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Civil Engineering

BASE DISASTER PREPAREDNESS PROGRAM

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This instruction establishes the Scott AFB Disaster Preparedness Program and provides the basic guidelines for the Base Disaster Preparedness Information Program. The 375 CES/CEX will prepare and distribute general information program materials. The unit representative (UREP) will use these materials, as well as self-developed data, to indoctrinate assigned personnel on specific preparedness and survivability procedures in their organization or work center.

SUMMARY OF REVISIONS

Identifies requirements for quantitative fit training; identifies requirements for assigning new specialized team members; removes list of units required to report hearing the base siren system; and revises list of related files and publications.

1. Unit Disaster Preparedness Representative Program:

1.1. In accordance with AFI 32-4001, *Disaster Preparedness Planning and Operations*, all units with 50 or more personnel assigned will appoint a Senior NCO, officer or civilian in the grade of GS-6 or above as a UREP. Individuals appointed to this position will maintain a Unit Disaster Preparedness Handbook as outlined in the UREP Pamphlet. The handbook will be utilized as a continuity folder and will be kept current.

1.2. The UREP administers, coordinates, and monitors the various aspects of the Unit Disaster Preparedness Program. This task includes the following:

1.2.1. Manage the scheduling, monitoring, and documentation of training conducted by 375 CES/CEX.

1.2.2. Maintain related files and publications. *NOTE*: An electronic library may be maintained on publications marked with an asterisk. All documents listed below are available on the

375 CES Readiness Web Page at <http://www.scott.af.mil/375aw/375sg/375ce/readines.htm>.

1.2.2.1. *AFI 10-212, *Air Base Operability*.

1.2.2.2. *AFI 32-4001, *Disaster Preparedness Planning and Operations*, with applicable supplements.

1.2.2.3. *AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*.

1.2.2.4. *AFMAN 32-4004, *Emergency Response Operations*.

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

1.2.2.6. *AFMAN 32-4006, *Nuclear, Biological, and Chemical (NBC) Mask Fit and Liquid Hazard Simulant Training*.

1.2.2.7. *AFI 32-4007, *Camouflage, Concealment, and Deception*.

1.2.2.8. AFH 32-4014, V4, *USAF Ability to Survive and Operate Procedures in a Nuclear, Biological, and Chemical (NBC) Environment*.

1.2.2.9. *AMCPAM 36-4, *Air Base Operability Training*.

1.2.2.10. SAFBI 32-4001, *Base Disaster Preparedness Program*.

1.2.2.11. 375 AW OPlan 32-95, *Disaster Preparedness Operation Plan*, and changes (if appropriate).

1.2.3. Ensures all newly assigned members are given an orientation of the unit's mission and program to explain information given during the INTRO Program by 375 CES/CEX.

1.2.4. Conduct and document a unit information program for all assigned military and DOD civilian employees using memos for record or other locally developed systems.

1.2.5. Serve as unit liaison with the CE Readiness Flight, advising the unit commander on air base operability (ABO) planning, preparation, equipage, and response requirements.

1.2.6. Accompany CE Readiness Flight and/or higher headquarters representatives during a Staff Assistance Visit (SAV). The SAV will be conducted when requested by the unit or when required by higher authority. Unit representatives will use the staff assistance checklist provided by 375 CES/CEX as an integral part of the self-inspection program.

1.2.7. The 375 CES/CEX office will provide status reports identifying individuals assigned disaster preparedness duties who require training. The individuals will be trained in a timely manner.

1.2.8. Monitor the status of all unit disaster response force (DRF) personnel and exercise evaluation team (EET) members to ensure properly qualified replacements are assigned and trained, prior to the departure or release of incumbent personnel.

1.2.9. Ensure assigned shelter management teams, decontamination teams or on-scene disaster control group representatives properly inspect and maintain equipment, supplies, technical orders, and checklists.

1.2.10. Ensure mobility personnel (primary and alternate) perform Task Qualification Training (TQT) in the Chemical Warfare Defense Ensemble (CWDE), as required, to maintain proficiency. (See **2.2.3.**, this instruction and AMCPAM 36-4, Chapter 2, **paragraph 2.4.**)

1.2.11. Ensure the unit publishes and maintains a current notification recall system for personnel tasked to support 375 AW OPlan 32-XX, including DRF members and base support/recovery teams. Recall rosters must include "communication-out" procedures in accordance with (IAW) the 375 AW Basic Unit Supplement (BUS). If specialized teams are assigned, members must be identified by team assignment on the roster.

1.2.12. Ensure an internal unit notification system is developed and maintained current to provide for the notification of all on-duty personnel during emergency situations.

1.2.13. Ensure the following Visual Aids (VA) are posted on bulletin boards or walls in each assigned building: AFVA 32-4010, *USAF Standard Alarm Signals*; SAFBVAs 32-4001, *Tornado Safety Rules*, 32-4002, *Earthquake Safety Rules*; and 32-4003, *Disaster Preparedness Representative/Fallout Shelter*. The number and location of VAs must be sufficient to ensure adequate coverage of the workforce in each building.

