

HANSCOM AFB, MASSACHUSETTS 66th AIR BASE GROUP



BASE EMERGENCY PREPAREDNESS GUIDE

February 2023

Developed By:
66th Civil Engineering Division
Installation Office of Emergency Management

KEY PHONE NUMBERS

Fill in this table with the most current information for each block available – and add your own listings too. Maintain a copy of this in your Family Emergency Plan, in your 72-Hour Kit, and give it to close friends or relatives. Make sure that your children (if applicable) are aware of how to use these phone numbers – when they should use them, how to use them, and why to use them. Keeping this information in an easily accessible area in your home is the key to ensuring that your family is prepared. In the event of an emergency, dial 911.

NAME	PHONE	ADDRESS
HOME:		
CELL PHONE:		
CELL PHONE:		
SUPERVISOR:		
COMMANDER:		
NEIGHBOR:		
CHILD DAY CARE:		
PARENTS:		
RELATIVES:		
DOCTOR:		
PREFERRED HOSPITAL:		
66 SFS LAW ENFORCEMENT DESK/ BASE DEFENSE OPERATIONS CENTER:	781-225-5000	Building 1725 Hanscom AFB, MA
MILITARY & FAMILY READINESS CENTER:	781-225-2765	Building 1240 Hanscom AFB, MA
AMERICAN RED CROSS DISASTER ASSISTANCE IN MA:	800-564-1234	N/A
HAFB PRIVATIZED HOUSING OFFICE (EMERGENCY MAINTENANCE)	781-861-1471	101 North Bridge Rd. Bedford, MA 01731
OTHER:		
OTHER:		

FORWARD

In 2022, Health Care Ready, a national non-profit organization focused on health preparedness and response released the results of a national survey conducted titled, National Domestic Preparedness Survey. Overall, 56% of Americans believe that a major disaster will affect them (a decrease from the 2020 poll in which 65% of Americans stated they believed they would be affected); however, 49% of the respondents who were concerned about being affected by disaster did not have an emergency plan in place. In 2020, 50% of respondents reported not having a disaster plan in place, so although this number decreased by 1%, the statistic still isn't good.

The bottom line is this: In spite of the fact that over half of all respondents agree that their community will be impacted by a disaster event, and despite the natural and manmade disasters that have struck across the United States in the last two years as well as the increase in natural disasters as a direct result of climate change, US citizens are not prepared.

As military members, civilian employees, and contractors in the Department of Defense (DoD), and as family members supporting our Air Force mission, it is incumbent on every one of us to be aware of the hazards that may affect us, and to prepare for them. With that in mind, we here in the Installation Office of Emergency Management (OEM) have prepared this guide to help each member and their family prepare for disaster events that may affect the installation and surrounding area.

This guide offers information on the local threats and disasters that the installation plans for and gives you practical guidance, local procedures to follow, and resources to aid you along your way to understanding how Hanscom Air Force Base (HAFB) responds to disaster events, what actions may be required or expected of you, and how to develop Family Emergency Plans.

Finally, this guide should be used in conjunction with the HAFB What-To-Do-If Guide, a pocket pamphlet that all personnel and dependents, as well as those personnel on temporary tours of duty (TDY) to HAFB, should have. If you need a copy and do not have access to the HAFB Emergency Management (EM) Community SharePoint site, contact the Installation OEM at 781-953-9483, 781-225-5920, 6530, or 5921 to receive a copy. Otherwise, please download the latest version of the Guide here:

<https://usaf.dps.mil/teams/22388/HAFBEM/Guides?viewpath=%2Fteams%2F22388%2FHAFBEM%2FGuides>.

If you or your family members would like specific planning assistance and disaster information, the Installation OEM is always here to help! You may contact us during normal duty hours at the numbers listed above.

Now, think of this. Do you believe that this installation and/or your community may be impacted by a natural (or manmade!) disaster? If you're among the over half of US citizens who have already answered yes to this question, how prepared are *you*?

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Chapter 1 – HUMAN RELATED EVENTS – ACCIDENTAL

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1. DEFINITION. Accidental, manmade disasters are exactly what the title says. They are manmade or created disastrous events that were not caused intentionally; however, the consequences often result in catastrophic devastation to property and loss of human life.

