



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

2 Apr 02

MEMORANDUM FOR ALMAJCOM/SG

FROM: HQ USAF/SGX  
110 Luke Ave, Room 400  
Bolling AFB DC 20332-7050

SUBJECT: Self-Aid and Buddy Care Requirements for Medical Service Personnel

The attached memo from HQ USAF/IL, dated 15 Nov 01, directed all military personnel to receive Self-Aid and Buddy Care (SABC) training after the attack to our homeland. The requirement to have all military personnel ready to render first aid, no matter where stationed has generated many questions within the Air Force Medical Service. This letter clarifies the SABC training requirement mandated in the 15 Nov AF/IL letter.

All clinicians (as defined in AFI 41-106) will accomplish Wound Management and the bandaging/splinting and manual carries portions of the formal SABC program regardless of their deployability. Personnel exempt from the SABC training IAW AFI 36-2238, Section E, 11, "Nonmedical Personnel Who are Exempt from SABC Training" will continue to be exempt. All other personnel will need to accomplish SABC, regardless of their deployability.

If you have any questions, please contact our POCs, Col Kathleen Roberts, HQ USAF/SGXT, DSN 343-7503, [kathleen.roberts@det.amedd.army.mil](mailto:kathleen.roberts@det.amedd.army.mil) and CMSgt Ellen Harms, HQ USAF/SGCN, DSN 297-4478, [ellen.harms@pentagon.af.mil](mailto:ellen.harms@pentagon.af.mil).

A handwritten signature in black ink that reads "George P. Taylor, Jr." with a stylized flourish at the end.

GEORGE P. TAYLOR, JR  
Brigadier General, USAF, MC, CFS  
Assistant Surgeon General, Expeditionary  
Operations, Science and Technology

Attachments  
HQ USAF/IL Ltr, 15 Nov 01

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HEADQUARTERS UNITED STATES AIR FORCE  
WASHINGTON DC

MEMORANDUM FOR ALMAJCOM/CV

15 NOV 2001

FROM: HQ USAF/IL  
1030 Air Force Pentagon  
Washington DC 20330-1030

SUBJECT: Air Force Installation Actions For Response To Terrorist Attacks with Weapons of Mass Destruction (WMD)

The current and projected threat of terrorist attacks using weapons of mass destruction (WMD) against Air Force installations require a continuous high-level of readiness and preparedness to respond. We must also be ready to provide prompt and sustained support to local communities, host nation forces and joint task forces should an attack occur elsewhere. The attached Installation Response Instructions direct MAJCOMs to employ efforts, at all levels, to continuously improve readiness and disaster preparedness protective measures at all Air Force installations and GSUs. It outlines a clear set of objectives, tasks and guidance that will help provide direction in support of protecting forces and sustaining mission capability. Achieving an increased protective posture will likely reduce the efficacy of a terrorist attack and increase survivability rates and mission restoration efforts.

Specific tasks are outlined throughout the attached Installations Response Instructions and must be completed as soon as possible. Our ability to conduct contingency operations in support of national objectives and the lives of our airmen, civilians and their families depend upon our ability to face this challenge. We must be continuously ready.

If your staff have any questions, please contact our POCs: Maj Christopher McLane, HQ USAF/ILEXR, DSN 664-3943, [christopher.mclane@pentagon.af.mil](mailto:christopher.mclane@pentagon.af.mil) and Mr. John Thornton, HQ AFCESA/CEXR, DSN 532-6165, [john.thornton@tyndall.af.mil](mailto:john.thornton@tyndall.af.mil).

  
MICHAEL E. ZETTLER  
Lieutenant General, USAF  
DCS/Installations & Logistics

Attachment:  
Installation Response Instructions

cc: see attached  
cc:

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cc:

