

**CORRECTED COPY**

**BY ORDER OF THE COMMANDER      MAXWELL AIR FORCE BASE INSTRUCTION 32-4002  
15 JANUARY 2000**



**Civil Engineering**

**DISASTER PREPAREDNESS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

OPR: 42 CES/CEX (TSgt La Tisa V. Osbourne)  
Certified by: 42 CES/CEX (SMSgt William W. Shelton)  
Supersedes MAFBI 32-101, 3 October 1995

Pages: 25/Distribution: F

---

This instruction establishes policies and procedures for managing the 42d Air Base Wing Disaster Preparedness (DP) Program. It provides guidance for conducting unit programs and outlines responsibilities for supporting the 42 ABW Plan 32-1, Disaster Preparedness Plan. This instruction applies to all units assigned and attached to Maxwell Air Force Base and Gunter Annex.

**SUMMARY OF REVISIONS**

This revision deletes Chapter 5, Emergency Information System (EIS); a program no longer used at Maxwell AFB/Gunter Annex. This instruction also implements the Unit Disaster Preparedness Quarterly Report and Unit Disaster Preparedness Self-Assessment Report formats.

<b>Chapter 1 - BASE PROGRAM MANAGEMENT</b>	<b>3</b>
1.1. Purpose	3
1.2. Functional Responsibilities	3
1.3. Readiness Council	4
<b>Chapter 2 - UNIT PROGRAMS</b>	<b>5</b>
2.1. Purpose	5
2.2. Functional Responsibilities	5
2.3. Procedures	7
<b>Chapter 3 - DISASTER RESPONSE FORCE</b>	<b>9</b>
3.1. <i>Purpose</i>	9
3.2. Functional Responsibilities	9
3.3. Disaster Response Force Component	9
3.4. Team Member Assignment	12
<b>Chapter 4 - DISASTER PREPAREDNESS TRAINING</b>	<b>13</b>
4.1. Purpose	13
4.2. Functional Responsibilities	13
4.3. Disaster Preparedness Training Request Procedures	13
4.4. Disaster Preparedness Training Courses	14

<b>Attachment 1 - SHELTER MANAGEMENT KIT REQUIREMENTS</b>	16
<b>Attachment 2 - DISASTER PREPAREDNESS REQUIREMENTS FOR TECHNICAL ORDERS AND EQUIPMENT</b>	17
<b>Attachment 3 - UNIT DISASTER PREPAREDNESS CONTINUITY BOOK FORMAT</b>	18
<b>Attachment 4 - UNIT DISASTER PREPAREDNESS QUARTERLY REPORT FORMAT</b>	19
<b>Attachment 5 - SAMPLE LETTER OF APPOINTMENT</b>	20
<b>Attachment 6 - UNIT DISASTER PREPAREDNESS SELF-ASSESSMENT REPORT</b>	21
<b>Attachment 7 - 42 CES READINESS INSTRUCTIONS FOR TRAINING REQUESTS</b>	22
<b>Attachment 8 - GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS</b>	23

## Chapter 1

### BASE PROGRAM MANAGEMENT

**1.1. Purpose.** This section defines the basic responsibilities of each functional agency to manage the overall Maxwell AFB and Gunter Annex Disaster Preparedness (DP) Program. The operational actions for each agency are contained in the 42 ABW Plan 32-1.

#### **1.2. Functional Responsibilities:**

**1.2.1. 42d Air Base Wing Commander (42 ABW/CC).** The 42 ABW/CC has overall responsibility for the DP program as outlined in AFI 32-4001, *Disaster Preparedness Planning and Operations*.

#### **1.2.2. 42d Civil Engineer Readiness Flight (42 CES/CEX):**

1.2.2.1. Develops a DP program and serves as office of primary responsibility (OPR) for this instruction.

1.2.2.2. Prepares, supervises, and directs DP training and information programs in accordance with AFI 32-4001, and AFI 32-4002, *Hazardous Material Emergency Planning and Response Program*.

1.2.2.3. Develops and updates 42 ABW Plan 32-1 for peacetime and wartime operations.

1.2.2.4. Reviews unit contingency response checklists in support of 42 ABW Plan 32-1 for accuracy and standardization.

1.2.2.5. Establishes a radiological monitoring capability, maintains assigned DP equipment, and organizes and trains personnel assigned to the disaster preparedness support team (DPST).

1.2.2.6. Completes DP staff assistance visits (SAVs) for wing and associate units (IAW AETC Supplement 1 to AFI 32-4001).

1.2.2.7. Furnishes a New Commanders Orientation briefing to new installation commanders or deputy commanders and commanders of units responsible for major DP program elements. This briefing must be offered to these new personnel:

- 42 ABW/CC
- 42 ABW/CV
- 42 SPTG/CC
- 42 SPTG/CD
- 42 CES/CC

**1.2.3. 42d Communications Squadron Commander (42 CS/CC):**

1.2.3.1. Assists the 42 CES/CC in establishing and maintaining the installation outdoor warning system.

1.2.3.2. Assists wing and tenant units to plan and identify communications to meet DP support requirements.

**1.2.4. 42d Civil Engineer Squadron Commander (42 CES/CC):**

1.2.4.1. Oversees the base DP program.

1.2.4.2. Briefs the 42 ABW/CC on status of DP program during commander's staff meeting.

1.2.4.3. Assists the 42 CS/CC in establishing and maintaining the installation outdoor warning systems.

1.2.4.4. Through Maintenance Engineer (CEOE), provides current Maxwell AFB and Gunter Annex Disaster Preparedness Crash Grid Maps in 1 inch = 400 feet and 1 = 800 feet (Maxwell AFB), and 1 inch = 200 (Gunter Annex) scales.

1.2.4.5. The Disaster Preparedness Crash Grid Map identifies emergency operation shelters, protective shelters, mass evacuation shelters, and locations of the installation outdoor warning systems.