2. HAZARDS/THREAT OF PRIMARY CONCERN. Here at HAFB, our primary concerns are utility outages, potential mass casualty incidents such as hazardous materials (HAZMAT) spills or releases, aircraft incidents (both military and civilian), and building or structural collapses.

2.1. Utility Outages. Power outages, natural gas disruption, and even drinking water outages have affected both the state of Massachusetts and Hanscom AFB over the course of the last decade. Unlike natural disasters which may be common to certain seasons, utility outages can (and have) occur at any time, so it's important to be prepared for anything, at any time of year.

2.1.1. Power Outages. In 2022, Hanscom suffered two serious power outages, one of which lasted for several days and affected the entire installation, including privatized housing. Although power was initially restored to privatized housing using a series of large generators about 12-hours after the outage, residents still experienced significant issues with appliances that disrupted their daily routines for several days.

2.2. HAZMAT. Like most industrial complexes, HAFB and the Massachusetts Institute of Technology (MIT) Lincoln Lab (LL) complex adjacent to the installation utilize and store certain quantities of HAZMAT. Although these materials are properly and safely stored and handled, accidents can happen. HAFB has plans and response procedures in place for a HAZMAT spill or release. In addition to the HAZMAT hazard on base, the installation is near a HAZMAT transportation corridor (I-95) and could be affected by an event occurring along that corridor. Whether an incident happens on base or off, the installation is prepared to implement measures directed by first and emergency responders to protect the base populace. NOTE: Shelter-in-Place for HAZMAT events is outlined later in this chapter.

2.3. Aircraft Accidents. HAFB does not have any permanently assigned aircraft however, there is a great deal of commercial and private aircraft activity on the Massachusetts Port Authority (MASSPORT) flight line at Hanscom Field, next to the installation. Transient military flights are also common on the flight line. As with any installation that is located near an active airport, aircraft accidents cannot be disregarded, particularly if an accident occurs on the base itself.

2.4. Structural Collapse. The facilities on HAFB are routinely inspected; however, there are mitigating factors which may cause a partial or total collapse of a building on the installation. As we saw during the winter of 2015 (particularly in January and February of that year), unprecedented snow loads on facilities caused structures to collapse across the state. While we were fortunate here at HAFB not to have experienced such an event at that time, the threat was real.

2.5. Other Accidents. Accidents include motor vehicle, mass casualty events, aircraft accidents and structural collapses as outlined above, hazardous materials releases, fires, and any other event that is unintentional but may result in injury or loss of life.

3. ACTIONS YOU SHOULD TAKE IN THE EVENT OF A UTILITY OUTAGE. It is important to remember that privatized housing is a separate entity from the Main Base and is overseen by an independent housing management company. Although the installation provided support to housing during the September 2022 power outage, many residents were unprepared and did not understand who was responsible for what. During any utility outage, temporary fixes may be employed that are less than optimal. In other words, a temporary fix is just that – your service likely will not be as reliable as the normal commercial utility delivery you’re used to, but it's the best we have in the moment until the longer-term restoration has been completed. Have a plan to remediate some of the effects of the outage, and consider the following:

- Consider investing in a small generator to power essentials.
- Make sure that you have a disaster preparedness kit in your home (see [Chapter 7](#) in this guide for recommended items), and that it is stocked.
- Consider investing in alternative cooking sources such as a grill or camp stove but remember that these items should never be used inside.
- Maintain sufficient supplies of water as described in [Chapter 7](#) in this guide.
- Maintain a stockpile of activities for yourself and your family that don’t require Wi-Fi or internet connectivity. You would be amazed at how much stress is caused during outages when those utilities are lost, and people suddenly find themselves with nothing to do to fill the time.
- If you live in privatized housing on Hanscom, listen to the direction being given by the management company. Similarly, if you live off base and find yourself without one or more utilities for more than a few hours, tune in to your local authorities’ messages and follow the instructions of responders.