HQ ACC/CE/SF/SG/SV/FM/LG/DO  
HQ AMC/CE/SF/SG/SV/ FM/LG/DO  
HQ USAFE/CE/SF/SG/SV/ FM/LG/DO  
HQ PACAF/CE/SF/SG/SV/ FM/LG/DO  
HQ AFSOC/CE/SF/SG/SV/ FM/LG/DO  
HQ AETC/CE/SF/SG/SV/ FM/LG/DO  
HQ AFMC/CE/SF/SG/SV/ FM/LG/DO  
HQ AFSPC/CE/SF/SG/SV/ FM/LG/DO  
HQ AFRC/CE/SF/SG/SV/ FM/LG/DO  
ANG/CE/SF/SG/SV/ FM/LG/DO  
HQ USAFA/CE/SF/SG/SV/ FM/LG  
IWG/CE/SF/SG/SV/ FM/LG  
HQ USAF/XO/XOC//XON/XOF/XOI/XOS/XOW/XOX/XOO  
HQ USAF/ILE/ILV/SG/SGX  
SAF/OS/G//GI/M//MIQ/AQ/AQP  
AWC/CPC  
CPD/CLB  
HQ AFCESA/CC  
AFNSEP/CC  
AFMOA/CC  
HQ AFSFC/CC  
HQDNDAMO-ODC  
DIRMILSPT DCSOPS/DAMO-ODS  
DTRA/CB/OSPOC  
DET 5 312TRS/CC  
DET 7 366TRS/CC

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**AIR FORCE INSTALLATION ACTIONS FOR RESPONSE TO TERRORIST ATTACKS WITH WEAPONS OF MASS DESTRUCTION (WMD) PAPER**

1. Recent reports indicate the continued potential of terrorist use of chemical, biological, radiological, nuclear, or high-yield explosive devices (CBRNE).
2. HQ USAF/IL Message, 231500Z April 1999, Subject: Weapons of Mass Destruction (WMD) Threat Response for US Air Force Installations informed AF commanders about actions taken and planned as of 26 Apr 99; stated a baseline AF concept of operations (CONOPS); and provided interim policy guidance to enable commanders to tailor their local disaster preparedness programs and emergency response capability to meet the terrorist WMD threat. This paper updates commanders on actions deemed appropriate as a result of current and projected threat of terrorist attacks using WMD against Air Force installations. This paper directs all Air Force installations and geographically separated units (GSUs) to implement a series of tasks designed to rapidly increase preparedness and to enhance response capabilities if an attack occurs. The current and projected threat of terrorist attacks using WMD against Air Force installations requires an immediate increase in our state of readiness and preparedness to respond. We must also be ready to provide prompt and sustained support to local communities, Host Nation Forces, or Joint task forces, if an attack occurs elsewhere.
3. All Air Force installations and GSUs are directed to implement the tasks outlined in paragraph 6 of this paper. Commanders at all levels are expected to exercise their responsibility to apply prudent military judgement to counter specific threat situations and react to unplanned contingencies as they deem necessary. Our objectives are to:
  - a. Stop an attack before it happens, mitigate the effects of an attack, and respond quickly and efficiently to save lives and restore mission capability following an attack.
  - b. Execute the installation (including tenant unit) Homeland Defense and wartime missions.
  - c. Identify courses of action and corrective measures that are consistent with the installation vulnerability assessment and current intelligence information.
  - d. Integrate Joint Forces Command Civil Support CONPLAN 0500, MAJCOM requirements, and theater requirements into local anti-terrorism/force protection and emergency response guidelines.
  - e. Rapidly identify vulnerabilities and deficiencies that require installation, MAJCOM, joint task force, or Air Force-level assistance, guidance, and/or resources.
4. The installation Readiness Board, supported by the installation Threat Working Group (TWG), is the recommended focal point for action.
5. Commanders, planners, and emergency responders will adjust or develop installation plans, checklists, and courses of action using the following guidelines and assumptions:
  - a. Force survivability and mission continuation are the highest priorities. Focus on lifesaving strategies and actions that minimize the loss of operational capability.
  - b. A terrorist WMD incident could occur with little or no warning and at any time of the day or night. Initial reports may indicate that a hazardous material spill, aircraft accident, vehicle incident, fire, or

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explosion has occurred. Subsequent reports may or may not indicate the incident was deliberate in nature. If emergency response personnel suspect a WMD incident has occurred, they will immediately adjust subsequent response procedures and notify all supporting personnel and agencies. A biological incident may not be immediately apparent and ongoing medical surveillance may be the first indication of attack.

