

1 MAY 1996

Civil Engineering

**DISASTER PREPAREDNESS PLANNING AND
OPERATIONS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 940 CES/CEX (SSgt Marvin Tucker)
Supersedes 940 ARGR 355-1, 14 September
1992

Certified by: 940 CES/CC (Lt Col Bruce R. Nadler)
Pages: 8
Distribution: F

This instruction implements AFRPD 32-40, *Disaster Preparedness*. It outlines procedures to support and complement the 940 ARW Omnibus Plan. Additionally, this instruction complements AFI 32-4001 and AFRESI 10-202.

SUMMARY OF REVISIONS

This revision changes 940 ARG 355-1; changes 940 ARW Readiness Advisory Group to 940 ARW Readiness Counsel (para 3.1.2, 3.4.9) adds Training and Contamination Control Teams (CCT) according to AFI 32-4001/AFRES Sup, training co Camouflage, Concealment and Deception (CCD) representatives according to AFI 32-4007 (para 3.2.2); adds appointment, in writing of a contamination control team according to AFI 32-4001/AFRES Sup and CCD representatives according to AFI 32.4007 (para 3.2.2, 3.2.3). It also aligns the format in accordance with AFI 37-160, Volume 1. This instruction integrates the responsibilities for executing the Air Force air base operability (ABO), disaster preparedness (DP), and camouflage, concealment, and deception (CCD) programs into a single wing readiness program.

1. Applicability. This instruction applies to all personnel assigned or attached to the 940th Air Refueling Wing.

2. Implementation. The 940th Crisis Action Team is the focal point for command, control and communications when the McClellan AFB Oplan 32-1, is executed.

3. Responsibilities:

3.1. The 940 ARW Commander will:

3.1.1. Develop and execute a comprehensive disaster preparedness program according to AF, HQ AFRES and the 77 ABW OPlan 32-1.

3.1.2. Chair or designates a chairperson for the 940 ARW Readiness Counsel.

3.1.3. Establish an exercise evaluation team (EET) and assign an EET chief.

3.1.4. Ensure an Attack Response Exercise (ARE), based on the threat at deployed locations, is conducted once a year.

3.2. The Group/Squadron Commander will:

3.2.1. Appoint, in writing, a unit disaster preparedness representative who will serve as the single point of contact for all matters related to disaster preparedness/readiness.

3.2.2. Appoint, in writing, a CCD representative to manage and coordinate unit aspects of the CCD program IAW AFI 10-212 AFRES supplement.

3.2.3. Appoint, in writing, primary and alternate CCT chiefs in accordance with AFI 32-4001 AFRES supplement.

3.2.4. Establish and conduct a positive unit disaster preparedness program according to all applicable publications.

3.2.5. Review checklist(s), written in support of host Oplan 32-1, once per year to ensure currency. Coordinate all unit developed checklists through 940 CES/CEX for review prior to submission to the host.

3.2.6. Review emergency action checklist in ARWI 32-4001 Attachment 1.

3.2.7. Ensure all disaster preparedness related equipment (i.e., masks) are inspected.

3.2.8. Acts as the staffing agent for the Readiness Counsel. In the absence of the commander, alternate representatives must be granted full decision making authority.

3.3. The 940 ARW Readiness Flight Chief will:

3.3.1. Analyze the threat at deployment location and provide information on protective measures to deploying personnel.

3.3.2. Prepare and/or track all planning documents which task the flight or support wing/group readiness operations according to AFI 10-212 Chapter 2, and afi 32-4007, Section C. The function is to work with the wing planning office to ensure each of these plans are reviewed, and when necessary, revided by the appropriate functional experts.

3.3.3. Ensure and report the readiness of flilght activities and resources. Submit metrics according to AFRESI 10-202.

3.3.4. Provide inputs on updates, issues, and problems to the Readiness Air Reserve Technician (ART) for presentation to the Readiness Counsel.

3.4. The 940 ARW Readiness ART will:

3.4.1. Serve as the wing focal point for all readiness related matters.

3.4.2. Brief and advise the commander on measures planned, programmed, and initiated to ensure forces operate effectively during contingencies.

