



Civil Engineering

DISASTER PREPAREDNESS PLANNING AND MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 913 SPTG/CEX (Mr. Joseph Burns)

Certified by: 913 SPTG/CC
(Lt Col Kay B. Long)

Supersedes 913 AGR 355-1, 16 April 1993

Pages: 14
Distribution: F

This instruction implements Air Force Policy Directive 32-40. It establishes procedures for managing the 913th Airlift Wing Readiness Program. It applies to all unit commanders and staff agencies.

SUMMARY OF REVISIONS

This revision conforms to the new Air Force Policy Directives and Air Force Instruction procedures.

1. Tasking: All unit commanders are tasked to conduct a Readiness program IAW AFI 32-4001 and other applicable directives. This instruction provides specific guidance for establishing and managing the program.

2. Responsibilities:

2.1. Unit commanders will:

2.1.1. Have ultimate responsibility for their unit s readiness program.

2.1.2. Assign, in writing, a Disaster Preparedness (DP) representative and a Chemical Biological Warfare Defense (CBWD) equipment custodian/monitor. The DP representative will be trained IAW AFI 32-4001.

2.1.3. Ensure that unit DP representative appointments remain stable without unnecessary replacement of personnel.

- 2.1.4. Ensure that all taskings and requirements in support of the DP program are met.
- 2.2. Unit DP representative will:
 - 2.2.1. Coordinate all unit DP actions with the Readiness Flight office.
 - 2.2.2. Monitor the unit CBWD training program.
 - 2.2.3. Perform a semi-annual DP program self-inspection (see Attachments 1 and 2).
 - 2.2.4. Perform a semi-annual inspection/inventory of operational CBWD equipment assets (see Para 4.).
 - 2.2.5. Update and return the unit CBWD training roster to the Readiness Flight office quarterly (see Attachment 4).
 - 2.2.6. Conduct a unit briefing at least quarterly using material supplied by the Base Readiness office. The following subjects should be covered:
 - 2.2.6.1. Nuclear, biological, chemical attack hazards (nuclear for civilians).
 - 2.2.6.2. Warning signals.
 - 2.2.6.3. Personnel protective actions.
 - 2.2.6.4. Natural disaster operations.
 - 2.2.6.5. Emergency duties.
 - 2.2.7. File a copy of your briefing in Tab "G" of your DP handbook.
 - 2.2.8. Attend scheduled DP meetings and training.
 - 2.2.9. Monitor the unit Individual Chemical Biological Warfare Defense Qualification Training (ICBWDQT) program.
 - 2.2.10. Develop checklists in support of 913 AW OPlan 32-1 and this instruction. Coordinate with the Base Readiness office for review and approval.
 - 2.2.11. Maintain a unit DP handbook IAW the instructions in Attachment 3.
 - 2.2.12. Budget for and procure required operational and training CBWD equipment.

2.3. The unit CBWD equipment custodian/monitor will:

2.3.1. Advise the unit DP representative on CBWD equipment matters.

2.3.2. Periodically review CBWD equipment Technical Orders (T.O. s) and ensure that unit personnel are briefed on significant changes to equipment or procedures.

2.3.3. Maintain an inventory of spare parts for MCU-2/P masks. Take these parts when mobilized.

2.3.4. Semi-annually inspect and maintain the operational CBWD equipment. This equipment will be kept in serviceable condition.

2.3.5. Provide your unit commander with a semi-annual written inventory of operational CBWD equipment assets.

3. CBWD Training:

3.1. Initial Training:

3.1.1. All personnel identified for possible mobilization or deployment into a High Threat Area (HTA) must receive this training within ninety (90) days after assignment to a mobility position.

3.1.2. Personnel reassigned to a 913 AW unit from active duty or another reserve unit will receive credit for initial CBWD training provided their records indicate such training. If no record exists, the individual must be scheduled for initial training.

3.2. Refresher Training:

3.2.1. This training has a bi-annual (not to exceed 24 months) requirement for personnel with a deployable AFS.

3.2.2. Unit personnel will bring their own training ensemble and gas mask to class.

3.3. ICBWDQT:

3.3.1. This is an annual requirement. The program is the responsibility of work center supervisors who will establish their programs IAW gaining command directives. The work center supervisors should develop Operating Instructions (OI s) and checklists to include vehicle operator training. The use of AF Form 1098 is recommended to ensure all tasks required are observed during ICBWDQT.