- c. Installations must work towards obtaining an initial capability to detect, assess, and defeat and/or contain the result of a WMD incident until arrival of follow-on support from external agencies. This capability will be enhanced by MAJCOMs funding the purchase of the full complement of installation WMD incident response equipment, as identified in the Baseline Equipment Data Assessment List (BEDAL). The BEDAL can be downloaded from website <https://wwwmil.afcesa.af.mil/directorate/cex/readiness/default.html#publications>. The new Air Force Handbook 10-2502, USAF Weapons of Mass Destruction (WMD) Threat Planning and Response Handbook can be downloaded from website <https://wwwmil.afcesa.af.mil/directorate/cex/readiness/nbccdefault.html>. Additionally installations should provide resource guidance in their Installation OPLAN 32-1. Those installations not receiving immediate funding for the BEDAL lists will utilize existing hazardous material (HAZMAT) and CE Readiness Flight response capabilities and detection equipment and request assistance from state and local authorities. The Fire Department, Security Forces, Civil Engineer Readiness Flight, Medical, Bioenvironmental Engineers and Explosive Ordnance Disposal (EOD) are the first responders who provide and maintain the initial capabilities that should be captured in the Installation OPLAN 32-1.
- d. If an attack occurs, all installation commanders will initiate notification to higher headquarters using standard OPREP-3 Pinnacle category for reporting a terrorist WMD incident and for requesting support. OCONUS installation commanders will work closely with the Department of State and Host Nation authorities to enhance WMD threat planning and response.
- e. IAW the Federal Response Plan, the Federal Bureau of Investigation (FBI), as the lead federal agency for crisis management and terrorist incidents, will assume the crisis management role in the CONUS to include WMD incidents occurring on military reservations. OSI will coordinate with the FBI on initial notification. The Department of State will assume the crisis management role at OCONUS locations.
- f. If an attack occurs, some units will be required to continue their operations, at increased risk, to support critical missions or national security objectives. WMD attack response procedures and protective actions to support these units must be consistent with the mission priority.
- g. AF personnel or units that are not assigned to or located on an AF installation will conduct immediate life saving and sustainment actions and request assistance from civil or host military authorities. These required actions will be accomplished to the best of their ability consistent with host installation or civilian community guidance.
- h. Installations that contract for their emergency response capabilities must continue to meet AF standards. Although installations may lack equipment, training, and technology, they must be able to conduct an initial response and meet requirements in AFI 32-4001, Disaster Preparedness Planning and Operations, para 1.11.
- i. An outstanding checklist guide for On-Scene Commanders and first responders is the Federal Emergency Management Agency (FEMA) and US Department of Justice (DOJ) "Emergency Response to Terrorism: Job Aid, May 2000". The Job Aid is available from FEMA at [http://www.usfa.fema.gov/ufa/tr\\_ssadd.htm](http://www.usfa.fema.gov/ufa/tr_ssadd.htm). Ensure your Fire Protection, EOD, Security Forces, OSI,

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Emergency Medical, Bioenvironmental Engineers, and HAZMAT emergency response personnel have that guide or an equivalent.

6. Complete the following tasks, as soon as practical, but not later than 60 days from the date of this paper:
- a. Review the following documents and initiate actions to correct deficiencies and to track progress toward resolution. Where appropriate, update Unit Control Center (UCC) and Disaster Control Group (DCG) representative checklists to reflect new or revised information. (Recommended OPR: Support Group Commander; OCR: all OPLAN 32-1 DCG tasked commanders).
    - (1) Installation vulnerability assessment (including critical infrastructure and utilities). Review the assessment to ensure terrorist WMD threats and vulnerabilities are included, especially food and water systems and track deficiency resolutions, in accordance with AFI 31-210, the Air Force Antiterrorism/Force Protection (AT/FP) Program Standards (changing to AFI 10-245). (Recommended OPR: Commander, Security Forces; OCR: Commander, Civil Engineering; and Commander, Medical Treatment Facility).
    - (2) Disaster Preparedness Operations Plan 32-1 (or equivalent). Evaluate the installation WMD incident emergency response capability. Ensure procedures and functional area tasks are identified and current for WMD incident notification, response, withdrawal, and recovery operations. (Recommended OPR: Commander, Civil Engineering).
    - (3) Installation Security Plan. Evaluate the installation WMD incident security response capability. Ensure procedures are available and current for WMD incident notification, response, withdrawal, and recovery operations. Verify planned actions are consistent with actions within the installation OPLAN 32-1. (Recommended OPR: Commander, Security Forces; OCR: Commander, Civil Engineering).
    - (4) Medical Contingency Response Plan. Medical Treatment Facilities (MTFs) will evaluate MCRP, AFI 41-106, Medical Readiness Planning and Training, and verify planned actions are consistent with actions in installation OPLAN 32-1.
      - (a) All MTFs must have a plan in place to respond to a bioterrorism event. An excellent example is the "Bioterrorism Readiness Plan: A Template For Healthcare Facilities" prepared by the Association for Professionals in Infection Control and Epidemiology (APIC) in cooperation with the CDC. The template is available on-line from the CDC at <http://www.bt.cdc.gov/planning>. (OPR: Commander, Medical Facility).
      - (b) MTFs will immediately begin daily disease surveillance (ref AFMOA/CC Memo: Enhanced Surveillance Of Disease Patterns Associated With Biological And Chemical Agents (1 Nov 01). Maintain liaison with local public health agencies and report unusual community disease trends affecting their beneficiary population. Establish procedures for activating the Wing Command Post and DCG when suspected or confirmed covert biological attacks are determined. (OPR: Commander, Medical Facility).
      - (c) Clinical laboratories will review CDC guidelines for reporting through the National Laboratory Response Network (NLRN) contained in USAF/SG letter, dated 01 May 01 and 230509z Oct 01 MSG, subject: Environmental Testing at AF Labs. Report to USAF/SGX, via the MAJCOM SGX, your current capability to respond to a WMD event. Include training, equipment and alternate

