.3.8. Overshoe, wet weather, 1 pr
- 3.2.1.3.3.9. Gortex parka w/liner, 1 ea
- 3.2.1.3.3.10. Gortex trousers, 1 ea
- 3.2.1.3.3.11. Socks, wool extreme cold weather, 2 pr
- 3.2.1.3.3.12. Undershirt, extreme cold weather, 2 ea
- 3.2.1.3.3.13. Drawers, extreme cold weather, 2 ea
- 3.2.1.3.3.14. Extreme cold weather mask, 1 ea
- 3.2.1.3.3.15. Bag, kit A-3, 1 ea
- 3.2.1.3.3.16. MCU-2AP protective mask with carrier.
- 3.2.1.3.3.17. Gloves, rubber.
- 3.2.1.3.3.18. Anti-contamination coveralls and hood.

3.2.1.3.4. Contamination Control Teams:

- 3.2.1.3.4.1. MCU-2AP protective mask with carrier.
- 3.2.1.3.4.2. Parka, wet weather.
- 3.2.1.3.4.3. Trousers, wet weather.
- 3.2.1.3.4.4. Overshoes, wet weather.
- 3.2.1.3.4.5. Gloves, rubber.
- 3.2.1.3.4.6. Anti-contamination coveralls and hood.
- 3.2.1.3.4.7. Masking tape (2 inch roll).
- 3.2.1.3.4.8. Masking tape (3 inch roll).
- 3.2.1.3.4.9. Bag, kit A-3.

3.3. 319th Logistics Group Responsibilities.

3.3.1. Through the chief of supply (319 SUPS/CC), provide courtesy storage for chemical-biological warfare defense C-1 bags for units as requested by squadron commanders.

3.3.2. The supply mobility section and the life support flight will coordinate all C-1 and D-bag requirements with 319 CES/CEX prior to submission to HQ AMC.

3.4. Readiness Flight (319 CES/CEX) Responsibilities.

- 3.4.1. The CE readiness flight will validate all C-1 and D-bag requirements before releasing O&M funding from PE 27593 in accordance with AMCI 10-403, Air Mobility Command Force Deployment.
- 3.4.2. Assist units in determining needs for disaster preparedness, CBWDE and HazMat supplies and equipment.

Chapter 4

EMERGENCY RESPONSE

4.1. General. This chapter establishes the requirements for specialized teams and control centers. It sets requirements for personnel and team assignments. To ensure the survivability of our forces and mission continuation during crisis situations, commanders must take an active role in establishing and supporting specialized teams within their respective units.

4.2. Specialized Teams. Specialized teams are formed from existing base personnel resources. This becomes the individual's primary duty during disasters, enemy attacks, and training. Once assigned and trained, personnel may only be removed from this duty by coordination through 319 CES/CEX and receiving approval from 319 SPTG/CC. Once approval is obtained, the individual is released only after a new individual is trained. Members notified for PCS, separation, medical disqualification, or retirement do not require approval; however, a replacement must be assigned and trained 60 days prior to departure.

4.2.1. Disaster Control Group (DCG). The DCG is a peacetime response force element comprised of senior members of various base agencies that respond to the scene of a major accident or natural disaster to provide command and control under the direction of the on-scene commander (OSC). They provide military resources, functional expertise, and coordination for installation operational and support requirements, and act as liaison with civil authorities and response elements.

4.2.1.1. Each unit DCG representative directs and coordinates the activities of organizational elements, coordinates functional support with their control center, interacts with their civilian counterparts, and advises the OSC. DCG members must be ready to respond at all times.

4.2.1.2. Primary DCG representatives must be the unit commander or staff agency chief.

Alternates must be functional experts delegated the same authority as the primary representative.

4.2.1.3. When recalled, DCG members will report immediately to the primary assembly area (Bldg 411), unless otherwise directed. GFAFB OPlan 32-1 provides specific guidance on response procedures.

4.2.1.4. The units listed below are required to provide a primary and alternate DCG member:

4.2.1.4.1. 319th Support Group - On-Scene Commander.

4.2.1.4.2. 319th Civil Engineer Squadron.

4.2.1.4.3. 319th Civil Engineer, Explosive Ordnance Disposal Flight.