4. ACTIONS YOU SHOULD TAKE IN THE EVENT OF AN ACCIDENT. All personnel, dormitory residents, and dependents on the installation who witness or are affected by an accident on HAFB should take the following actions to ensure their safety, as well as the safety of others:

4.1. Alert Others and Authorities. If you witness an accident or an incident, alert others in the vicinity and notify the authorities by dialing 911 from any phone. Provide all pertinent information to the 911 Dispatcher such as:

- The type of accident or incident that has occurred (e.g., plane crash, HAZMAT release, vehicle accident, etc.).
- Location of the accident or incident.
- The approximate number of individuals involved.
- Your name and contact information.
- Any other pertinent details (e.g., fire, smell of fuel or chemicals, etc.).
- **DO NOT HANG UP UNTIL THE 911 DISPATCHER RELEASES YOU!**

4.2. Secure the Scene if Possible. Do not attempt to rush in to the scene. Secure the scene to the best of your ability but do NOT endanger your life, or the lives of others, to do so. Continue to make every (safe) attempt to keep others away until responders arrive.

4.3. Avoid Contact! If the event is a HAZMAT spill or release (or the event has *caused* a HAZMAT spill or release as a secondary hazard), avoid all contact with any chemicals that have been spilled or released.

4.4. Listen and Notify. Follow all instructions given by responders at the scene and leave the scene immediately if instructed to do so. Additionally, ensure that you notify your supervisor or commander of your whereabouts and inform them of your role in the incident as necessary.

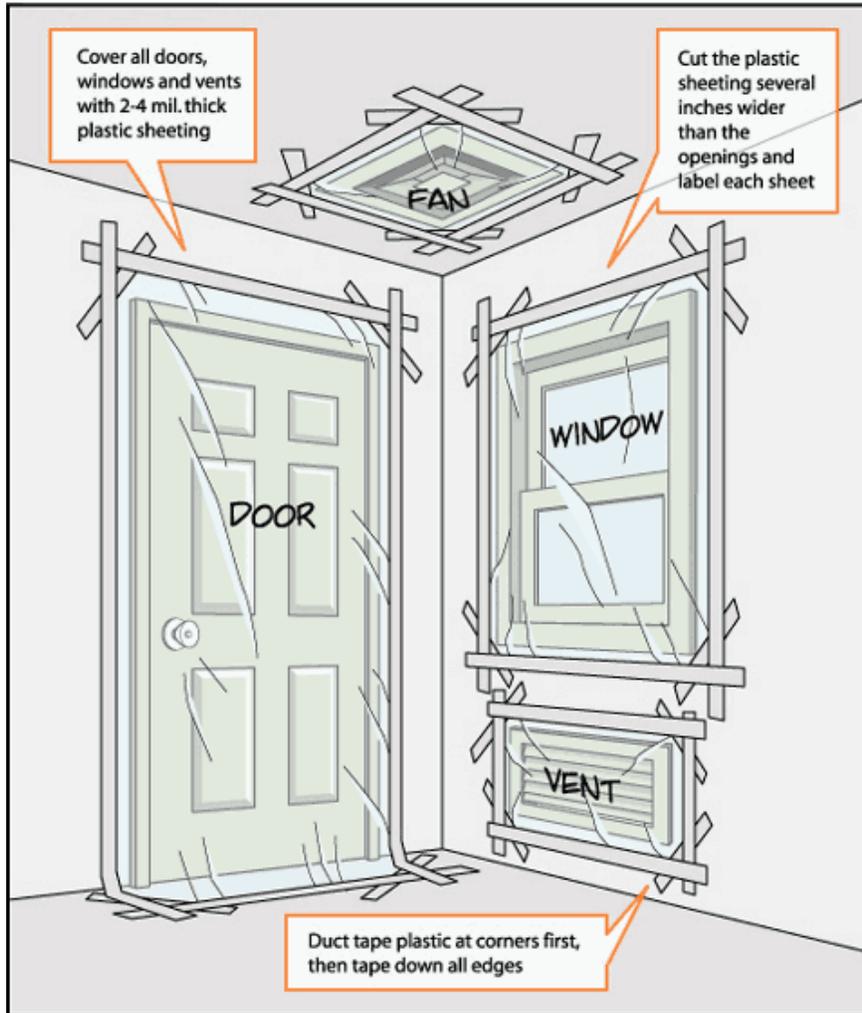
5. SHELTER-IN-PLACE FOR HAZMAT OR OTHER TOXIC RELEASES. Please note that the following procedures are for HAZMAT spills or releases only and are not necessarily applicable to sheltering during a natural disaster event. For more information on natural disaster sheltering, see [Chapter 2](#) in this guide. It's also important to remember that shelter-in-place is NOT the same as Lockdown for Active Shooter events. For actions to take during an active shooter event, see [Chapter 3](#) in this guide.