**1.2.5. Squadron Commanders, Staff Agency Chiefs, School Commandants, and Tenant Unit Commanders.** Each organizational commander, school commandant, or staff agency chief is responsible for establishing a unit disaster preparedness program.

1.2.5.1. Appoint a unit member and alternate as a Disaster Preparedness Representative (DPR) to manage and coordinate unit aspects of the DP program. This primary position should be for SSgt or above or civilian equivalent. The alternate unit DPR need not meet any grade criteria, but must be knowledgeable of the unit program.

1.2.5.2. Ensure checklists or operating instruction for each annex supporting the 42 ABW Plan 32-1, Disaster Preparedness Plan, are developed.

1.2.5.3. Identify requirements, budget, obtain, store, and maintain unit operational and training equipment (e.g., DCG equipment).

1.2.5.4. Plan, manage, and operate their protective and/or mass evacuation shelter program (As applicable).

1.2.5.5. Appoint personnel for duty with specialized DP teams, as assigned by this instruction.

**1.3. Readiness Council (RC) Program Review.** The RC is established to review the status of the overall DP program and take prompt action to correct problems as outlined in AFI 32-4001 and 10-212. The council meets at the call of the 42 ABW/CC or designated chairperson.

## Chapter 2

### UNIT PROGRAMS

**2.1. Purpose.** This chapter prescribes the requirements for establishing and operating unit level programs. Units assigned to Maxwell AFB and Gunter Annex with 25 personnel or more will maintain a unit level disaster preparedness program. Units with less than 25 personnel must appoint a unit disaster preparedness point of contact (DPPOC) to 42 CES/CEX.

#### **2.2. Functional Responsibilities:**

##### **2.2.1. 42 CES/CEX:**

2.2.1.1. Conducts unit DP program reviews via customer service courtesy (CSCV) or SAVs, when requested.

2.2.1.2. Provides and updates the disaster preparedness program Self-Assessment Guide for use by the unit.

2.2.1.3. Coordinates and advise units on their checklists or operating instructions (OI) in support of 42 ABW Plan 32-1.

2.2.1.4. Advises unit DPRs on how to effectively fulfill their responsibilities within their unit DP programs.

##### **2.2.2. All Unit Commanders, Staff Agency Chiefs, and Associate Unit Commanders:**

2.2.2.1. Accomplish unit planning and preparation to support the base Disaster Preparedness program.

2.2.2.2. Ensure procedures are established to support the unit disaster preparedness program.

2.2.2.3. Ensure unit actions are developed in the form of checklists or OI to support the 42 ABW Plan 32-1.

2.2.2.4. Ensure all unit personnel are assigned to a protective shelter.

2.2.2.5. Coordinate the unit's DP program with the 42 CES Readiness Flight.

2.2.2.6. Ensure a unit DP information program is being conducted.

2.2.2.7. Appoint personnel for duty with specialized teams via Unit DP Quarterly Report or letter of appointment (Used interim quarters).

2.2.2.8. Assist 42 AMDS/SGBP in mask fit testing for personnel in primary UTC mobility positions

2.2.2.9. Ensure unit personnel are scheduled for and attend all required disaster preparedness classes.

2.2.2.10. Establish and maintain a Specialty Training (ST) program and ensure unit personnel, assigned to a high-threat area (HTA) mobility positions, perform NBC Defense enlisted specialty training and attend NBC defense classroom training IAW AFI 32-4001.

2.2.2.11. Maintain copies of all technical orders listed in Attachment 2, as applicable.

2.2.2.12. Ensure shelter management team (SMT), DPR and DCG personnel are properly removed and replaced, as outlined in Chapter 3 of this instruction.

2.2.2.13. Conduct an annual review of checklists or OIs in concert with the unit DP self-assessment. Notify 42 CES/CEX via Unit DP Quarterly Report when this review is conducted

**2.2.3. Disaster Preparedness Representative (DPR).** The unit primary and alternate DPRs are responsible for the day-to-day management of the unit commander's disaster preparedness program. Unit DPRs will:

2.2.3.1. Maintain continuing liaison with 42 CES Readiness Flight on all matters affecting the unit's disaster preparedness program.

2.2.3.2. Develop and maintain checklists or unit OIs in support of 42 ABW Plan 32-1 and AFI 32-4001, *Disaster Preparedness Planning and Operations*, and this instruction. These checklist procedures will be coordinated through 42 CES/CEX prior to implementation.

2.2.3.3. Ensure tasked specialized team (i.e., SMT and DCG) positions are properly manned.

2.2.3.4. Schedule unit personnel for DP training. (See AFI 32-4001, Chapter 6, Table 6.3).

2.2.3.5. Ensure unit DP equipment is maintained IAW the applicable technical order (T.O.).

2.2.3.6. Conduct the unit information program and ensuring initial and recurring indoctrination training is documented.

2.2.3.7. Maintain a DP continuity book IAW Attachment 3 to this instruction.

2.2.3.8. Conduct a self-assessment of the unit DP program using the current DP Self-Assessment Guide and submit reports semi-annually to 42 CES/CEX (5 April and 5 October or 5 July and 5 January). (See Attachment 6 for DP Self-Assessment Report format).

2.2.3.9. Ensure semi-annual shelter inspections, shelter kit inventory, and in-house training are accomplished by assigned peacetime and war SMT members, and annotating this training on the self-assessment report.

2.2.3.10. Attend initial unit DPR training within 30 days of appointment and all scheduled DPR working groups and meetings.

2.2.3.11. Prepare and submit unit DP quarterly reports detailing personnel assigned to the DRF, training statistics, and other pertinent information to 42 CES/CEX NLT the 5th working day of January, April, July, and October, annually. Submit letters of appointment for newly assigned DRF members who are assigned between quarterly reports. (See Attachment 4 for Quarterly Report format).