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locations/lockdown to minimize contamination. Identify personnel, training equipment and facility requirements to get well NLT 16 Jan 02. (OPR: Commander, Medical Facility).

- (5) Shelter Plan (see AFMAN 32-4005, Personnel Protection And Attack Action).
- (a) Evaluate the use of existing base shelters and facility shelter plans to implement shelter in-place protection for hazardous material releases. Consider this option for occupants of facilities where evacuation may be impractical and/or where evacuation could increase risks. Also, consider this option for facilities where high priority missions may require the occupants to remain in-place at increased risk. Refer to HQ AFCESA publication "Protective Actions for Hazardous Materials Release." This new publication is available for download, see link at <https://wwwmil.afcesa.af.mil/directorate/cex/readiness/nbccdefault.html>. (Recommended OPR: Commander, Civil Engineering; OCR: Unit Commanders and facility managers).
  - (b) Review the Installation Fallout Shelter Management Guide. (Recommended OPR: Commander, Civil Engineering; OCR: Unit Commanders and facility managers).
- (6) Air Force Handbook 10-2502, USAF Weapons Of Mass Destruction (WMD) Threat Planning And Response Handbook. This handbook is designed to assist planners and responders in preparing for and responding to a WMD scenario. (Recommended OPR: On Scene Commander; OCR: Civil Engineer Readiness Flight).
- b. Inspect and maintain WMD incident first responder equipment and supplies at the highest state of readiness - ready for immediate use. (Recommended OPR: Unit Commanders; OCR: Disaster Control Group Members and Installation Readiness Board).
  - c. Recommend conducting an Installation Table-Top WMD Incident Response Exercise. The purpose of this exercise is to walk first responders and key personnel through the installation WMD response procedures and concepts of operation. Include all Initial Response Element (IRE) primary and alternate members, their supporting control center staffs, and the consolidated Command Post staff (or equivalent). Develop scenarios based upon the most likely threat(s) to the installation. Discuss response during normal duty hours and non-duty (evenings, weekends, and holiday) periods. Consider how the installation will respond to a WMD threat or actual event that occurs: (1) inside of a building, (2) outside of a building. Discuss procedures for multiple threats or releases. Identify options for evacuation and sheltering in-place. Consider special needs for schools, childcare centers, medical facilities, and for people with mobility limitations. Update response plans and functional area checklists as needed. Identify deficiencies to the appropriate functional area and the installation Readiness Board. Recommend conducting a WMD exercise for the next quarterly Major Accident Response Exercise (MARE). (Recommended OPR: Exercise Evaluation Team Chief, OCR: Civil Engineering Readiness Flight).
  - d. Review Mutual Aid and Host-Tenant Support Agreements, memoranda of understanding (MOU), and Host-Nation memoranda of agreement (MOA) IAW functional policy and guidance instructions. The review should include an assessment of local National Guard WMD response capability. Determine the level of WMD incident support the installation provides or receives and review support request and approval procedures. Update plans and checklists, as needed. Consideration should be given to conduct Joint Military-Community Mutual Aid exercises at the earliest opportunity. (Recommended OPR: Logistics Plans; OCR: Commander, Security Forces; Commander, Medical Facility; and Commander, Civil Engineering).

