Emergency Management (EM). FAC: 6100

CATCODE: 610913
OPR: HAF/A4CX
OCR: AFCEC/CXR; AFIMSC/IZP
Updated: 23 AUG 2024 (Date approved from HAF)

1.1. **Description.** The Base Civil Engineer (BCE) is responsible for a wide variety of design, construction, operation, maintenance, and environmental planning functions on base facilities and utilities systems. In addition, the BCE is responsible for the Explosive Ordinance Disposal (EOD) **(CATCODE 141165)**, Emergency Management (EM) **(CATCODE 610913)**, and Fire & Emergency Services (F&ES) **(CATCODE 130142)** functions on an installation. The Office of Emergency Management facility **(CATCODE 610913)** supports the installation EM function that executes the primary and ancillary missions of the Air Force EM Program in AFPD 10-25, *Air Force Emergency Management Program* and further accomplishes installation-level operations under the Department of the Air Force's EM Program and DAFI 10-2501, *Emergency Management Program*, and EM Flight operations in accordance with AFMAN *32-1007, Readiness & Emergency Management (R&EM) Flight Operations*. The function provides the planning, management, education and training, and operations to prepare the installation for physical threats resulting from natural, technological, and (un)intentional human-caused incidents. In addition to the administrative tasks related to tracking emergency management and readiness training/execution, this function also includes maintaining stores of specialized full spectrum readiness and emergency response equipment. Activities of the Installation EM Office extend to tenant units including the Air National Guard and Air Force Reserve Command forces. In overseas areas, the function serves as a standby facility like EOD/F&ES functions. See applicable supplements to DAFI 10-2501.

1.2. **Requirements Determination.** The BCE complex should provide a professional, functionally integrated environment for personnel performing EM functions on an installation. Verify funded manpower in the CEX CEXE and CEXM OSC codes and authorize private and open cubicle office spaces accordingly. Other non-office space authorizations are discussed in paragraph 1.5 and Table 1.1.

1.3. **Scope Determination.** See **FC-6 CG-61 Admin Overview paragraph 1.1** and **Table 1.1**

1.4. **Design Considerations.** Facility components and requirements include the following:

1.4.1. **Classrooms.** This component contains chairs and tables that are used for lecture and audio/visual instruction and equipment. Two classrooms are necessary especially in overseas areas where different courses of instruction are conducted during normal duty hours. Installations that can justify regular concurrent classroom use in excess of 60 students can provide more classroom space in accordance with FC-6 CG-61 Admin Overview Table 5. At least one classroom space should allow for classified (up to SECRET) instruction/discussions in accordance with requirements identified in AFMAN 10-2503.

1.4.2. **Competency and Task Evaluation Center.** Each installation's EM Flight requires a dedicated and separate space to conduct mission essential response education and training in support of the AFEM Credentialing & Certification Program (AFEM C&C Program) (See AFOP 4.6.2.5.9; DODI 605517; CJCS

Manual 3504C). This climate-controlled center requires, at a minimum 20 ft x 20 ft (400 sf) floorplan, to securely store and utilize specialized equipment for up to five (5) individuals. The center needs to be free of office or classroom furniture to enable the free movement of individuals performing their evaluations, while also permitting the viewing of the evaluation by others (instructors, trainers, observers, etc.). This center will also require electrical, video projection, and network connectivity to properly connect and display an individual's evaluation progress. The Competency and Task Evaluation Center should be co-located with Full Spectrum Readiness Equipment Storage to provide ready access to the equipment to be used.

1.4.3. **CBRN Control Center**. This component supports communications equipment to include, at a minimum, one Secure Internet Protocol Router (SIPR) terminal, plotting/status boards/maps/charts to include network-enabled digital displays, and may be manned by up to four individuals. The component coordinates disaster activities and dispatches the Emergency Management Support Team and other incident response and recovery related specialized teams. The CBRN Control Center should include space for at least one two-drawer safe for classified (SECRET) information is required (more if locally required).

1.4.4. **Secure Storeroom.** The secure storeroom must be climate controlled to prolong the shelf-life of material and equipment sensitive to temperature extremes and exposure to elements. It is needed for emergency response equipment such as protective clothing, CBRN detection, monitoring and decontamination equipment. The storeroom includes partitioned dressing/changing space for team members that require the use of protective clothing and gear. It requires space to perform periodic and simultaneous operational equipment checks for multiple pieces of CBRN detection and monitoring equipment.

1.4.5. **Decontamination/Shower Area and Latrine.** This component requires separate male and female areas. Each should contain two showers, two commodes, and two sinks/wash basins. In addition, include two urinals for the male latrine.

1.4.6. **Demonstration Yard.** An open yard is needed to demonstrate proper response procedures. It is preferably located adjacent to the Installation EM Office for ease of use and trainer/instructor control and safety observation.

1.4.7. **Student Lounge.** This component supports from 30 to 60 students and includes vending machines in addition to furniture. This space will have a minimum of 125 net SF and for 30 students, with up to 180 net SF for 60 students. For locations with a greater simultaneous student load add 3 net SF/student over 60.

1.4.8. **Standby Area.** This component supports from 5 to 10 persons and includes sleeping area, lockers, tables, chairs, and food storage and preparation area.

1.4.9. **Computer, Telecommunications**. This component supports computer and/or telecommunications servers and equipment if required for this facility (e.g., CBRN Control Center, Competency and Task Evaluation Center, and SIPR network). Typical server racks are 2 ft x 2 ft (4 sf) each. Other equipment is user justified. Any associated storage should be identified separately.

1.4.10. **Full Spectrum Readiness and Emergency Management Response Equipment Storage** (See **CATCODE 219946** Base Engineer covered storage). Storage is required to provide space sufficient to store, manage, palletize, process and ship UTC equipment as well as provide space for full spectrum readiness

deployment (PRIME BEEF) training equipment (tents, generators, deployment equipment and kits, etc..). Space determination should incorporate maximum efficiency storage systems to minimize required space (stacked storage shelving for deployment bags, pallets, equipment, etc…). This space may also include unit equipment issue and processing space as required. Additional covered storage space may be earned to support emergency response mobile command vehicle/trailer and/or emergency response equipment (user justified) based on installation mission requirements. Storage area may also include additional power supply requirements to sustain "standby" power for response trailer(s) and associated internal equipment.

Table 1.1. Authorized Spaces for EM Facility.

Offices	Office Type (see **FC-6 CG-61 Admin Overview Table 1.2** and **1.2.1**)	
Installation Emergency Manager/Flight Commander	D	
Supervisor/NCOIC	E	
All others	F-H	
Special Purpose Spaces	**m2**	**ft2**
Break Room (3 sf/Assigned staff) 50 sf minimum	4.65	50
Classrooms (for 30 persons ea, 60 persons max)	See FC-6 CG-61Admin Overview Table 5	
Competency and Task Evaluation Center	37.1	400
Secure Storeroom	139.3	1,500
Decontamination Shower/Latrines	User justified	
Student Lounge (add 3 net SF per student over 60 student load)	11.6-16.7	125-180
Standby Area	92.9	1,000
Computer, Telecommunications (typically 4 sf/server rack)	User justified	
CBRN Control Center (min)	74.3	800