2.2.3.12. Coordinate a meeting between the unit commander and 42 CES/CEX for an initial commander's orientation whenever a new commander is assigned, as indicated in para. 1.2.2.8.

2.2.3.13. Order and maintain the following items through 42 CES/CEX, as required: MAFBVA 32-1, Disaster Preparedness Emergency Instructions; MAFBVA 32-2, Disaster Preparedness Representatives; MAFBVA 32-4, Tornado Alert; MAFBPAM 32-4001, Disaster Preparedness Guide For Military Personnel and Dependents.

2.2.3.14. Act as a central point of contact for all disaster preparedness related training, operations, and reporting. These duties may be delegated to other positions such as unit training scheduler/manager, plans manager, or base exercise evaluation team (BEET) members.

2.2.4. **All Assigned Personnel.** The entire base population is responsible for supporting the base DP program. Specifically, each individual:

2.2.4.1. Should be knowledgeable of unit and individual responsibilities during pre-, trans-, and post-attacks, natural disasters, and major peacetime accident situations.

2.2.4.2. Should brief their family members or dependents on actions to take during an attack or a disaster situation. See MAFBPAM 32-4001, *Disaster Preparedness Guide*, for pertinent information.

**2.3. Procedures.** Specific requirements and procedures that must be included in unit DP programs are outlined below.

2.3.1. Unit Disaster Preparedness Information Program. The unit DP information program is designed to provide all assigned personnel, military and civilian, with the knowledge to protect themselves from the effects of a disaster and to support unit actions in response to a disaster. The program is composed of initial DP orientation and recurring indoctrination.

2.3.1.1. Initial Orientation. The initial orientation portion of the information program is conducted by 42 CES/CEX through the Base Emergency Preparedness Orientation (BEPO) as part of the Base Newcomer's Program. The unit DPR or DPPOC also provides the unit-level initial DP orientation to all newly assigned military and civilian personnel, providing each with the MAFBPAM 32-4001, *Disaster Preparedness Guide*, and MAFBVA 32-1, *Disaster Preparedness Emergency Instructions*.

2.3.1.2. Recurring Indoctrination. This is conducted for all unit personnel on a continual basis by the unit DPR or DPPOC. As a minimum, it involves displaying and disseminating DP posters, visual aids, and other informational materials, as well as maintaining a file of current materials to use for the indoctrination to ensure variety. This indoctrination is documented quarterly on the Unit DP Quarterly Report.

2.3.2. Post United States Air Force (USAF) and MAFB visual aids on designated organizational bulletin boards and in work areas. These visual aids are obtained through normal publication distribution channels:

- AFVA 32-4010, *USAF Standardized Alarm Signals*.
- AFVA 32-4011, *USAF Standardized Alarm Signals*.
- AFVA 32-4012, *Mission Oriented Protective Postures (MOPP)*.
- MAFBVA 32-1, *Disaster Preparedness Emergency Instructions*.
- MAFBVA 32-2, *Disaster Preparedness Representative*.
- MAFBVA 32-4, *Tornado Alert*.

#### **2.3.4. Unit or Staff Agency Contingency Response Checklists:**

2.3.4.1. Each unit or staff agency shall develop checklists or operating instructions supporting the 42 ABW Plan 32-1. These instructions detail how the unit responds to a disaster situation and accomplishes each task required by 42 ABW Plan 32-1. All checklists must be tailored to the local situation. These checklists or OIs shall address:

- Major Peacetime Accidents (Annex A to 42 ABW Plan 32-1).
- Natural Disasters (Annex B to 42 ABW Plan 32-1).
- Attack Actions (Annex C to 42 ABW Plan 32-1).

2.3.4.2. These checklists or OIs must be reviewed and updated annually, and updated (if necessary) within 60 days upon revision or change of 42 ABW Plan 32-1. Attack response actions are listed in the 42 ABW War Mobilization Plan (WMP). Units with specialized DP teams (i.e., SMT, CCT, etc.) develop checklists or OI for team operations.

2.3.4.3. Units coordinate with all agencies tasked in their checklists or OIs and 42 CES/CEX for review and approval before final publication.

#### **2.3.5. DP Staff Assistance Visits (SAVs). 42 CES/CEX:**

2.3.5.1. Conducts staff assistance visits (SAVs) to host and tenant units on Maxwell AFB and Gunter Annex when requested by unit wing exercise evaluation team chief, DPR and commanders. A written report on the results of the SAV will be given to the unit commander and a file copy will be maintained by the 42 CES/CEX. The CSCV is offered by 42 CES/CEX for informal consultations or program reviews.

2.3.5.2. Holds a DP working groups and meeting on a semi-annual basis to disseminate changing policies or new information relating to DP matters.

2.3.5.3. Publishes and distributes (annually) the DP Self-Assessment Guide.

## Chapter 3

### DISASTER RESPONSE FORCE (DRF)

**3.1. Purpose.** This chapter establishes the requirements for the wartime and peacetime specialized disaster preparedness organizations on Maxwell AFB and Gunter Annex. It sets requirements for the personnel, equipment, and resources needed to coordinate, respond, control, and recover from effects of a disaster situation.

#### **3.2. Functional Responsibilities:**

3.2.1. 42 CES/CEX conducts the training courses outlined in Chapter 4 of this instruction.

3.2.2. The base exercise evaluation team (BEET) chief ensures all specialized teams are properly exercised and evaluated.

3.2.3. 42 SVS/CC is responsible for developing, updating, implementing, and briefing the shelter food and clothing stocking plans (mass evacuation shelters only). Develops plans for disposal or, if possible, the laundering of contaminated individual protective clothing, duty uniforms, and training equipment (wartime shelters only).