4.2.1.4.4. 319th Civil Engineer, Readiness Flight.

4.2.1.4.5. 319th Civil Engineer, Fire Protection Flight.

4.2.1.4.6. 319th Communications Squadron (Must provide both a primary and alternate comm representative and photo rep).

4.2.1.4.7. 319th Services Squadron.

4.2.1.4.8. 319th Security Force Squadron.

4.2.1.4.9. 319 ARW/Judge Advocate

4.2.1.4.10. 319 ARW, Chaplain.

4.2.1.4.11. 319 ARW, Public Affairs.

4.2.1.4.12. 319 ARW, Safety.

4.2.1.4.13. 319th Aircraft Generation Squadron.

4.2.1.4.14. 319th Contracting Squadron.

4.2.1.4.15. 319th Transportation Squadron.

4.2.1.4.16. 319th Medical Group (Must provide both a primary and alternate medical and bio rep).

4.2.1.4.17. 321 Missile Group (Must include a weapons storage area munitions, maintenance, and security. rep).

4.2.1.5. All DCG members must be equipped with the clothing items listed in para. **3.2.1.3.2**. It is the responsibility of the unit to which the individual is assigned to furnish these items. The clothing items listed should either be worn or readily available for immediate response.

4.2.2. Disaster Preparedness Support Team (DPST). The DPST is a 15 person team tasked with assisting the 319 CES readiness flight in performing duties during major accidents, natural disasters, training, and other emergency situations.

4.2.2.1. The READY Board determines team size and tasks organizations to provide required personnel.

4.2.2.2. Individuals assigned to the DPST:

4.2.2.2.1. Must have less than 2 years time on station if not on a controlled tour, or less than 3 years if on a controlled tour at the time of appointment.

4.2.2.2.2. Individuals must not be assigned to a mobility position or have conflicting wartime/peacetime duties.

4.2.3. Contamination Control Teams (CCT). These unit-controlled teams will perform expedient and detailed chemical and radiological decontamination of equipment, facilities, personnel, and areas. As a minimum, these teams consist of six trained personnel. Each unit will determine the exact number of personnel they need to effectively perform decontamination operations within their area of responsibility. Ensure sufficient personnel are assigned to conduct 24 hour operations. The GFAFB Contamination Control Pamphlet and T.O. 11C15-1-3 will be used as for decontamination operations.

4.2.3.1. CCT's will be incorporated into unit UTC's IAW AFI 32-4001.

4.2.3.2. The following units are tasked with establishing and equipping a contamination control team:

319th Civil Engineer Squadron: (area decon team). Responsible for decontaminating areas, roads, facilities, aircraft parking areas, taxiways, and runways.

319th Transportation Squadron: (vehicle decon team). Responsible for decontaminating all government vehicles.

319th Medical Group: (medical decon team). Responsible for decontaminating patients, medical supplies, and equipment.

319th Aircraft Generation Squadron: (aircraft decon team). Responsible for decontaminating fixed wing aircraft, helicopters, and support equipment.

319th Maintenance Squadron: (AGE decon team). Responsible for decontaminating aerospace ground equipment.

79th Rescue Flight: Responsible for developing helicopter decontamination procedures.

4.2.4. Shelter Management Teams. These teams are responsible for the control and operation of protective shelters during and after natural disasters and nuclear attack. As a minimum, these teams consist of four trained personnel.

4.3. Unit Control Centers. Control centers provide a focal point to monitor resources, mission capability, and coordinate activities during contingency operations. This includes assembly, dispatch, and monitoring of personnel and equipment, support for the on-scene disaster control group, and reporting all changes in mission capability to the 319 ARW Crisis Action Team (CAT).

4.3.1. Each unit should have a control center to manage their resources. Units designated to provide DCG members must have a control center to provide their DCG member with a focal point for unit actions. Units not specifically tasked to have a control center must ensure accountability and control of their personnel and resources during emergency operations.

4.3.2. Control Centers will:

4.3.2.1. Operate continuously during contingency situations.

4.3.2.2. Maintain contact with crisis action team and disaster control group representatives.

4.3.2.3. Disseminate threat/alarm conditions, disaster cordon and evacuation locations, personal protective actions, and other emergency information necessary to protect organizational personnel and resources.