1.3. Unit/staff agency implementing checklists (QRCs 18-26) must be developed within 30 days of 375 AW OPlan 32-XX publication/revision. Use format in the OPlan. Coordinate all supporting checklists with 375 CES/CEX, prior to publication and provide a final copy for file.

2. Training:

2.1. Designated On-Scene Commanders (OSC) will attend the AF OSC Course, prior to assuming such duties.

2.2. All base personnel assigned to mobility (including deployable civilians) will complete Nuclear, Biological, Chemical, and Conventional (NBCC) Defense Training every 12 months. If slots are available, units may request training for those not on mobility. The NBC Defense Training Slots are given out on a first-come, first-serve basis.

2.2.1. Individuals attending NBCC Defense Training will go to Base Supply War Readiness Element prior to class to obtain a complete NBCC Defense Training Ensemble. Personnel cannot complete the training without proper equipment. Initial class is required if there has been a break of 36 months or more in NBCC Defense Training.

2.2.2. The 375 CES/CEX will provide NBCC Defense Training Attendance Reports and no-show rates to commanders/agency chiefs upon request.

2.2.3. In addition to classroom training, personnel should receive on-the-job training and perform their wartime tasks while wearing IPE. See AMCPAM 36-4, Chapter 2, **paragraph 2.4.2.**, Course Description. Task Qualification Training (TQT) is the responsibility of the unit commander. Training objective is to accomplish specialty core tasks identified in each career field education and training plan (CFETP) in a degraded environment. This training should also include operation of military vehicles as identified in each CFETP. Supervisors should document training in a database, OJT Record or by a method determined locally.

2.3. Specialized team training will be scheduled as needed. Shelter Management Team (SMT) Training is an on-the-shelf program. Just-in-time training will be provided when a threat from a nuclear attack causes an increase in alert posture.

2.4. Units requiring tents for bivouacs or exercises should designate personnel for Tent Erection Training and provide the names to 375 CES/CEXR. These personnel will be trained to a level, which allows them to train others in their unit in tent erection procedures. The 375 CES will provide a person to supervise erection as necessary.

3. Response:

3.1. The 375 CES/CEX is responsible for the overall operation and maintenance of the Survival Recovery Center (SRC). It will be activated when directed by the 375 SPTG/CC or CD. The primary SRC is in Bldg 56; secondary, Bldg 1620 (Chapel 1) (pending completion of renovation); and tertiary, Bldg 528 (CE). Operation/Familiarization Training will be conducted by 375 CES/CEX. Members of the SRC staff are:

- 3.1.1. Director - 375 SPTG/CC or CD.
- 3.1.2. Coordinator - 375 CES/CEX Chief.
- 3.1.3. Civil Engineer - Representative.
- 3.1.4. Security Forces - Representative.
- 3.1.5. Medical - Representative.
- 3.1.6. Communications - Representative.
- 3.1.7. Services - Representative.
- 3.1.8. Bioenvironmental Engineering - Representative.
- 3.1.9. OSI (as needed).

NOTE: Each representative should provide their own administrative supplies, to include status boards.

3.2. The Disaster Control Group (DCG) is comprised of one primary (organizational chief) and one alternate representative from the following agencies. The DCG members must have the authority to commit unit resources and manpower. Responding DCG members are required to bring unit response kits. The initial response element (IRE) responds IAW 375 AW OPlan 32-XX. Additional members will remain at the assembly point and will be called as necessary to assist the OSC. The primary DCG assembly point is Disaster Preparedness (Bldg 56) and the alternate is the Fire Department (Bldg 460).

- 3.2.1. OSC - SPTG/CC or CD IRE (Fire Chief is the initial OSC, until relieved by a designated OSC).
- 3.2.2. Readiness Flight (if directed).
- 3.2.3. Fire Department IRE.
- 3.2.4. Security Forces IRE.
- 3.2.5. Medical Group IRE.
- 3.2.6. Public Affairs.
- 3.2.7. Bioenvironmental Engineer.
- 3.2.8. Civil Engineer.
- 3.2.9. Aircraft Maintenance.

- 3.2.10. Staff Judge Advocate.
- 3.2.11. Chaplain.
- 3.2.12. Services.
- 3.2.13. Safety.
- 3.2.14. Transportation.
- 3.2.15. Airfield Management.
- 3.2.16. Contracting Officer.
- 3.2.17. *Comptroller.
- 3.2.18. Alert Photographer.
- 3.2.19. Communications.
- 3.2.20. *932 AW.
- 3.2.21. *126 ARW.
- 3.2.22. American Red Cross.

NOTE: The asterisk (*) designates representatives who will respond based on the situation, when requested. If not specifically tasked to maintain a control center, unit commanders must ensure the capability to control unit resources when emergency contingencies exist.

3.3. Specialized Teams:

3.3.1. The base Resource Augmentation Duty (READY) Board provides personnel to support the CE Readiness IAW AFI 32-4001, **Table 6-3**. A total of eight personnel are assigned to the Readiness Flight for contingency operations; five for the Disaster Preparedness Support Team; and three to perform SRC administrative duties. Only the installation commander or designated representative should approve releasing a trained member for reasons other than permanent change of station, retirement, discharge or medical disqualification. Replacements must be assigned and trained prior to releasing the incumbent.