3.4.3. Accomplish all duties as outlined in AFI 32-4001, AFRESI 10-202.

3.4.4. Coordinate the 940 ARW Readiness Program with the host base.

- 3.4.5. Provide units readiness information material as described in AFRESI 10-202 para A4.3.5.1.
 - 3.4.6. Perform staff assistance visits to all assigned units when requested by Squadron CC or higher authority. If a SAV is not requested, ensure one is conducted not to exceed 24 months.
 - 3.4.7. Train unit disaster preparedness representatives, contamination control team (CCT), camouflage, concealment and deception (CCD) teams according to AFI 32-4001, Chapter 6; AFI 32-4001/AFRES Sup; AFI 32-4007, and AFI 32-4005.
 - 3.4.8. Establish and maintain a self-inspection program according to AFI 90-201, and applicable supplements.
 - 3.4.9. Accompany or assist all higher headquarters inspection or SAV teams when 940 ARW units are visited.
 - 3.4.10. Submit budgets for wing mission support material through the support material through the Support Group Resource Advisor. Submit squadron/flight related requirements through the Civil Engineer Resource Advisor.
 - 3.4.11. Conduct and document disaster preparedness representatives meeting for units with mobility commitments. Meetings will be conducted not less than quarterly. These meetings will cover those issues necessary to support contingency operations and management of the unit readiness program. These meetings may be combined with other meetings.
- 3.5. The Unit Disaster Preparedness Representative will:
- 3.5.1. Comply with all directives of higher headquarters regarding the unit disaster preparedness program.
 - 3.5.2. Be prepared to meet with inspection or SAV teams to verify a positive disaster preparedness program.
 - 3.5.3. Maintain a unit disaster preparedness handbook according to AFMAN 37-139. Contents of this book must contain the following items:
 - 3.5.3.1. Index.
 - 3.5.3.2. Tab A – Current unit disaster preparedness representative letter of appointment.
 - 3.5.3.3. Tab B – Unit Disaster Response checklist in support of Oplan 32-1.
 - 3.5.3.4. Tab C – Current wing staff assistance visit (SAV) checklist.
 - 3.5.3.5. Tab D – Last staff assistance visit report.
 - 3.5.3.6. Tab E – Newcomer's Briefing and educational material.
 - 3.5.3.7. Tab F – Chemical Warfare training documentation.
 - 3.5.3.8. Tab G – General correspondence.
 - 3.5.4. Maintain the following Publications AFI 32-4001 AFRES Supplement, AFMAN 32-4005, AFI 32-4007, 940 ARWI 32-4001, and T.O. 14P4-15-1.
 - 3.5.5. Provide initial orientation and quarterly briefings to all unit personnel to achieve the objective of the disaster preparedness unit education program. Strongly emphasize warning signals,

protective shelter locations, and emergency actions to be taken in the event of nuclear attack, and major accident or natural disasters. Document initial orientations on a computer printout or a Memo For Record (MFR) and retain for one year in the disaster preparedness handbook.

3.5.6. Display the following visual aids on the unit bulletin board: 1) AFVA 32-4010, *USAF Standardized Alarm Signals – For the United States, It's Territories and Possessions*. Ensure the name of the unit disaster preparedness representative, phone number and shelter location is reflected in the local procedures block of the visual aid. Disaster Preparedness educational material will also be prominently displayed on unit bulletin boards.

3.5.7. Review checklists, written in support of host Oplan 32-1, once per year to ensure currency. Coordinate all unit developed checklists through 940 CES/CEX for review prior to submission to the host.

3.5.8. Ensure wing directed Chemical Biological Warfare Defense Training (CBWDT) allocations are met. Coordinate any allocation changes with the wing Readiness Air Reserve Technician at least two UTAs prior to training.

3.5.9. Conduct semi-annual self-inspection of the readiness program utilizing the wing provided SAV checklists. Document this self-inspection on SAV checklist. Ensure corrective action(s) are taken to eliminate any deficiencies in the program.

3.6. The 940th Crisis Action Team (CAT) will:

3.6.1. Serve as the wing focal point for planning and directing 940 ARW responses during man-made or natural disasters.

3.6.2. In the event of a disaster involving 940 ARW resources, Wing Commander, Operations Group (OG) Commander, Support Group (SPTG) Commander, Safety Officer (SE), Logistics Group (LG) Commander, Intel Officer (IN), and Readiness Technician (CEX) will be notified. Other notifications will be made as needed.

3.7. The 940 ARW Command Post will:

3.7.1. Maintain a current McClellan AFB crash grid map and overlays.

3.7.2. Maintain current notification rosters and checklists in support of disaster operations.

3.8. Medical Support:

3.8.1. Medical capabilities will normally be available only during scheduled Unit Training Assemblies (UTA).

3.8.2. The 940th Medical Squadron (940 MDS) offers medical expertise and manpower as available and necessary to answer the demands of a natural or man-made disaster situation.

3.9. The 940th ARW Chaplain will:

3.9.1. Assist the installation staff chaplain as required.

3.9.2. Be prepared to deploy or dispatch chaplains and assistants to deal with emergency situations.

4. Recall Procedures . All 940 ARW units will ensure their recall rosters are reviewed at least quarterly for currency and accuracy. Forward the changes to 940 ARW Command Post.

5. Chemical Biological Warfare Defense Equipment (CBWDE) used for Training:

5.1. Commanders are authorized, when available, a maximum of one complete training groundcrew chemical ensemble per authorized mobility position. The 940 ARW Logistics Plans Office provides initial and training replacement equipment. Units must program their requirements well in advance to allow for funding and requisitioning pipeline time frames.

5.2. MCU-2P mask is an operational chemical biological radiological mask that will be used for training deployments. Owning organizations are responsible for the storage, inspection, and accountability of these assets. Spare parts will also be funded by the unit. Masks will be inspected every 6 months and documented on the reverse side of the required DD Form 1574, Serviceable Tag Material. No annotations will be made on the DD Form 1574 during exercises, IAW T.O. 14P-4-9-31.