5.1. Personnel in the Workplace and Base Dormitory Residents. If you are at work or in the base dormitory and are ordered to shelter-in-place by first and emergency responders, follow the Shelter-in-Place Plan for your facility. Listen to, and comply with, all instructions given by first and emergency responders, and your Facility Manager.

5.2. Residential Sheltering-in-Place. The following actions are recommended for all personnel and dependents who reside in privatized housing or off-base however, please ensure that you follow all instructions received from your local first and emergency responders!

- Before an event occurs:
 - ✓ Identify a safe room in your residence. Ideally, the room will have few or no windows and minimal access to air from the outside.
 - ✓ Create a kit and maintain it in your pre-identified safe room. At a minimum, the kit should have plastic sheeting that has been cut to fit any windows, ducts, and vents that are in the room, duct tape, bottled water, and towels. You may feel free to add more to the kit to suit your family needs (e.g., coloring books and crayons for kids, treats or toys for pets, etc.).
- When ordered to shelter-in-place:
 - ✓ Ensure that all family/household members (and pets and guests if applicable) are in the designated room.
 - ✓ Turn off all ventilation, heating, and cooling units, and shut all windows and doors in the room.

- ✓ Apply plastic sheeting to the windows, doors, and ventilations ducts, and secure the sheeting with duct tape as outlined in the figure on the next page.
- ✓ Do NOT exit your home until you're told you may by first and emergency responders.



5.3. In the Event of a HAZMAT Spill or Release Outside. Whether you are on or off-base, if you are caught outside during a HAZMAT release or spill, seek shelter in the nearest facility immediately and await further instruction from first and emergency responders and, if appropriate, the Facility Manager.

5.4. Accountability. If you are on duty on the installation but away from your facility, contact your supervisor or commander as soon as possible to inform them of your whereabouts for accountability purposes. If you are off-duty and caught in an event, whether on or off-base, notify your supervisor or commander as soon as possible to inform them of the event, where you are, and your status.

Chapter 2 – NATURAL DISASTERS

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1. NATURAL DISASTERS IN MASSACHUSETTS. Please note that although this guide primarily focuses on the state of Massachusetts (the location of HAFB), we understand that many personnel and their families reside in other states in New England. We have included links to other state Offices of Emergency Management at the end of this guide for those of you who wish to learn more about the most common disasters identified in your state, if you do not reside in MA. The Massachusetts Emergency Management Agency (MEMA) lists hurricanes, severe winter storms, flooding, earthquakes, and tornadoes/microbursts as the primary natural disasters of concern in the state of MA; however, due to recent events in the state, we have also added drought and wildfires to help you prepare you. In the last ten years, the state has experienced each one of these events (often more than once) to a greater or lesser degree. Some of the more recent events of note are:

1.1. Severe Winter Storms. It is not uncommon for at least one severe winter storm or blizzard to strike the region each year. The Blizzard of 2022 hit Massachusetts on 29 January 2022 and dropped a total of 18.4 inches of snow in Bedford, MA, one of the four communities bordering HAFB, while Lexington registered 18.9 inches. Prior to that storm, Winter Storm Grayson (aka the “Bomb Cyclone”) affected the installation between 4 and 5 January 2018. This blizzard deposited approximately 16.5 inches of snow in the local area in roughly a 24-hour span of time. That storm was followed by Winter Storm Riley on 7 March 2018, and just days after Winter Storm Riley ended, Winter Storm Skylar struck on 13 March 2018 and was the second bombogenesis (aka Bomb Cyclone) storm of the year, and third major storm in just two weeks.