3.3.2. Contamination Control Teams (CCT). The following units will designate two CCT chiefs and ensure they receive training from 375 CES/CEX. Tasked organizations will ensure teams, when activated, can provide 24-hour coverage. Additional team members will be trained as required by tasked organizational team chiefs. Units must also ensure that both deployed and home station requirements are met, i.e., two teams will be required. Home station teams must be comprised of nondeployable personnel (civilians). Team requirements are as follows:

- 3.3.2.1. Gross Area (375 CES).
- 3.3.2.2. Medical (375 MDG).
- 3.3.2.3. Aircraft/AGE (375 MXS).
- 3.3.2.4. Vehicle (375 TRNS).

3.3.3. Shelter Teams. Shelter teams will consist of two supervisors and two exposure control monitors per shelter. These individuals will be assigned, but training will not be conducted until

the situation dictates. Each shelter OPR listed in 375 AW OPlan 32-XX, Annex C, must provide the names to 375 CES/CEX.

3.3.3.1. Civil Defense Kits are maintained by 375 CES/CEX. Units responsible for a protective shelter (see 375AW OPlan 32-XX, Annex C) will ensure that a shelter management team member reports to the Disaster Preparedness Office to pick up a Civil Defense Kit when protective shelters are activated. These actions are IAW AMC Emergency Actions Procedures.

3.3.3.2. Military family members off base will be sheltered IAW the Illinois Emergency Operations Plan.

3.3.4. Detailed equipment listings for specialized teams and control centers in support of 375 AW OPlan 32-XX can be found in applicable team guides and staff assistance checklists.

3.4. Mobile Command Post (MCP). The MCP is an emergency response vehicle and must be afforded red priority maintenance by 375 TRNS.

4. Hazardous Materials (HAZMAT) Emergency Planning Team (HEPT):

4.1. The HEPT is comprised of the Readiness Flight, Bioenvironmental Engineer, Fire Department, Environmental Management, Wing Safety, HAZMAT Pharmacy, and the Spill Response Team (SRT). The team will meet periodically to address key HAZMAT issues. The HEPT will brief the wing Environmental Protection Committee (EPC), when necessary, to ensure key staff awareness of wing HAZMAT planning and response issues.

4.2. The HEPT will be responsible for all required incident reports and coordination with local and state officials. When it has been determined that hazardous materials are involved, assemble the HEPT for immediate deployment to the ECP. The team and other functional agencies will develop the procedures to be utilized for recovery procedures.

5. Natural Disasters:

5.1. At the direction of the Crisis Action Team (CAT) or SRC, Base Supply will issue available stock of emergency equipment and supplies in the event of a natural disaster.

5.2. The 375 CONS/LGC will process orders for local purchase emergency supplies by the most expeditious means allowable by law.

5.3. Unit commanders will ensure adequate supplies of foul weather gear are available for assigned personnel and that in-house training is conducted for all unit specialized team members, as frequently as necessary, to maintain proficiency.

6. Base Warning and Notification System:

6.1. In accordance with AFI 32-4001, the Wing Command Post (375 AW/CP) will have primary responsibility for base notifications; as such, they will activate the Base Siren/Giant Voice System during contingency operations. If the CP is unable to perform this function due to equipment damage or relocation, Base Operations (375 OSS/OSAA) will function as the alternate.

6.2. Conditions for Activation:

6.2.1. Severe Weather. In accordance with SAFBI 15-101, *Weather Support*, 375 AW BUS, and 375 AW OPlan 32-XX, the Base Weather (375 OSS/OSW) will notify the CP to sound the appro-

ropriate warning and follow with a voice announcement describing the event and actions required. If weather conditions pose an immediate threat to the base, OSW will request OSAA provide immediate warning to the base populace.

6.2.2. Major Accident. Upon notification from the OSC or MCP (or the CAT, if activated), the CP will pass requested messages over the Giant Voice System. In addition, the CP will plot the incident scene and notify the base populace by Giant Voice IAW AFMAN 32-4004.

6.2.3. Natural Disaster. After a natural disaster affecting Scott, the SRC and CAT will activate. With the CAT's concurrence, the Base Siren/Giant Voice System will be operated by the CP to aid in recovery operations.

6.2.4. Attack Response. Upon notification of an impending attack on Scott AFB, the CP will activate the Base Siren followed by voice announcements.

6.3. Maintenance Requirements. Currently, the 375 CG and 375 CES share the Base Siren and Giant Voice system maintenance responsibilities. The CG is responsible for maintenance of the radio controls and the siren/PA units; CES is responsible for the electrical power to the poles and the poles themselves. If the system malfunctions, the CP will report it to the CG to investigate. If the CG determines that assistance is needed from CES, the CE Service Call Desk will be contacted.

6.4. The CP will conduct testing of the Base Siren System every Wednesday at 1200. The OSAA will conduct tests on a quarterly basis, which will be coordinated with the CP.

JAMES S. BRACKETT, Lt Col, USAF
Base Civil Engineer