3.3.2. Special purpose vehicle operators and personnel who operate ANY vehicle on the flight line while wearing a CBWD ensemble will have the "Flt/Line CBWD Qualified" on an AF Form 483, certificate of competency. Other personnel who can reasonably expect to drive general purpose vehicles in the HTA will also have this endorsement. NOTE: Ensure that a personnel safety monitor (unmasked) accompanies masked drivers during Operational Readiness Exercises (ORE s) and Chemical Attack Response Exercises (CARE s).

3.3.3. The unit DP representative will identify a work center to provide a mobility assigned individual to DON and DOFF CBWD equipment during 913 Readiness Flight Staff Assistance visits.

3.4. CBWD Training Documentation:

3.4.1. The CBWD training report provided by the Base Readiness office may serve as the primary training documentation for initial and refresher training. The ICBWDQT date on this roster should indicate the last month/year of ICBWDQT activity. Quarterly roster updates will be forwarded to the Base Readiness office the UTA following the completion of ICBWDQT. (See Attachment 4)

3.4.2. ICBWDQT should be documented on an AF Form 1098, Special Task Certification and Recurring Training, or a unit data automation system. This documentation will reflect what specific tasks were accomplished and date of accomplishment.

3.5. Chemical Warfare Defense Exercises:

3.5.1. A Chemical Attack Response Exercise (CARE) is required annually. Normally, this is a base-wide exercise. However, unit commanders may conduct in-house CARE s to supplement the annual requirement. An additional Attack Response Exercise (ARE) will be conducted (for mobility personnel only) once annually based on threat within the deployment area.

3.5.2. Upon request, the Base Readiness office will assist units in preparing scenarios and exercise cards.

3.5.3. The Base Readiness office will be notified prior to conducting a unit in-house CARE. The unit will prepare a report of observations/findings and forward it to the 913 SPTG/CEX not later than the UTA following the in-house CARE. Observers and evaluators will be provided by the Base Readiness office upon request.

3.6. Scheduling CBWD and Specialized Training:

3.6.1. For unit planning purposes, the Base Readiness office will publish a schedule annually by the September UTA for the next fiscal year.

3.6.2 Additional CBWD refresher classes can be requested by units if sufficient personnel will be attending and if Readiness Flight personnel are available without other conflicts.

3.7. Specialized Team Training

3.7.1. Full time personnel assigned to special teams will be trained by 913 SPTG/CEX during their regular work week schedule (Monday through Friday) and will be notified by letter.

3.7.2. Reservists will be scheduled by letter and trained by 913 CES/CEX during UTA s.

4. Chemical Biological Warfare Defense Equipment - Operational:

4.1. Operational CBWD equipment will be inspected semi-annually on a schedule determined by the unit and will be spot checked by the Base Readiness office. Reports of the inspection will be forwarded to the Base Readiness office.

4.2. Unit commanders will be briefed on CBWD equipment status semi-annually and the last two (2) briefings will be maintained in the DP handbook.

4.3. If CBWD equipment is stored in base supply, contact the Special Assets supervisor to arrange an inspection time.

4.4. All CBWD equipment will be inspected IAW the appropriate T.O. s. NOTE: Do not inspect the same bags during subsequent inspections.

4.5. An AF Form 1297, Temporary Issue Receipt, should be placed in each bag listing the stock number, item description, unit of issue and quantity in the bag.

4.6. Unit will document all CBWD equipment inspections.

5. Chemical Biological Warfare Defense Equipment - Training:

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

5.2. Units will provide CBWD training equipment for non-mobility personnel attending initial and refresher training.

6. Staff Assistance Visit (SAV) Program:

6.1. The objective of the SAV program is to allow the Readiness Flight to help units identify and assist in the solution of problems before mission degradation occurs. Although no longer required by AFI 10-212 or AFI 32-4001, this wing has elected to follow a bi-annual schedule.

Commanders have the option to accelerate this schedule or request a SAV at any time at their discretion.

6.2. The Base Readiness office will distribute an annual SAV schedule for the fiscal year. In addition, individual units will be reminded by letter at least two (2) UTA s prior to the visit.

6.3. Organizations should review their individual DP checklists prior to the SAV and list any areas needing improvement or assistance.

6.4. Unit DP representatives must be available at the time of the SAV. Unit commanders should also be available for aninbrief oroutbrief.

6.5. SAV Reports:

6.5.1. SAV reports and replies will be routed through the group commander to the Base Readiness office. Replies from the unit should be signed by the unit commander.

6.5.2. Written replies to deficiencies identified in the SAV reports are normally sufficient to clear the reported deficiency. However, serious findings may warrant a follow-up visit to verify the corrective process and progress of the solution.

6.5.3. Copies of the SAV reports and their replies should be kept in the unit DP handbook until replaced by the next SAV report. Any corrective processes and documentation should be kept in the DP handbook until the deficiency is corrected plus the next SAV report.