4.3.2.4. Alert, recall, and dispatch organizational disaster response force elements.

4.3.2.5. Report damage, casualties, and loss or degradation of mission capability.

4.3.2.6. Monitor, coordinate, and document all unit actions.

4.3.2.7. Maintain equipment identified in para. **3.2.1.3.1.** of this instruction.

Chapter 5

EXERCISE AND EVALUATION

5.1. Purpose. This chapter establishes policy and guidance for planning and evaluating disaster preparedness exercises. It further outlines the disaster preparedness staff assistance program.

5.2. Objectives. The disaster preparedness exercise program has two primary objectives:

5.2.1. Determine the installation's capability to respond, operate during, and recover from major accidents, natural disasters, and enemy attacks.

5.2.2. Provide realistic, integrated, large scale training for assigned personnel and disaster response forces.

5.3. Exercise Evaluation Team Chief .

5.3.1. EET Chief Responsibilities:

5.3.1.1. Maintain a list of unit and wing evaluators.

5.3.1.2. Ensure evaluators attend the readiness flight EET course.

5.3.1.3. Ensure exercise objectives are developed to fully evaluate the wings ability to respond to contingency situations.

5.3.1.4. Consult with the readiness flight EET advisor for planning guidance and advice on exercise scenarios.

5.3.1.5. Provide a formal debriefing (hot wash) with players and evaluators present.

5.3.1.6. Review corrective actions and advise the installation commander as to whether the actions taken are adequate. Use the readiness council for this requirement.

5.3.1.7. Perform a trend analysis of the exercise program and brief the findings at the readiness council program review.

5.4. Exercise Planning.

5.4.1. Consider MAJCOM, special interest items, and inspector general findings from other bases, mission and procedural changes, deficiencies and corrective actions from previous local exercises when developing exercise scenarios.

5.4.2. Obtain installation commander's approval prior to conducting wing level exercises.

5.4.3. Check flying and maintenance schedules.

5.4.4. Schedule exercises to allow maximum participation from the base populace, DRF, and individual mobilization augmentees.

5.4.5. Consider safety in all aspects of the exercise.

5.4.6. Do not block alert force routes or runways without installation commander approval.

5.4.7. When using the installation warning system, notify the base populace, the surrounding civilian population, and local civil authorities well in advance of the exercise.

5.4.8. Avoid stereotyping exercises. Vary exercise locations to increase realism and participation. Thoroughly plan and develop scenarios to create the stress and pressure that occur in real disaster situations. Consider worst case situations.

5.4.9. Exercises should be no fault and training oriented.

5.4.10. Develop checklist to guide exercise evaluation.

5.5. Standard Ground Rules.

5.5.1. When responding to an exercise situation, emergency response vehicles may use warning lights but will not use sirens.

5.5.2. Vehicle mounted sirens or horns will be used to announce withdrawal from the accident site.

5.5.3. Check evacuation plans for exempted facilities and question assigned personnel to ensure they know how to evacuate.

5.5.4. Include the phrase “**This Is An Exercise**” in all written and verbal exercise communications.

5.5.5. Exercise participants will wear all required individual protective equipment, including protective mask, as required by the scenario.

5.6. Evaluation Areas. Mandatory evaluation areas are listed below. Participation by some of the functional areas depend on the type of exercise conducted and to the extent the exercise is developed. Even though an area may not be evaluated in each exercise, all areas will be exercised at least annually.