3.2.4. Unit commanders and staff agency chiefs ensure personnel are assigned, equipped, trained, and made available for actual responses, exercises, and training. Training includes supplemental unit training.

3.2.5. Each office of primary responsibility (OPR) tasked for wartime shelters, or mass evacuation shelters (MES) is responsible for developing, updating, and implementing a shelter operations plan or instruction and budgeting for shelter supplies (Refer to para. 3.3.5.5.).

3.2.6. Unit DPRs are responsible for ensuring quarterly reports and/or letters of appointment reflects individuals currently assigned for specialized team duties within their organization. Responsibilities also include ensuring unit personnel attend applicable specialized team training and that supplemental training for specialized teams is being conducted in the unit.

**3.3. Disaster Response Force (DRF).** The organization used for installation disaster response, command and control, and recovery.

3.3.1. **Disaster Control Group (DCG).** The DCG provides an element of key staff members for response, containment, and recovery at the scene of disasters. Members must exercise control over their respective elements at the disaster scene and coordinate host base support of those on-scene elements. For composition of the DCG, refer to the 42 ABW Plan 32-1, Annex A.

3.3.1.1. **Alternates Required.** Minimum of two per position (normally the deputy and next in command) and must be delegated the same authority as the organization chief.

3.3.1.2. **Training.** Initial DCG training is scheduled with 42 CES/CEX by the unit within 30 days of assignment. **Each primary and alternate DCG member must participate in at least one exercise per year.**

3.3.1.3. **DCG Equipment:**

3.3.1.3.1. Functional checklists or OI to accommodate the local situation.

3.3.1.3.2. Units maintain equipment to protect DCG members from rain and cold weather (foul weather gear; DCG member maintains personal gear).

3.3.1.3.3. All DCG members shall have a current on-base DP crash grid map and State of Alabama road map on hand.

3.3.2. **42 ABW Crisis Action Team (CAT).** The CAT interfaces with the Command Post (CP) IAW MAFBI 10-104. Its role is to monitor and direct survival actions before and recovery actions after an attack or during a natural disaster. The CAT also forms during the notification, response, and withdrawal phases of a major accident response. The assembly of this group is at the call of the 42 ABW/CC. Assembly instructions for the CAT are passed over the secondary crash net, the CAT recall net telephones, pyramid recall, or by runners, as appropriate. Detailed composition and responsibilities of the CAT are established IAW MAFBI 10-104, *Emergency Operations*.

3.3.3. **HAZMAT Spill Response Teams.** HAZMAT teams consist of advisory group and a post clean-up team. HAZMAT teams maintain checklists designed specifically for their assigned responsibilities. **OPR: 42 CES Environmental Flight (42 CES/CEV).**

3.3.4. **Nuclear Fallout Shelter Management Team (SMT).** SMTs provide Maxwell AFB and Gunter Annex with qualified personnel to organize and manage activities for rest and relief shelters. Each shelter team develops and maintains checklists designed specifically for their shelter as part of their shelter management kit. (See Attachment 2).

3.3.4.1. **Composition.** A minimum of two (per 12-hour shift) individuals are required for each SMT to sustain a 24-hour operations. Units designate additional team members to support shelter operations or request additional people through the base manpower pool. Positions trained by 42 CES/CEX are:

3.3.4.2. **Shelter Supervisor.** The shelter supervisor conducts shelter operations. Each shelter supervisor must be a staff sergeant or above.

3.3.4.3. **Exposure Control Monitor.** Records radiation dosages and manages the exposure control system. Each shelter exposure control monitor must be an A1C or above.

3.3.4.4. **Notification and Recall.** Recall of shelter teams is through unit recall procedures. The activation of shelters is at the direction of the 42 ABW/CC. Team members' report to their unit for accountability, then report to the Readiness Flight, Bldg 1062.

3.3.4.5. **Tasking.** The following units are tasked as OPR for listed emergency operation (EO) or rest and relief (R&R) shelters and team members:

Shelter #	Unit	# Assigned	Shelter #	Unit	# Assigned
50 (EO)	42 MDG	4	1400	CPD	2
155	42 ABW	4		AWC	2
678	42 MSS	4		ACSC	2
836	CCAF	4		SOS	2
800	HQ AU	4		AFQI	2
835	42 SVS	4	1406	CADRE	4
714	HQ CAP	1	Gunter:		
	42 CS	3	857	DISA	4
844 (EO)	42 CES	4		SNCOA	4

3.3.5. **Mass Evacuation Shelter Management Team.** Mass Evacuation Shelter SMTs are provided for each mass evacuation shelter. Units responsible for shelters must appoint four (two per shift) shelter managers to manage 24-hour shelter operations. See 42 ABW PLAN 32-1, Annex B, for listing of mass evacuation shelters.

3.3.6. **Unit Control Centers (UCCs).** Units with DCG responsibilities must have a UCC. UCCs act as a focal point to conduct the disaster actions for the unit. UCCs must be prepared to maintain 24-hour operations, if necessary. Duties include:

3.3.6.1. Establishing and maintaining communications with unit shelters and specialized teams, and disseminating information to or from the CAT and other control centers.

3.3.6.2. Initiating unit recalls.

3.3.6.3. Maintaining an events log (AF Form 1924) during contingency operations.

3.3.6.4. Expediting requested support from the command post and CAT.

3.3.6.5. Rapidly evaluating and reporting damage and casualty information following a major peacetime accident, natural disaster, or an attack to the command post and CAT.

3.3.6.6. Maintaining capability to recall members of the DRF, short of a total unit recall.

3.3.6.7. Notifying unit facility to evacuate when required.

3.3.6.8. **Equipment.** All UCCs shall have:

3.3.6.8.1. Current unit recall rosters and specialized team recall rosters.

3.3.6.8.2. Contingency checklists covering attacks, major accidents, and natural disasters.

3.3.6.8.3. Current 42 ABW Plan 32-1.

3.3.6.8.4. Telephones and land mobile radios, as applicable.

3.3.6.8.5. Current (Applicable) Disaster Preparedness Crash Grid Maps in 1 inch = 400 feet and 1 = 800 feet (Maxwell AFB), and 1 inch = 200 (Gunter Annex) scales. Grid maps shall be marked to indicate unit areas/facilities.