7. Disaster Response Force (DRF):

7.1. The DRF is appointed by the 913 AW Commander. Appointment letters should be distributed by the Base Readiness office. See AFI 32-4001, AFMAN 32-4004, WGARS OPlan 32-1 and the Base Support Plan for complete DRF requirements and responsibilities.

7.2. The Crisis Action Team (CAT) and the Survival Recovery Center (SRC) will be activated by the 913 AW Commander or the designated representative.

7.3. The Disaster Control Group (DCG) responds to the accident or incident scene to provide command and control (C²). The DCG must receive hazardous material (HazMat) training IAW AFI 32-4002 before responding tHazMat accidents or incidents.

7.4. Control centers provide rapid response and control of resources during emergency operations. They will be responsible for alerting, assembling, and directing personnel and equipment to the scene of an accident, incident or disaster.

7.5. Specialized DP teams are formed from the base manpower resources. Specialized team functions become a primary duty during attack, emergencies or disasters. DP training and exercises take precedence over normal duties.

7.5.1. The Disaster Preparedness Support Team (DPST) provides additional personnel to assist the Base Readiness office during emergencies.

7.5.2. Decontamination teams will be provided by LG and Base CE primarily for radiological decontamination after a nuclear attack or nuclear accident or incident.

7.5.3. Shelter Management Teams (SMT s) manage shelter operations during disasters or nuclear attack.

7.5.4. Specialized DP team training IAW AFI 32-4001, Tables A6.1 and A6.2:

7.5.4.1. DPST: Initial: 12 hours; Refresher: 2 hours (quarterly).

7.5.4.2. Decontamination Teams: Initial: 4 hours; Refresher: 2 hours (annually).

7.5.4.3. SMT s: Initial: 7 hours; Refresher: 2 hours (annually).

NOTE: All initial and refresher training will be conducted by the Base Readiness office. Specialized DP team chiefs will conduct supplementary in-house training annually. This training will be documented and a copy sent to the Base Readiness office.

7.6. Specialized DP Team Equipment:

7.6.1. The DPST and SMT s will use radiac equipment provided by and stored in the Base Readiness office.

7.6.2. Decontamination teams will provide and store their equipment in-house.

8. Exercise Evaluation Team (EET):

8.1. The EET will be appointed in writing by the 913 AW Commander.

8.2. The EET chief will ensure that all exercise requirements outlined in AFI 32-4001 are complied with.

8.3. Table top exercises will be conducted as directed by the 913 SPTG/CC.

9. DP Program Review:

9.1. This will be accomplished at the annual meeting of the Installation Readiness Council or more often as required IAW AFI 32-4001, AFRES Supplement.

RICHARD R. MOSS, Colonel, USAFR
Commander

4 Attachments:

1. Semi-Annual DP Program Self-Inspection
2. Sample AF Form 3136
3. DP Handbook
4. Unit CBWD Training Roster

SEMI-ANNUAL DP PROGRAM SELF-INSPECTION

1. General: A dynamic DP self-inspection program will provide the unit commander with the means to correct deficiencies before they can cause serious problems.
2. Policy: The unit DP representative will perform a semi-annual inspection using the SAV checklist provided by the Base Readiness office.
3. Instructions:
 - 3.1. The recommended method is to maintain the SAV checklist in transparent document protectors and check off each item as the inspection progresses.
 - 3.2. Review DP periodic information letters for Cross-Tell from other QAFA s and ORI s.
 - 3.3. List all discrepancies either on an AF Form 3136 as shown in Attachment 2 or according to your unit s self-inspection format.
 - 3.4. After completion of the inspection, prepare a report of your unit s DP program status. Shortfalls should be briefly explained. Send a copy of this report to your unit commander and a copy of the Base Readiness office by the next UTA after the inspection. It is not necessary to attach a copy of your checklist or discrepancy list to this report.
 - 3.5. File a copy of this report in Tab H of your DP Handbook.
 - 3.6. As discrepancies are cleared, annotate the discrepancy list accordingly and initial.

DP HANDBOOK

1. General: DP Handbook standardization is required for more effective coordination among units and the Base Readiness office. Maintain the DP Handbook IAW the instructions outlined in this attachment.

2. Instructions:

2.1. Maintenance of the DP Handbook is the responsibility of the unit DP representative.

2.2. All documents will be filed under the appropriate tabs.

2.3. If a document is filed elsewhere within the organization, a cross-reference identifying the item and where it can be found will be filed under the appropriate tab.

2.4. The DP Handbook will be listed on the organization's AF Form 80, Files Maintenance and Disposition Plan, using Table 11-1, Rule 10 (state location of DP handbook).