5.6.1. Major accident response exercise:

5.6.1.1. Commanders staff.

5.6.1.2. Control tower.

5.6.1.3. Base operations.

5.6.1.4. Command post.

5.6.1.5. Disaster control group.

5.6.1.6. Control centers.

5.6.1.7. Specialized teams.

5.6.1.8. Entry control point and on-scene control point.

5.6.1.9. Evacuation, disaster cordon, and national defense area (NDA).

5.6.1.10. Contamination control.

5.6.1.11. Communications systems.

5.6.1.12. Recovery operations.

5.6.2. Attack response exercise .

5.6.2.1. Commanders staff.

5.6.2.2. Command post.

5.6.2.3. Survival recovery center.

5.6.2.4. Installation warning system.

5.6.2.5. Specialized teams.

5.6.2.6. Control centers.

5.6.2.7. Contamination control.

5.6.2.8. Shelter preparation and operation.

5.6.2.9. Communication systems.

5.6.2.10. Recovery and reconstitution operations.

5.6.2.11. Mission accomplishment in nuclear, biological, chemical and conventional environment, according to the threat.

5.6.2.12. Self-aid/buddy care.

5.6.3. Natural disaster response exercise or review:

5.6.3.1. Planning.

5.6.3.2. Installation warning system.

5.6.3.3. Reporting procedures.

5.6.3.4. Evacuation.

5.6.3.5. Shelter preparation and operation.

5.6.3.6. Individual protection.

5.6.3.7. Resources protection.

5.6.3.8. Communication systems.

5.6.3.9. Military assistance to civil authorities.

5.6.3.10. Recovery.

5.7. Grading Criteria. Grading criteria can be found in AFI 90-201, Inspector General Activities and AMCI 90-201, The Inspection System.

5.8. Reports and Analysis.

5.8.1. The EET Chief must conduct a critique of each exercise within **3 days** of termination. The EET Chief, evaluators, and representatives from each participating agency should attend. Discuss major problem areas to validate findings, assign offices of primary responsibility, and assign ratings.

5.8.2. The EET Chief must write and distribute an exercise report to all participating agencies within **10 days** of the exercise. The report must identify the type of exercise, summarize the scenario, identify findings, assign offices of primary and collateral responsibility, assign a suspense for replies, and list ratings.

5.8.3. A formal critique and debriefing of the exercise should be conducted at the same time as publication of the report.

5.8.4. Participating agencies listed in the exercise report as having deficiencies must monitor and document corrective actions through the units' self-inspection program with monthly updates until all items have been corrected and cleared.

5.8.5. Send a reply of corrective actions to the Chief, EET and an information copy 319 CES/CEX within **10 days** of the report date.

5.8.6. When necessary, the readiness flight will amend GFafb OPlan 32-1 to correct emergency response deficiencies identified during local or higher headquarter evaluations.

5.8.7. The EET Chief will analyze individual and collective exercise reports to identify recurring or common deficiencies.

5.8.8. The EET Chief will maintain copies of exercise reports for all base and higher headquarters exercises in which the installation participates.

5.9. Staff Assistance Visit (SAV)/Self-Inspection Program. The objective of the SAV program is to enhance the ability of organizations to execute their assigned mission. The SAV will be used as a tool to identify and resolve problems in the base and unit disaster preparedness programs. 319 CES/CEX will publish an annual schedule and conduct SAV's with each unit and group representative.

5.9.1. The 319 CES/CEX staff assistance visit checklist will be used in conducting these SAV's.

5.9.2. A group/unit commander's inbrief will be conducted on the morning of the scheduled SAV.

5.9.2.1. Unit DP representatives will coordinate with their respective commanders to establish an inbrief and outbrief time at least 14 days prior to the scheduled SAV. Unit DP representatives will notify 319 CES/CEX of this time and location.

5.9.3. Units receiving a formal staff assistance visit will:

5.9.3.1. Ensure the unit disaster preparedness representative accompanies the 319 CES/CEX personnel during all phases of the SAV.

5.9.3.2. Ensure appropriate unit personnel are available for review of unit equipment and procedures.

5.9.3.3. Incorporate and track all SAV deficiencies through the units self inspection program.

5.9.3.4. A group/unit commander's outbrief will be conducted to relay the results of the SAV.

5.9.4. A formal written report will be provided within 15 working days of the visit to the group/unit commander. Discrepancies identified by an asterisk will require a reply of corrective actions by an established suspense date.

5.9.5. 319 CES/CEX will provide immediate and follow-up assistance to aid in correcting any problems identified during the visit.

Chapter 6

DISASTER PREPAREDNESS TRAINING

6.1. Overview. This chapter lists courses taught by the readiness flight, attendance requirements, and scheduling procedures. This chapter will also cover chemical warfare defense task qualification training (CWDTQT) conducted by individual units. A minimum attendance requirements for each class to be conducted will also be specified. All courses are required to be completed within 90 days of appointment unless otherwise noted.

6.1.1. Formal courses of instruction conducted by 319 CES/CEX are military formations. All military personnel are required to be in uniform (BDU's/flight Suit) when attending training.