3.3.6.8.6. State of Alabama road map.

3.3.6.8.7. Master listing of all unit facilities, with primary and alternate telephone numbers.

3.3.6.8.8. A control center relocation site in the event evacuation is necessary. Wartime relocation sites must be in assigned shelter.

#### **3.4. Team Member Assignment.**

3.4.1. All units ensure that once a specialized team member (DCG, SMT, DPR, etc.) has been trained, he or she is not released from duty except for a permanent change of station (PCS), separation, retirement, or medical disqualification. A commander-signed removal/replacement letter must be forwarded to 42 CES/CEX; the replacement must be trained before the incumbent's departure.

3.4.2. Specialized team members are not assigned other wartime tasking such as security forces augmentee or mobility, nor do they have dual assignment such as SMT and DCG membership. A specialized team member's DP duty takes precedence over all other assigned duties during wartime, disasters, exercises, and training.

## Chapter 4

### DISASTER PREPAREDNESS TRAINING

**4.1. Purpose.** This chapter defines the Disaster Preparedness Training Program for Maxwell AFB/Gunter Annex. It assigns responsibilities and establishes procedures for ensuring disaster preparedness management and operations personnel are properly trained.

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

##### **4.2.1. 42 CES/CEX:**

4.2.2. Prepares, supervises, and directs training and information programs.

4.2.3. The BEET chief ensures evaluators are trained and provides practical refresher training and evaluation for the disaster response organization through a regular program of periodic exercises and evaluations. The BEET chief documents and maintains all training records for team members.

##### **4.2.4. Unit commander or staff agency chiefs:**

4.2.4.1. Ensure personnel requiring training are scheduled for and attend the initial and refresher training, as required.

4.2.4.2. Ensure supplemental in-house training for specialized team members is conducted in the unit.

**4.3. Procedures.** Units must follow the procedures outlined below when requesting training.

4.3.1. 42 CES/CEX publishes quarterly training schedules and distributes to units no later than 15 days prior to the upcoming training period.

4.3.1.2. DP classes are canceled if 42 CES/CEX response is required for exercises or real world contingencies. Classes with 5 persons or less may be canceled and rescheduled at the discretion of the Readiness Flight Chief.

4.3.2. Units schedule their personnel using the AF Form 2426, *Training Request and Completion Notification*. This is accomplished as early as possible arriving at 42 CES/CEX no later than three duty days before the class. Attachment 5 explains the preparation of AF Form 2426.

4.3.2.1. Training requests are confirmed only when 42 CES/CEX receives the AF Form 2426. Units consider all training requests submitted as confirmed unless otherwise notified by 42 CES/CEX.

4.3.2.2. When scheduled individuals fail to attend training, the unit commander or first sergeant, and scheduler is notified by a "No-show" letter.

4.3.2.3. Unless otherwise notified, all classes are conducted in the classroom of 42 CES/CEX, building 1062.

**4.4. Courses.** The following initial and refresher courses are offered by 42 CES/CEX.

**4.4.1. Disaster Preparedness Support Team (DPST) Initial.** A 12-hour course covering all aspects of DP operations. BEET members who evaluate DPST must attend this course. DPST members are a part of the HAZMAT Decontamination team and attend all appropriate courses. Refresher training is 3 hours, quarterly. Subject material is selected from the initial course and expanded to meet the mission and students' needs.

**4.4.2. Shelter Management Team (SMT) Initial.** A 7-hour course covering rest and relief shelter operations. Training will only be conducted upon increase in alert posture.

4.4.2.1. SMT Refresher is 2 hours every 6 months. Subject material is selected from the initial course.

4.4.2.2. **Mass Evacuation Shelters:** A 4-hour class covering peacetime shelter operations.

**4.4.3. HAZMAT Awareness (First Responders).** Initial training is an 8 hours course. Subject material is selected multimedia courseware (CD-ROM); used for refresher training by units. Units are responsible for documenting active participation for real world/exercised HAZMAT responses.

**4.4.4. Unit Disaster Preparedness Representative (DPR) Initial.** A 1.5-hour course covering the duties and responsibilities of a unit Disaster Preparedness representative. All persons assigned this duty must attend this training and bring their unit DP continuity book to DPR training, working groups, and meetings.

**4.4.5. On-Scene Disaster Control Group Initial.** An 4-hour course covering subjects related to major accident response. Reference AFI 32-4001.

**4.4.6. Base Exercise Evaluation Team Initial.** A 2-hour course covering major accident response exercise scenarios, script and report envelopment, and the methods used to analyze the exercise results. All BEET members must attend this course. The BEET chief or alternate conducts the exercise specific areas of this course.

**4.4.7. Nuclear, Biological, and Chemical (NBC) Defense Initial.** An 8-hour course covering the defense against chemical and biological warfare agents and the use of individual protective equipment. Students must wear BDUs or flight suit (civilian equivalent) to class. NBC Defense refresher training is four hours annually. This course is designed to enhance student knowledge through hands-on-training. Students must wear BDUs or flight suit (civilian equivalent) to class.

**4.4.8. Base Emergency Preparedness Orientation (BEPO).** Initial 15-minute course covering local threats for major accidents, enemy attack, and natural disasters. This course is part of the Base INTRO Newcomers program for all newly assigned personnel.

**4.4.9. Specialty Training (ST).** ST for mobility team members deployable to a high-threat area must prepare persons to function in their contingency mission in NBC Defense equipment.