1.2. Hurricanes/Tropical Storms. The New England region is prone to tropical storms and hurricanes. Hurricane season for the area is defined as 1 June through 30 November. Because of cold waters and fast-moving winds, most hurricanes that strike the region do not develop past a Category 2 hurricane (sustained winds of 96 – 110 mph). Seventy-five percent of all tropical storms and hurricanes impacting the greater Boston area have done so in the months of August and September. Because HAFB is located approximately 20 miles inland from the Atlantic coast, the devastating storm surge associated with hurricanes does not impact the installation; however, heavy winds and rains have caused damage and flooding, especially in the flood prone areas of the base.

1.3. Earthquakes. HAFB is situated in a moderate earthquake zone along the Bloody Bluff fault line which is approximately one mile to the east of the installation. This is a regional fault that trends northeast to southwest and forms the eastern border of the Nashoba Block. Younger and less extensive faults that trend north-northeast have also been mapped to the north and south of the installation. It is highly likely that these faults extend beneath the installation and are concealed by overlying glacial sediment. The types of earthquakes that may occur in the area differ from those caused by tectonic plate activity. The region is situated on a ledge so that instead of shifting in opposite directions during earthquakes, the soil and bedrock shift as one unit. This creates less damage in the long run. New England has a history of high-magnitude earthquakes dating back to the 1600’s, with the region’s most devastating earthquake to-date occurring in the Boston area in 1755. Today, seismologists have placed the magnitude of the 1755 earthquake on the Richter Scale at 7.4. This is based on historical documents and accounts

from the time. Some seismologists believe that the region is long overdue for an earthquake measuring 5 or higher on the Richter Scale and caution that such an earthquake would be devastating. In spite of the history of earthquakes in the region and the increased seismic activity over the last few years, damaging earthquakes are unlikely.

1.4. Tornadoes. Prior to the tornado that struck Joplin, MO in 2011, the deadliest tornado in US history struck Worcester, Massachusetts in 1953. It remained on the ground for one hour and 26 minutes and carved a swath of destruction 46 miles wide. Tornadoes, as well as microbursts, are becoming increasingly more common in the western half of the state and have recently struck in eastern Massachusetts as well. AFI 10-2501 directs installations to establish a risk-based shelter program and because tornado activity in the area is rare, and the risk has been categorized as low, HAFB has no tornado shelters. In spite of tornado activity in western Massachusetts increasing, activity in Middlesex County specifically has decreased over the last 20 years.

1.5. Microburst Activity. A microburst is a small-scale downburst caused by a small and intense downdraft (the air does not spin like it does in the case of a cyclone or tornado) within a thunderstorm. Microbursts are more common than tornadoes in MA however, they are not predictable. Any thunderstorm has the potential to create a microburst which can be as damaging as a small tornado but is far more localized and does not travel the way that a tornado does.

1.6. Drought. As of August 2022, more than 50% of the state of Massachusetts, including Middlesex County where HAFB is situated, were categorized as being in a Level 3 Critical Drought status. By October 2022, the northeast Massachusetts, including Middlesex County, have been downgraded to a Level 2 (significant) drought status, and remain at Level 2 as of January 2023. The state has experienced mild and significant drought conditions largely attributed to global climate change in 2001, 2007, 2010, 2016 into 2017, and in 2019. These droughts affected portions or all the state of MA.

1.7. Wildfires. Due to the ongoing and severe drought that began in early summer of 2022, there were several wildland fires in eastern and northeastern Massachusetts, including a fire at an open-storage mulch yard in Bedford, MA. There were 100 wildfires in Massachusetts in August 2022 alone, a historic high. Soil conditions were dry and powdery as deep as 10-inches below the surface which allowed some fires in wooded areas to move underground through the root systems of trees.