6.2. Chemical-Biological Warfare Defense Training (CBWDT).

6.2.1. This course provides students with the knowledge to protect themselves from the effects of chemical/biological warfare agents and instruction in the proper care, use, and inspection of protective equipment.

6.2.2. CBWDT is required annually for all military and mission essential civilians filling a mobility position. Refer to AMC Pamphlet 36-4, Air Base Operability Training and AFI 32-4001, Disaster Preparedness Planning and Operations for more information.

6.2.2.1. Aircrew members will attend ground crew CBWDT on a biennial basis.

6.2.3. Initial CBWDT is required for those personnel who have never attended CBWDT (8 hours).

6.2.3.1. Refresher courses are required for those who have attended an initial class (4 hours).

6.2.3.2. CBWDT classes with less than ten personnel scheduled and/or in attendance will be canceled. Unit CBWDT schedulers will be notified of class cancellation.

6.2.3.3. All personnel must bring a complete training chemical warfare ground crew defense ensemble and MCU-2A/P protective mask to this course. This equipment will be obtained from the unit deployment manager.

6.2.3.4. Personnel will not be allowed to wear contact lenses to this course due to technical order requirements. Individuals must either wear the optical inserts designed for wear with the MCU-2A/P protective mask or must have the ability to remove the lenses prior to wear of the protective mask and navigate the classroom safely without the use of glasses or contact lenses.

6.2.3.5. Personnel failing to meet the above requirements, will be returned to their unit and counted as a no-show.

6.3. Chemical Warfare Defense Task Qualification Training (CWDTQT). The ability to perform air force specialty related tasks in a chemical-biological environment is essential to sustaining wartime operations. The CWDTQT program is a unit program designed to provide individuals the hands on training necessary to remain proficient in their wartime tasks while wearing the ground crew chemical ensemble. The requirement to participate in a CWDTQT program is in addition to all other chemical warfare defense training.

6.3.1. Unit commanders are responsible for scheduling, conducting, and incorporating CWDTQT into their unit training programs. Documentation training IAW paragraph 2.5.

6.3.2. All personnel filling a mobility position and their alternates will participate in CWDTQT annually. Whenever feasible, schedule CWDTQT immediately after initial CBWDT and approximately six months after refresher CBWDT.

6.3.3. Units will utilize the GFAFB Chemical Warfare Defense Task Qualification Guide to develop their program.

6.3.4. Unit DP representatives will notify 319 CES/CEX at least 14 days prior to conducting CWDTQT. The 319 CES Readiness flight will randomly monitor this training.

6.4. Disaster Preparedness Support Team (DPST).

6.4.1. This course covers nuclear radiation, monitoring, personnel decontamination, major accident response, attack response, mobile command post and control center operations.

6.4.2. The initial DPST course is for newly assigned personnel (16 hours). Members will also be required to complete the hazardous materials awareness course.

6.4.3. Assigned personnel will attend refresher courses, as deemed necessary by 319 CES/CEX, to maintain proficiency.

6.5. Contamination Control Team (CCT).

6.5.1. This course covers decontamination principles during war and peacetime operations. The class includes decontamination methods for roads, grounds, vehicles, aircraft, support equipment, and personnel.

6.5.2. The initial CCT course for newly assigned personnel (4 hours).

6.5.3. Refresher training is required annually and will be conducted by the unit in the form of either a practical exercise or proficiency training.

6.5.4. Personnel will not be allowed to wear contact lenses to this course due to T.O. requirements. Individuals must either wear the optical inserts designed for wear with the MCU-2A/P protective mask or the individual must have the ability to remove the lenses prior to wear of the protective mask and navigate the classroom safely without the use of glasses or contact lenses.

6.5.5. Personnel failing to meet the above requirements, will be returned to their unit and counted as a no-show.

6.6. Shelter Management Team (SMT).

6.6.1. This course covers shelter operations during major accidents, natural disasters and nuclear attack situations.

6.6.2. The initial SMT course is for newly assigned personnel (7 hours).

6.6.3. Training will be conducted when directed by 319 ARW/CC based on the local threat.

6.7. Unit Disaster Preparedness Representative (DPR).

- 6.7.1. This course provides the fundamentals on managing a unit/group disaster preparedness program.
- 6.7.2. The initial DPR course is required for newly appointed personnel (1.5 hours).
- 6.7.3. Recurring training consists of attendance at scheduled meetings.