To accomplish this, unit commanders must ensure training is completed in a controlled environment when possible and determine the proper length of training and ensure work center supervisors conduct and document ST for all personnel on mobility to a high-threat area. ST is to be completed 5-7 months after the individual completes initial/refresher NBCDT.

4.4.9.1. ST equipment is maintained by the unit. Refer to T.O. 14P3-1-141 for composition and care of Ground Crew Ensemble.

4.4.9.2. **ST Scheduling.** Scheduling for ST is a responsibility of the unit commander supervisor, unit DPR, and unit training monitor, as applicable. 42 CES/CEX does not conduct ST for base units. However, Readiness is available upon request, to assist in unit ST sessions as technical advisors on NBC Defense equipment.

#### 4.4.10. **Documentation of Training.**

4.4.10.1. **Training Records.** 42 CES/CEX maintains all training records for DPST, HAZMAT, SMT, DCG, and DPR. Sign-in rosters are maintained for two years. Each unit must maintain AF Form 2426 or approved computerized generated product/database on each team member. Units are responsible for documenting refresher training for team members who actively participate in real world and/or base exercise scenarios.

4.4.10.2. **Training Records for BEET.** The BEET chief maintains training records for BEET members.

WILFRED T. CASSIDY, Lt Col, USAF  
Commander, Civil Engineer Squadron

#### Attachments:

1. Shelter Management Kit Requirements
2. Disaster Preparedness Requirements for Technical Orders and Equipment
3. Unit Disaster Preparedness Continuity Book Format
4. Unit Disaster Preparedness Quarterly Report Format
5. Sample Letter of Appointment
6. Unit Disaster Preparedness Self-Assessment Report
7. 42 CES Readiness Instructions for Training Requests
8. Glossary of References, Abbreviations, Acronyms, and Terms

## SHELTER MANAGEMENT KIT REQUIREMENTS

A2.1. All units assigned shelter management responsibilities will ensure a shelter management kit and inventory list is developed and maintained for each shelter.

A2.2. The kit includes, but is not limited to:

- A2.2.1. Shelter signs.\*
- A2.2.2. SMT Identification Badges.
- A2.2.3. Shelter floor plan.\*\*
- A2.2.4. Maxwell AFB/Gunter Annex Shelter Management Guide.\*
- A2.2.5. Current base telephone book.
- A2.2.6. Current disaster response base grid map (1" = 200', 400' and 800')
- A2.2.7. Administrative supplies (pens, pencils, paper, etc.).
- A2.2.8. Masking tape (to cover all windows, doors, openings, etc.).
- A2.2.9. Plastic bags (large) for water storage
- A2.2.10. Multi-size batteries (i.e., A, AA, AAA, C, and D-cell).
- A2.2.11. First aid kit(s).
- A2.2.12. Brushes, brooms, mops, utility or shop vacuum (As required).
- A2.2.13. Shelter Management Position Checklists.
- A2.2.14. Radiological Monitors Handbook.\*
- A2.2.15. Checklists for pre-, trans-, and post-attack:

- Utility cutoff points (gas, water, and electricity)
- Decontamination area
- Entrance/exit routing of personnel (this is the same door)
- Location of all planned shelter operating areas
- Location of shelter supplies (food, water, and clothing)
- Fire extinguishers
- Planned location of dosimeters
- First aid stations
- Morgue

A2.3. Shelter teams should have immediate access to the current AFMAN 32-4005 and 42 ABW Plan 32-1.

\* Available through 42 CES/CEX. These items will be available when pre-attack actions begin.

\*\* Must be marked by shelter management team to show the following as a minimum:

- Emergency Operating Shelters
- Protective Shelters
- Evacuation Route

**DISASTER PREPAREDNESS REQUIREMENTS FOR  
TECHNICAL ORDERS AND EQUIPMENT**

Technical Order List. The following technical orders must be maintained by those units with indicated taskings:

<b>TECHNICAL ORDER/ TASKING</b>	<b>TITLE</b>
11D1-1-111/Mobility	Decontamination Kit, Skin; M258A1
11D1-1-131/Mobility	Decontamination Kit, Skin; M291
14P3-1-141/Mobility	Chemical Protective Ensemble
14P4-1-151/Mobility	Chemical-Biological Canisters and Filter Element Procedures
14P4-15-1 and 14P4-1-151/Mobility	Mask, Protective Field MCU-2A/P
14P4-9-31 and 14P4-1-151/Mobility	Mask, Protective Field M17A2

**UNIT CONTINUITY BOOK FORMAT**

TAB A – Unit DP Quarterly reports and interim appointment letters. (Last four)

TAB B - Last staff assistance visit (SAV) and new commanders orientation reports.

TAB C - Unit DP Self-Assessment reports with metrics/improvement documentation. (Last two)

TAB D – Disaster preparedness working group (DPWG) and meeting minutes. (Last four)

TAB E - Training documentation. (May be cross-referenced - Option Form 21)

TAB F - Unit contingency response checklists/operating instruction (IAW 42 ABW Plan 32-1).

TAB G - Disaster preparedness publications: (May be cross-referenced - Option Form 21)

1. AFI 32-4001, *Disaster Preparedness Planning and Operations*
2. AFI 32-4002, *Hazardous Material Emergency Planning and Response Program* (Units with HAZMAT emergency response responsibilities only)
3. AFMAN 32-4004, *Emergency Response Operations*
4. **AFMAN 32-4005, Personnel Protection and Attack Actions**
5. \*MAFBI 32-4001, *Disaster Preparedness Planning and Operations*
6. \*42 ABW Plan 32-1, *Disaster Preparedness Plan*
7. Applicable Technical Orders.

**\* NOTE - Publications are required to be maintained in the Unit Continuity Book.**

TAB H - General Correspondence: Letters, MFR, visual aids (MAFBVA 32-series), pamphlets, etc.

