

WORKLOAD**14. WORKLOAD ESTIMATES**

Workloads	Estimated Quantity	Frequency	Comments
14.B.1. Emergency Management Workloads PLANNING			
Review/revalidate KAFB Plan 10-2	1	annually	
Change/rewrite KAFB Plan 10-2	1	annually	
Review/revalidate KAFB Plan 702	1	annually	
Change/rewrite KAFB Plan 702	1	annually	
Review/revalidate KAFB Plans 705/707	1	annually	
Review/revalidate KAFBI 32-4001	1	annually	
Change/rewrite KAFBI 32-4001	1	annually	
Review/revalidate Emergency Management Unit Checklists (Checklists supporting KAFB Plan 10-2 and other contingency planning documents)	1	annually	46 DP checklists
Change/rewrite Emergency Management Unit Checklists	1	annually	46 DP checklists
Review Installation Unit's DP checklists (All Keesler units will submit their checklists for review/validation within 45 days after KAFB Plan 10-2 is changed or revised)	1	annually	22 Units supported. Estimated time may fluctuate dependent on how well the checklists are written and the amount of changes in the plan.
DP planning for special events	2	annually	2 annually is an average, number of events per year fluctuate.
Maintain and equip Mobile Command Post	1	daily	

KEESLER BASE OPERATING SUPPORT
EMERGENCY MANAGEMENT

Workloads	Estimated Quantity	Frequency	Comments
Threat Working Group meeting	1	annually	EM's presence is normally not requested at TWG meetings but may be required with little or no notice.
Installation Readiness Board meeting preparation time	2	annually	Coordination and review of information to be briefed during the meeting.
Conduct Staff Assistance Visits (SAV) SAV preparation SAV follow-up	22	annually	22 Units are supported and SAV.
14.B.2. Emergency Management Workloads TRAINING			
Determine base training requirements and develop training schedule	1	quarterly	
NBC Defense Initial (I)	1	monthly	.
NBC Defense Initial (I) mask confidence training setup	1	monthly	Dependent on mask confidence procedure used. This time is for use of the tear gas chamber. If amyl acetate (banana oil) is used extra time for mask confidence setup is not needed.
NBC Defense Refresher (R)	3	monthly	
EOR	3	monthly	Currently taught in conjunction with NBC classes.
DCG (I)	1	quarterly	
HAZMAT Awareness training HAZMAT Awareness testing HAZMAT Awareness administrative	1	quarterly	Testing will be accomplished by a test proctor other than the instructor

Workloads	Estimated Quantity	Frequency	Comments
DP Representative (R)	1	quarterly	
UCC	None reported for FY02	N/A	AFI 10-2501, Table 9.3.
SMT initial briefing	1	quarterly	
SMT annual briefing	1	annually	Given to all SMT team chiefs
CCT	None reported for FY02	Upon increase in alert posture and/or as directed by HQ AETC	The likelihood of having to provide this training is remote and tied directly to world events which cannot be anticipated. AFI 10-2501, Table 9.3.
CCT initial briefing	1	annually	
CCT annual briefing	1	annually	Given to all CCT team chiefs
BEPO	1	weekly	Briefing conducted during Base Newcomers Orientation
EET	1	annually	
Readiness Support Team (RST) initial training	1	annually	
Readiness Support Team (RST) refresher training	1	quarterly	Currently supports a 10-person team.
Develop training packages for DP program	1	annually	
Disseminate DP information for FSTR program.	1	quarterly	22 Units are supported.
Training or briefings for special functions	1	quarterly	
In-house training	1	monthly	
Update lesson plans, slides, training supplies and equipment	1	monthly	
Administrative activities for training classes (exclude scheduling)	1	weekly	

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EMERGENCY MANAGEMENT

Workloads	Estimated Quantity	Frequency	Comments
Classroom preparation and clean-up	1	weekly	
Scheduling activities (receiving and making calls or e-mail for training quotas, cancellations, changes, etc.)	1	weekly	
<p>Note 1: Training workloads can change dramatically without prior notice. The following are a few examples of increased training workloads:</p> <ul style="list-style-type: none"> -The Security Forces Squadron (SFS) has a large influx of personnel in and out. To fulfill their mobility training requirements SFS needs special (unscheduled) NBC classes. They also need special HAZMAT Awareness classes to ensure they have personnel trained for response to emergency situations involving HAZMAT. - The U.S. increases alert posture or HQ AETC directs SMT and CCT training be conducted and shelters prepared for use. - Keesler has been directed to support 1 or more (traditional or non-traditional) mobility team deployments to a HTA. <p>Several personnel may need NBC, EOR, CCD, SMT and CCT training before deployment.</p>			
<p>Note 2: Occasionally special training or unscheduled training is required.</p>			
<p>Note 3: HAZMAT Awareness training is scheduled on an as needed basis. This helps SFS, Medical Group and other First Responders comply with Federal Laws concerning HAZMAT response.</p>			
<p>14.B.3. Emergency Management Workloads EXERCISES</p>			
Natural Disaster Response Exercise (NDRE) manning for UCC, BS, DCG	2	annually	Normally all base personnel participate in this exercise.
NDRE: EET member exercise participation EET member pre-exercise meetings EET member management of findings/results	2	annually	