5.3. Store training ensembles on wooden hangers or folded neatly when not in use, and in a cool, dry and secure location. Masks will be stored IAW T.O.

6. Nuclear Biological Chemical (NBC) High Threat Task Certification (HTTC):

6.1. The Group/Squadron Commander will:

6.1.1. Ensure HTTC is accomplished once upon arrival to the 940 ARW by all personnel.

6.1.2. Emphasize the importance of maintaining a creditable operational capability in a chemical environment.

6.1.3. Document HTTC on a Automated Data Base.

6.1.4. Ensure safety procedures are observed, particular to the hazards involved with the wartime task and the wear of CW protective equipment.

6.1.5. Ensure HTTC is conducted and supervised by personnel who have completed Initial CBWDT and training on the particular wartime task(s) being performed.

6.1.6. Ensure personnel who are not able to perform required task(s) in chemical warfare defense equipment (CWDE) are not retained in mobility status.

6.2. The Supervisor will:

6.2.1. Identify critical wartime task(s) and duties to be performed during HTTC.

6.2.2. Schedule and conduct HTTC for all personnel who have completed Initial CBWDT.

6.2.3.

Certify personnel only when identified critical wartime task(s) have been accomplished.

6.2.4. Decertify personnel who fail to perform critical wartime task(s) properly during an exercise.

RANDALL W. YOUNG, Colonel, USAFR
Commander

Attachment 1**EMERGENCY ACTIONS****NUCLEAR ATTACK:****1. Pre-Attack Actions:**

- a. Each unit will implement necessary actions to protect assigned resources and classified material according to AFI 32-4001.
- b. During increased states of readiness, personnel not performing vital mission tasks will be directed to shelters through the CAT, IAW McClellan Oplan 32-1.
- c. Building Security Managers will ensure all personnel have been sheltered, non-essential utilities turned off, and the facility made secure.
- d. Building Security Managers will ensure all items on unit readiness checklists for nuclear attack actions are accomplished.

2. Trans-Attack Actions:

- a. A THREE TO FIVE MINUTE WAVERING TONE on the base siren or other device(s) denotes an attack is imminent. Proceed immediately to designated shelter.
- b. If caught in the open during the attack, take cover or shelter in the nearest available culvert, ditch, or behind a wall. This will afford some protection against the blast and heat.

3. Post – Attack Actions:

- a. All unit personnel will remain sheltered and will accomplish tasks as directed by the shelter management team.
- b. Accomplish casualty care and damage assessment as soon as it is relatively safe to do so.

NATURAL DISASTER OR PEACETIME EMERGENCY:**1. Before the Natural Disaster or Peacetime Emergency:**

- a. Building Security Manager will ensure all units secure and/or store all items which could be blown away, damaged or become airborne.
- b. Building Security Managers will brief all unit personnel on the natural disaster threat, status and precautions to be taken.
- c. Disconnect all non-essential utilities throughout the building.
- d. Accomplish all items on unit readiness checklists for natural disaster actions.

2. Natural Disaster or Peacetime Emergency (Threatened or In-Progress):

- a. A THREE TO FIVE MINUTE STEADY TONE on base siren or other devixe(s) will denote that a peacetime disaster or natural disaster threat exists.
- b. Take immediate protective shelter or other appropriate actions as required.
- c. Tune to local radio and television stations for emergency information.
- d. Listen to base public address systems for additional instructions.

e. Remain in protective area until the “All Clear” is sounded. Notification will be verbal.

3. After the Natural Disaster or Peacetime Emergency:

a. Promptly report all casualties.

b. Perform damage assessment of the area and facilities, then advise the 77th Civil Engineer Group Damage Control Center.

c. Ensure that no hazards exist prior to entrance to facilities or restoring electrical power.

4. Major Accident Response:

a. In event any individual assigned to the 940 ARW is the first to discover a major accident, he or she will immediately notify the McClellan Fire Dept by the most expedient means.

b. Personnel will perform rescue, fire suppression, and first aid within their individual capability.

c. Evacuate the area upwind to a safe distance and await response forces, if imminent danger is present.

d. The McClellan AFB Command Post directs the response.

e. The 940th OG Commander will:

(1) Assemble all available qualified flight crews to respond for aircraft evacuation or taxi as directed by the McClellan AFB Command Post.

(2) Immediately impound all applicable records of flight crew members involved in aircraft accidents. Be prepared to deliver these records to the McClellan AFB Command Post upon request.

(3) If 940th aircraft or facilities are involved, provide a representative to the McClellan Disaster Control Group and McClellan Emergency Response Center.

5. All 940 ARW Units will:

a. Establish procedures to ensure that personnel are trained and familiar with actions required in the event of a major accident, incident or Natural Disaster.

b. Ensure all items on unit readiness checklist(s) for major accident and Natural Disaster actions are accomplished, as applicable.