**UNIT DISASTER PREPAREDNESS QUARTERLY REPORT FORMAT**

**USE OFFICIAL LETTERHEAD**

MEMORANDUM FOR 42 CES/CEX

FROM: UNIT/CC ⇐ Commander/Agency Chief

SUBJECT: **Quarterly Report (Jan - Mar 19XX)** ⇐ Specify Months and Year

1. Unit Control Center (UCC): Bldg: \_\_\_\_\_ Phone: \_\_\_\_\_ Grid Map Date: \_\_\_\_\_  
 UCC P.O.C: \_\_\_\_\_ UCC Fax: \_\_\_\_\_ UCC E-mail: \_\_\_\_\_

2. Assigned Shelter(s): Bldg(s): \_\_\_\_\_ Phone: \_\_\_\_\_ (as listed in Annex B & C, 42 ABW Plan 32-1)

3. Supporting Documents reviewed/updated DATE: \_\_\_\_\_ DATE SENT: \_\_\_\_\_  
 Plan 32-1: \_\_\_\_\_  
 Unit Checklists: \_\_\_\_\_ Copy to CEX: \_\_\_\_\_  
 Self-Assessment: \_\_\_\_\_ Copy to CEX: \_\_\_\_\_

4. Training (As applicable):

	Total #	Total #
Initial Unit DP Orientation ( <b>Military and Civilian Personnel</b> )	Required: _____	Current: _____
NBC Defense Training ( <b>Primary UTC Positions Only</b> )	Required: _____	Current: _____
Specialty Training ( <b>Primary UTC Positions Only</b> )	Required: _____	Current: _____
HAZMAT Awareness Level Training - ( <b>42 MG, SFS, CES Only</b> )	Required: _____	Current: _____
Disaster Control Group (DCG) ( <b>Refer to 42 ABW Plan 32-1</b> )	Required: _____	Current: _____
Shelter Management Team (SMT) - ( <b>Wartime and/or Peacetime</b> )	Required: _____	Current: _____
Unit Type Code (UTC/Mobility) Positions ( <b>Primary Only</b> )	Required: _____	Current: _____

5. Team Assignments – Primary and Alternates (As applicable):

Type	Name	Rank	Office Symbol	DP#	HP#	DCG Pager	Date Trained
DCG							
SMT						N/A	
DPR					N/A	N/A	
UTC ( <b>Primary Only</b> )			N/A		N/A	N/A	

6. Latest disaster preparedness information disseminated to unit personnel on: **(Include date and method used).**

**COMMANDER'S SIGNATURE BLOCK**

**DUE TO 42 CES/CEX NLT: 5 APR, 5 JUL, 5 OCT, 5 JAN ANNUALLY**

**SAMPLE LETTER OF APPOINTMENT**

DATE SIGNED

**MEMORANDUM FOR 42 CES/CEX**

**FROM: (Unit/Office Symbol)**

**SUBJECT:** Unit Disaster Preparedness Representative Letter of Appointment

1. The following personnel are appointed Disaster Preparedness Representatives (DPR) for the **(Unit)**:

RANK/NAME	OFFICE SYM	DUTY PHONE	HOME PHONE	POSITION
SSgt Jane L. Doe	XYZ	3-9876	123-4567	Primary
TSgt John E. Smith	ABC	3-4321	345-6789	Alternate

2. This letter supersedes all previous letters same subject.

COMMANDER'S SIGNATURE BLOCK

cc: Each individual

**SUBJECT AREA                      UNIT DISASTER PREPAREDNESS SELF ASSESSMENT REPORT**

**INFORMATION PROGRAM**

**How well you meet customer needs**

<b>Not Meeting</b>	<b>Inadequate</b>	<b>Adequate</b>	<b>Meeting</b>	<b>Exceed</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- Consider:
- How you conduct initial orientation and quarterly information dissemination to personnel/dependents.
- How you document and track briefing, visual-aid posting (bulletin boards), and/or read file dates.
- How you gather data to determine whether personnel are well informed on unit procedures.

**PLANNING AND CHECKLISTS/OIs**

**How well you meet customer needs**

<b>Not Meeting</b>	<b>Inadequate</b>	<b>Adequate</b>	<b>Meeting</b>	<b>Exceed</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- Consider:
- How your unit is tasked in 42 ABW Plan 32-1 and your capabilities to support those tasks.
- How well your unit contingency response checklists or operating instructions (OIs) are written and executed.
- How current are your checklists/OIs and their coordinated through 42 CES/CEX.

**TRAINING**

**How well you meet customer needs**

<b>Not Meeting</b>	<b>Inadequate</b>	<b>Adequate</b>	<b>Meeting</b>	<b>Exceed</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- Consider:
- How your unit schedules, notifies, and documents DP training.
- Your unit's training statistics for NBC Defense, Hazardous Material, Initial Unit DP Orientation, and Specialized teams (SMT, CCT, DCG, & DPR).
- How wartime specialty training is conducted/documentated for deployable personnel (annual requirement).
- How your specialized teams conduct internal training.

**ADMINISTRATION**

**How well you meet customer needs**

<b>Not Meeting</b>	<b>Inadequate</b>	<b>Adequate</b>	<b>Meeting</b>	<b>Exceed</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- Consider:
- How your unit DP program continuity book is organized and kept current.
- How your quarterly reports are generated and sent to 42 CES/CEX by the 5th of Jan, Apr, Jul & Oct.
- How your specialized team members are assigned and trained before incumbent released.
- Availability and access to required publications and technical orders.
- Your interaction with 42 CES/CEX through working groups, staff assistance visits, and training.
- Commander involvement and familiarity of program.
- Your program improvement opportunities and efforts.