2.5. An AF Form 82, Files Disposition Control Label, will be attached to the inside front cover of the DP Handbook. Use Table 11-1, Rule 10.

3. Unit Disaster Preparedness Officer/NCO Duties and Responsibilities:

3.1. Ensure unit personnel receive the following training according to the following schedule:

3.1.1. Initial CBWD training: within 90 days of their assignment to mobility positions.

3.1.2. Refresher CBWD training: every 24 months.

3.1.3. ICBWDQT: every 12 months.

3.2. Ensure the unit commander has the trained personnel and equipment necessary to accomplish the unit mission during any type of natural disaster, wartime operation or major accident response.

3.3. Coordinate all elements of the unit DP program with the Base Readiness office.

3.4. Conduct a unit DP education program for all assigned personnel using briefings, visual aids and other materials provided by the Base Readiness office.

3.5. Schedule all newly assigned personnel for the base populace briefing within 90 days of their assignment to the unit.

3.6. If tasked, ensure the unit commander appoints personnel (as required by the WGARS OPlan 32-1 and WGARS Base Support Plan) to specialized disaster preparedness teams such as the DPST, SMT s or decontamination teams.

3.7. Ensure checklists to support the WGARS OPlan 32-1 and WGARS Base Support Plan are written and reviewed annually.

3.8. Ensure unit budgets for specialized equipment such as C-bags, radiac equipment, shelter equipment, etc.

4. Unit Disaster Preparedness Handbook For Officers and NCO s

4.1. This Handbook will contain most of the information necessary to document your program.

4.2. The following format is to be used as the Table of Contents:

TAB	TITLE	CONTENTS
A	WGARS OPlan 32-1 and WGARS Base Support Plan , if tasked	These plans list the tasking and responsibilities of the units.
B	Unit checklist to support above plans.	This tab should contain unit/checklist that support the plan listed in Tab A.
C	Current letters of appointment for unit representatives and special teams.	Letters of appointment, signed by the Unit Commander, for all disaster preparedness duty positions. Training for these positions must be coordinated with the Base Readiness office.
D	Unit records of training (chem-warfare defense, ICBWDQT, special teams, etc.).	Records of training (CBWD, ICBWDQT, Unit DP Reps, Special Teams, etc.).
E	Staff assistance visit checklist, reports, and replies (last two).	Staff assistance visit checklist, reports, and replies (last two).
F	Program status reports: Semi-Annual Chem-Warfare Defense Equipment (CBWDE) briefing to commander to include CBWD and ICBWDQT training status. Retain the last two briefings.	Self explanatory.
G	Quarterly Briefings on DP information program. Retain for one (1) year.	Briefings on protective measures: natural disasters, national emergencies, wartime operations (NBC), and major accidents.
H	DP self-inspection program to include, checklist , and AF Form 3136 (listing discrepancies found and estimated completions dates for corrective action taken).	Self explanatory.
I	Emergency actions checklist.	Emergency Action Checklist to include pyramid alert rosters, special teams recall roster, emergency phone numbers and emergency procedure for unit control centers, (if required).
J	Shelter program information.	Shelter assignments, implementation instructions, and shelter guide, if tasked.
K	General correspondence.	Self explanatory.

UNIT CBWD TRAINING ROSTER

1. General: The Unit CBWD Training Report is generated by the Base Readiness Office. Copies will be distributed to the unit DP representative or his/her designated roster monitor each UTA.

2. Instructions: The roster monitor will review the roster for currency each UTA as follows:

2.1. "GRADE" column (self-explanatory)

2.2. "NAME" column:

2.2.1. Add new personnel on mobility.

2.2.2. Line through losses. If the person is transferred to another 913 AW unit, enter the gaining unit on the left margin of the report..

2.3. "REFR" column:

2.3.1. The Base Readiness Office will update this column from class rosters.

2.3.2. Gaining command directives allow refresher credit for certain deployments, (BRATT, Volant Partner, Patriot Tiger, etc.) The DP representative will forward a list of personnel participating in these deployments (with dates), to the Base Readiness Office (913 SPTG/CEX).

2.3.3. For new personnel (with documentation of prior CBWD training at another base) enter a refresher , ICWDQT, and initial date as appropriate.

2.4. "ICBWDQT" column:

2.4.1. Unit will update this column. It reflects the last date of ICBWDQT activity. For aircrew, it reflects the due date (for AFORMS interface).

2.4.2. Take credit for ICBWDQT performed during deployments or exercises.

2.5. "INIT" column. The Base Readiness Office will update this column from class rosters.