Workloads	Estimated Quantity	Frequency	Comments
Major Accident Response Exercise (MARE): EET member exercise participation EET member pre-exercise meetings EET member management of findings/results	4	annually	
MARE manning for UCC, BS, DCG	4	annually	
Conventional Munitions	1	annually	
Nuclear Accident MARE manning for UCC, BS, DCG, hazard analysis/radiation assessment, and Contamination Control Station (CCS)	1	annually	
Deployment Exercise: EET member exercise participation EET member pre-exercise meeting EET member management of findings/results	4	annually	
Deployment Exercise manning for briefings	4	annually	

Workloads	Estimated Quantity	Frequency	Comments
Antiterrorism/FPCON Exercise: EET member exercise participation EET member pre-exercise meetings EET member management of findings/results	1	annually	
Antiterrorism/FPCON Exercise	1	annually	Normally this is a base wide exercise requiring all personnel to participate.
Recall Exercise: EET member exercise participation EET member pre-exercise meetings EET member management of findings/results	1	annually	
Recall Exercise: All EM personnel	1	annually	All personnel participate in a recall exercise
Ability to Survive and Operate (ATSO) exercise: EET member observe and evaluate only	1	annually	
Attack Response exercise EET member exercise participation EET member pre-exercise meetings EET member management of findings/results	1	annually	
Review and Distribute base grid map	1	annually	

KEESLER BASE OPERATING SUPPORT
EMERGENCY MANAGEMENT

Workloads	Estimated Quantity	Frequency	Comments
<p>Note: Exercise frequency could increase with an increase in alert posture, preparation for inspections, to correct/clear inspection write-ups or at the discretion of HQ AETC or Installation Commander.</p>			
<p>14.B.4. Emergency Management Workloads PERSONNEL SHELTER PROGRAM</p>			<p>Planning for shelter activation is accomplished with review/validation of KAFB Plan 10-2. Training for shelter program is accomplished in SMT Training. Tracking of shelter operations is accomplished in UCC and BS.</p>
<p>Shelter Program Booklet</p>	<p>1</p>	<p>annually</p>	
<p>14.B.5. Emergency Management Workloads RESPONSE AND RECOVERY</p>			<p>Natural disaster, major accident and war response and recovery times and associated activities will vary. These events or times cannot be estimated for real world events.</p>
<p>Mass Casualty Incident Major Accident response manning: UCC BS DCG Radiological hazard identification and assessments CCS team</p>	<p>As needed</p>	<p>As needed</p>	<p>Listed are the positions needed for response and recovery actions. Radiological hazard identification and assessments, and CCS are only needed for nuclear weapon or component accidents. At Nuclear weapons or component accidents initially 6 personnel are required for hazard identification and assessments. To run the CCS, a team of at least 3 is needed (5 is recommended), keep in mind work rest cycles and 24 hour operations could be required.</p>
<p>Natural Disaster or Antiterrorism response manning: UCC BS DCG Harrison County Civil Defense/Emergency Operation Center</p>	<p>As needed</p>	<p>As needed</p>	<p>Listed are the positions needed for response and recovery actions. 24 hour operations could be required.</p>

Workloads	Estimated Quantity	Frequency	Comments
Wartime manning: UCC 2 personnel BS 1 person Nuclear Plotting Cell 3 personnel Recon Teams 2 teams per shift 2 personnel per team	As needed	As needed	Listed are the minimum personnel needed for wartime actions per shift IAW Kessler AFB General War Plan (S), Annex L, Appendix 1, Tab C (U)The UCC may be located with the plotting cell or BS and manning adjusted as appropriate. 24 hour operations is required.
Deployment activities: NBC/Situational briefings	5	annually	5 per year and 10 hours per deployment are estimates, the total number could change due to world events and total hours depend on the number of personnel deploying. Briefings are tailored to deployment location and current intelligence. QMFT is accomplished as needed.
Harrison County Local Emergency Planning Commission (LEPC) meetings	1	annually	