6.8. Disaster Control Group (DCG).

- 6.8.1. This course is **mandatory** for on-scene commanders and DCG representatives.
- 6.8.2. This class is designed to enhance the DCG members knowledge of the on-scene command and control system and to sharpen these skills for use during major accident and natural disaster response.
- 6.8.3. The initial course for newly appointed personnel (4 hours).
- 6.8.4. Select members will attend the hazardous materials first responder awareness level course listed in para. **6.11.2.** and AFI 32-4002.
- 6.8.5. A refresher course consists of participation in at least one major accident response exercise and one HazMat exercise per year. Response to actual situations will also fulfill this requirement.

6.9. Base Information Program. This course covers the information necessary to indoctrinate personnel to the potential disasters or contingency situations that may occur in North Dakota and their role and responsibilities in response to these events.

- 6.9.1. The initial course is 30 minutes long and is provided to all military members, their families, and civilian personnel through the INTRO program for newcomers. A pamphlet will also be distributed to military members during unit inprocessing. 319 CES/CEX will ensure readiness newsletters are available on the base intra-net and will distribute them in paper form throughout the base.
- 6.9.2. Refresher training is provided by the group/unit DPR through the unit information/education program.

6.10. Exercise Evaluation Team (EET).

- 6.10.1. This course covers policy and procedures for planning, executing, and evaluating readiness plans and procedures during exercises.
- 6.10.2. The initial course is required for all newly appointed personnel (2 hours).
- 6.10.3. In addition to the initial EET course, personnel must attend the appropriate initial specialized team course prior to evaluating these team.
- 6.10.4. EET members are scheduled by the EET chief for the initial course and specialized team training.

6.11. Hazardous Materials (HazMat) Emergency Response.

- 6.11.1. IAW AFI 32-4002, these courses are provided to those individuals who respond to releases or potential releases of hazardous substances. Individuals are trained to respond with the intent of protecting personnel, property, and the environment from the effects of a release. AFI 32-4002 lists the level of training required as determined by the individuals' duties and AFSC.

6.11.2. Level 1 First Responder (Awareness Level)

6.11.2.1. Initial training will be administered to emergency response personnel who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response by notifying the proper authorities.

6.11.2.2. Initial class is 8 hours. Personnel will be required to pass a CERTTEST (computer based testing) and practical evaluation prior to being given credit for the course.

6.11.2.3. Annual refresher training will either be through participation in a HazMat exercise/real world response or classroom training.

6.11.3. Level 5 On-Scene Incident Commander

6.11.3.1. Incident commanders who will assume control of the incident scene beyond the first responder awareness level shall complete at least 24 hours of training equal to first responder operation level prior to attending this course.

6.11.3.2. This training is provided through formal AETC courses and supplemented by 319 CES/CEX/CEF for base specific training.

6.12. Procedures for Scheduling Disaster Preparedness Training.

6.12.1. The only personnel authorized to schedule, reschedule, or cancel training slots are the designated unit/group schedulers, unit/group DPR's, or unit commanders. A quarterly CBWDT schedule will be provided to the unit DPR and unit schedulers at the quarterly schedulers meeting. All other classes will be offered on an as needed basis and units will be notified of scheduled class dates and times. "One on one" classes will not be held.

6.12.1.1. To reschedule or cancel slots for training, notify 319 CES/CEX no later than three day prior to class start date.

6.12.1.2. Except in emergencies, failure to cancel training slots within three duty days of the class will result in a no-show. No-show notices will be sent to 319 SPTG/CC and will be briefed to the readiness council semi-annually.

6.12.1.3. Any individual who does not meet the minimum proficiency standards will not receive credit for the class. If this occurs, unit schedulers will be notified so that the individual can be rescheduled at a later date.