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- e. Provide the MAJCOM financial managers (FM) with a consolidated installation funding request to complete purchase of the full complement of installation WMD incident response equipment using the baseline equipment data assessment list (BEDAL) as a tool. Consider a 12-month sustainment period, ref para 6.a. MAJCOM/FM (in coordination with respective MAJCOM/CE) will provide the consolidated requirements to SAF/FM (informational copy to HQ AF/ILE) and incorporate it into the MAJCOM POM under the functional O&M program elements (PE). Refer to para 6.h. for instructions on medical equipment. (Recommended OPR: Commander, Logistics Group, OCR: Commander, Civil Engineering; Commander, Security Forces).
- f. Ensure all Disaster Response Force (DRF) members and first responders are current in required response training. (Recommended OPR: Commander, Engineering; OCR: Unit Commanders).
- g. Identify emergency response personnel shortfalls and response remedies, ref para 6.a. Initiate action to bring specialized teams, shelter management teams, disaster preparedness support teams, contamination control teams, and the disaster control group (primary and alternate positions) to 100 percent of their authorized strength. (Recommended OPR: Support Group Commander). Consider activation or partial activation of the Disaster Preparedness Support Teams.
- h. Based on local threat, risk and MTF mission capabilities conduct review and analysis of medical WMD first responder supply and equipment requirements. REF: USAF/SGX Memo "USAF Weapons of Mass Destruction (WMD) 1<sup>st</sup> Responder Program" to ALMAJCOM/SG 19 Nov 01. . MTFS should scale requirement to meet identified vulnerabilities and threats and planned response. Provide MAJCOM surgeons with funding request purchase requirement including any storage shortfalls. (Recommended OPR: Commander, Medical Facility).
- i. Identify facility upgrade requirements to mitigate identified structural and water system vulnerabilities. MAJCOMs validate and consolidate and forward to AF/ILE (OPR: Commander, Civil Engineering).
- j. All military personnel will receive Self-Aid And Buddy Care (SABC) training, including non-clinical personnel referenced in para 5.5.11, AFI 41-106 and those not assigned overseas or assigned to mobility positions. (exception: individuals who have completed initial or refresher SABC training IAW AFI 36-2238 within the last 24 months). (OPR: Commander, Medical Facility).
- k. Provide the base populace with WMD threat information and protective actions through the installation Disaster Preparedness Information Program. (Recommended OPR: Commander, Civil Engineering; and Commander, Medical Facility; OCR: Unit Commanders).
- l. CONUS installations will review NORAD Instruction 10-22, Nuclear, Biological, and Chemical Warning and Reporting System. OCONUS units will review their theater or MAJCOM guidance. (Recommended OPR: Commander, Civil Engineering; OCR: Command Post, Base Weather).
- m. All CONUS Civil Engineer units will request their servicing Weather Units provide 12-hour and 24-hour Effective Downwind Messages until further notice. All CONUS Civil Engineer units will coordinate with their servicing Weather Unit to establish clearly defined requirements for all other weather/environmental information to facilitate CE Readiness Flight, NBC cell detection, survey, marking, plotting, prediction, and reporting actions in response to WMD incidents. (Recommended OPR: Commander, Civil Engineering; OCR: Command Post, Base Weather).

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- n. At the conclusion of these activities, the Support Group Commander will brief the Installation Commander and all Group and Tenant Unit commanders on the installation WMD incident response capabilities, deficiencies, and provide a proposal for corrective actions. (Recommended OPR: Commander, Support Group; OCR: Commander, Medical Facility; Commander, Security Forces and Commander, Civil Engineering).
7. Develop revisions, if needed, to installation mutual aid, host-tenant support agreements, MOU's, and host-nation MOA's to improve installation WMD response capabilities. (Recommended OPR: Commander, Logistics Group; OCR: Commander, Security Forces; Wing Plans Office; and Commander, Civil Engineering).
8. Without divulging vulnerabilities, increase public awareness of the installations' ability to counter WMD threats and respond to attacks. Focus upon the support the installation provides to or receives from the local community. (Recommended OPR: Installation Commander).
9. Our ability to conduct combat operations in support of national objectives and the lives of our airmen, civilians, and their families depend upon our ability to face this challenge. We must be ready.
10. If your staff have any questions, please contact our POCs: Maj Christopher McLane, HQ USAF/ILEXR, DSN 664-3943, christopher.mclane@pentagon.af.mil and Mr. John Thornton, HQ AFCESA/CEXR, DSN 523-6165, john.thornton@tyndall.af.mil.

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