**CONTINGENCY RESPONSE**

**How well you meet customer needs**

<b>Not Meeting</b>	<b>Inadequate</b>	<b>Adequate</b>	<b>Meeting</b>	<b>Exceed</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

- Consider:
- How your unit converts from day-to-day operations to major accident, natural disaster, and attack action responses (Support, protection of unit resources, and unit recalls/information dissemination)
- How your unit performed in past exercises, assessments, inspections, or actual contingencies.
- Equipage of your specialized teams and their capability to respond.
- Unit contingency response checklists/OIs, procedures, and training status.

**IMPROVEMENT PROJECTS IN PROGRESS:** \_\_\_\_\_

UNIT

(COMMANDER'S SIGNATURE BLOCK)

DATE

## 42 CES READINESS INSTRUCTIONS FOR TRAINING REQUESTS

The unit training schedulers (UTS) or disaster preparedness representatives (DPRs) will:

1. Call 42 CES/CEX, 3-7044, to reserve training slots for required number of unit personnel (e.g., primary UTCs, and PCS or TDY to chemical/biological high or medium threat area).
2. Submit an AF Form 2426, *Training Request and Completion*, via fax (3-7133), electronic mail, or base distribution.
3. Use a separate AF Form 2426 for individual class dates and initial or refresher courses (e.g., NBCDT, SMT, etc).
4. Consider the AF Form 2426 as confirmation, unless otherwise notified by 42 CES/CEX. If 42 CES/CEX does not receive the AF Form 2426 **prior** to the scheduled class date, the requester will be notified by 42 CES/CEX.
5. Make substitutions and cancellations by contacting 42 CES/CEX no later than one (1) working day prior to class. Same day (emergency related) cancellations prior to 0800 are acceptable by UTSs and/or DPRs to avoid "No-show" action.
6. Receive a faxed copy of the completed AF Form 2426 from 42 CES/CEX. Upon completion of class, the CEX instructor will annotate attendance with (P) for completing (passing) class, (N/S) for No-show, or (CX) for canceled in block (12), and sign block (14).
7. Maintain the AF Form 2426s for documentation.

## GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS

### *Section A - Abbreviations and Acronyms*

BEPO	Base Emergency Preparedness Orientation
CAT	Crisis Action Team
CSCV	Customer Service Courtesy Visit
DCG	Disaster Control Group
DPPOC	Disaster Preparedness Point of Contact
DPR	Disaster Preparedness Representative
DPWG	Disaster Preparedness Working Group
DRF	Disaster Response Force
EET	Exercise Evaluation Team
EOS	Emergency Operations Shelter
HAZMAT	Hazardous Material
MES	Mass Evacuation Shelter
NBCDT	Nuclear, Biological, Chemical Defense Training
OSC	On-Scene Commander
SAV	Staff Assistance Visit
SMT	Shelter Management Team
ST	Specialty Training
UCC	Unit Control Center
UTS	Unit Training Scheduler

### *Section B--Terms*

**Crisis Action Team** -- Command and Control function for contingencies: 42 ABW/CC, 42 ABW/CV, 42 OS/CC, 42 LG/CC, 42 SPTG/CC, 42 MDG/CC, 42 ABW/CP, 42 ABW/XP.

**Customer Service Courtesy Visit** - Service visits provided by the Readiness Flight to aid Maxwell AFB and Gunter Annex wing and associate units in improving and refining their existing DP programs. CSCV are scheduled visits conducted by the Readiness Flight with unit DPRs. The Memo for Record is the format for documentation.

**Disaster Control Group**--Disaster Response Force element that goes to the scene of a major accident or natural catastrophe to provide command and control under direction of the On-Scene Commander.

**Disaster Preparedness Representative**--Individual appointed by unit commander to manage and coordinate unit aspects of the Disaster Preparedness program.

**Section B--Terms (cont.)**

**Disaster Preparedness Working Group**--A forum to address basewide disaster preparedness issues. Members include DPRs, special guests and 42 CES/CEX as chairperson.

**Disaster Response Force**--Organization used for disaster response, command and control, and recovery.

**Exercise Evaluation Team**--A team of evaluators formed from units basewide to determine installation and assigned unit capability to respond to, operate during, and recover from combatant and noncombatant contingency operations.

**Emergency Operations Shelter**--Shelters that house control centers and other work centers that must remain operational during any phase of hostilities.

**Follow-On Element**--The non-emergency response element of the Disaster Response Force that deploy to the accident scene after the initial response element to expand command and control and perform support functions.

**HAZMAT Planning Team**--Local team that establishes the base HAZMAT program that meets the requirements of AFIs and federal requirements.

**Individual Protective Equipment**--Equipment issued to personnel deployable to chemical/biological threat areas. This equipment is used to protect against nuclear, chemical, biological, and conventional (NBCC) warfare threats.

**Initial Response Element**--The disaster response force element that deploys immediately to the disaster scene to provide initial command and control, to save lives, and to suppress and control hazards. Members include fire protection, security police, and medical personnel.

**Local Emergency Planning Committee**--A committee established by the state commission for each emergency planning district to plan and coordinate local emergency response actions. Maxwell's LEPC is located in Montgomery, Alabama.

**Mobile Command Post**--A vehicle equipped with communications and other equipment to support the on-scene commander. It is the focal point for information collection and communication with the command post.

**On-Scene Commander**--The person designated to coordinate the rescue efforts at the rescue site. The senior member, normally the installation support group commander or designate, of the disaster control group. All disaster response force members at an accident scene are under the command and control of the on-scene commander.

**Staff Assistance Visit**--A unit level disaster preparedness program review conducted by the 42 CES Readiness Flight.

***Section B--Terms (cont.)***

**Shelter Management Team**--Personnel appointed and trained to manage designated shelters identified in 42 ABW Plan 32-1.

**Unit Control Center**--A focal point within an organization to monitor unit resources and mission capability and to coordinate their activities during disaster operations.