6.12.1.4. Attendance documentation will be forwarded to the unit scheduler for updating unit training records.

6.12.1.5. Classes will be canceled during real world emergencies and exercises.

6.12.2. CBWDT.

6.12.2.1. To obtain class slots for CBWDT (initial and refresher), unit schedulers will request slots by telephone/e-mail from the readiness flight training staff. If request is made by telephone, it must be followed up in writing utilizing an AF Form 2426 or other similar product. All scheduling for class slots will be accomplished by name.

6.12.2.2. Unit schedulers will ensure that personnel scheduled for CBWDT classes are issued training gear and a MCU-2A/P protective mask prior to their attending the class.

6.12.2.3. Personnel showing up for training without the proper equipment will be counted as a no-show and will have to be rescheduled.

6.12.3. Specialized Team Training.

6.12.3.1. To obtain specialized team training (i.e., SMT, CCT, DCG) the unit must request a training date through the readiness flight training staff. The initial request may be verbal but must be followed up in writing. The request must include the type of training requested, the number of personnel requiring training, and preferred date of training.

6.12.4. HazMat Emergency Response Training.

6.12.4.1. HazMat training is scheduled on an as needed basis in coordination with the units requiring the training. Units may request the training verbally but must follow up in writing. The request must include the level of training, names, social security numbers, and the preferred date of training.

6.12.4.2. Knowledge level testing (CERTTEST): Individuals will be scheduled for testing dates prior to the end of the class. Personnel must attend the class within 30 days of testing. The CERTTEST will be administered by 319 CES/CEX.

6.12.4.2.1. Personnel who fail the CERTTEST twice will either attend the HazMat training class again and retake the CERTTEST or enroll in the formal career development course through their unit training manager.

6.12.4.3. Performance testing: Performance testing is administered in a group setting and will be scheduled upon successful completion of the CERTTEST.

6.12.4.4. Upon successful completion of all portions of testing, a certificate package is forwarded to the Air Force Civil Engineer Support Agency (AFCESA). They in turn will complete the certification process and issue a certificate.

JAMES A. HAWKINS, Colonel, USAF,
Commander

Attachment 1

GLOSSARY OF REFERENCES, AND SUPPORTING INFORMATION

References

AFI 10-802, *Military Support to Civil Authorities*

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*

AFI 10-211, *Civil Engineer Contingency Response Planning*

AFI 10-212, *Air Base Operability*

AFPD 32-40, *Disaster Preparedness*

AFI 32-4001, *Disaster Preparedness Planning and Operations*

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

AFMAN 32-4004, *Emergency Response Operations*

AFMAN 32-4005, *Personnel Protection and Attack Actions*

AMCI 10-212, *Air Base Operability*

AMCI 10-403, *Air Mobility Command (AMC) Force Deployment*

AMCI 10-406, *Mobility for Air Mobility Command (AMC) Forces*

AMCP 36-4, *Air Base Operability Training*

Attachment 2

UNIT DISASTER PREPAREDNESS REPORT

MEMORANDUM FOR 319 CES/CEX Date

FROM:

SUBJECT: Unit Disaster Preparedness Report

1. The following personnel are appointed to the unit specialized teams specified below:

Disaster Preparedness Representatives

Primary Name: Rank: Duty Phone: Office Symbol:

Alt Name: Rank: Duty Phone: Office Symbol:

Disaster Control Group

Primary Name: Rank: Duty Phone: Office Symbol:

Home Phone #: Home Address:

Alt Name: Rank: Duty Phone: Office Symbol:

Home Phone #: Home Address:

Alt Name: Rank: Duty Phone: Office Symbol:

Home Phone #: Home Address:

Contamination Control Team

Leader Name: Rank: Duty Phone: Office Symbol:

Mbr Name: Rank: Duty Phone: Office Symbol:

Mbr Name: Rank: Duty Phone: Office Symbol:

Mbr Name: Rank: Duty Phone: Office Symbol:

Exercise Evaluation Team

Primary Name: Rank: Duty Phone: Office Symbol:

Alt Name: Rank: Duty Phone: Office Symbol:

Alt Name: Rank: Duty Phone: Office Symbol:

Shelter Management Team

Shelter Name: Rank: Duty Phone: Office Symbol:
Mgr.

Exposure Name: Rank: Duty Phone: Office Symbol:
Control
Monitor

2. This letter supersedes the previous letter dated (dd/mm/yy). The Privacy Act of 1974 applies to this letter.