2. DEFINITIONS. The following definitions are provided for common watches and warning for natural disaster or other extreme weather events common in MA and the region. A complete and comprehensive list of watch and warning definitions can be found on the NWS website at the following URL: <http://www.weather.gov/lwx/WarningsDefined#Hurricane Watch>.

2.1. Severe Winter Weather/Storms:

- **Blizzard Warning.** Sustained winds or frequent gusts of 35 MPH occurring in combination with considerable falling and/or blowing snow for a period of at least three hours. Visibility will frequently be reduced to less than one-quarter mile and temperatures will often remain very cold during a blizzard.

- Heavy Snow Warning. Snow accumulations are expected to approach or exceed 6 inches in a 12-hour period but will not be accompanied by significant winds. During a Heavy Snow Warning, freezing rain and sleet are NOT expected.
- Ice Storm Warning. A significant coating of ice, one-quarter inch or more, is expected.
- Wind Chill Warning. Life-threatening wind chills are expected. Typically, these reach minus 50 degrees Fahrenheit and lower.
- Winter Storm Watch. A significant winter storm may affect the area, but the occurrence, location, and timing are still uncertain. A winter storm watch is issued to provide 12 – 36-hours' notice and intended to provide enough lead time so that those who need to set contingency plans in motion can do so. Typically, the Winter Storm Watch is upgraded to a Winter Storm Warning when the nature and location of the developing storm becomes more readily apparent.
- Winter Storm Warning. This is issued when hazardous winter weather is occurring or is likely, imminent, or occurring. A warning is issued for winter weather conditions that pose a threat to life and property. Winter storm warnings are typically issued for winter storm events that will create heavy snows (more than 6 inches), dangerous wind chills, ice accumulations, or some combination of all three. Warnings may be issued for lesser amounts of snow (3-6 inches) if the snow occurs with strong winds more than 20 MPH and/or significant sleet or heavy ice accumulation from freezing rains.

2.2. Floods:

- Flood Watch. Flooding is possible. Watches are issued by the National Weather Service (NWS) 12 – 36 hours in advance of a possible event.
- Flash Flood Watch. Flash flooding is possible. Be prepared to move to higher ground. A flash flood may occur without warning.
- Flood Warning. Flooding will occur soon or is already occurring. If advised to evacuate, do so immediately.
- Flash Flood Warning. A flash flood is occurring. Seek higher ground immediately.

2.3. Tropical Storms/Hurricanes.

- Tropical Storm Watch. A Tropical Storm Watch is issued when a tropical cyclone containing winds of 34 to 63 kt (39 to 73 mph) or higher poses a possible threat, generally within 48 hours. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. The watch does not mean that tropical storm conditions will occur. It only means that these conditions are *possible*.

- Tropical Storm Warning. A Tropical Storm Warning is issued when sustained winds of 34 to 63 kt (39 to 73 mph) or higher associated with a tropical cyclone are expected in 36 hours or less. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding.
- Hurricane Watch. A Hurricane Watch is issued when a tropical cyclone containing winds of 64 kt (74 mph) or higher poses a possible threat, generally within 48 hours. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. The watch does not mean that hurricane conditions will occur. It only means that these conditions are *possible*.
- Hurricane Warning. A Hurricane Warning is issued when sustained winds of 64 kt (74 mph) or higher associated with a tropical cyclone are expected in 36 hours or less. These winds may be accompanied by storm surge, coastal flooding, and/or river flooding. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.
- Hurricane Categories.
 - ✓ Category 1 – Sustained winds of 74 – 95 miles per hour
 - ✓ Category 2 – Sustained winds of 96 – 110 miles per hour
 - ✓ Category 3 – Sustained winds of 111 – 130 miles per hour
 - ✓ Category 4 – Sustained winds of 131 – 155 miles per hour
 - ✓ Category 5 – Sustained winds over 155 miles per hour

2.4. Tornadoes/Microbursts.

- Tornado Watch. This is issued when severe thunderstorms and tornadoes are *possible* in and near the watch area. It does not mean that they will occur. It only means they are *possible*.
- Tornado Warning. A tornado is imminent. Seek shelter immediately.
- Microburst. A microburst is a localized column of sinking air (downdraft) within a thunderstorm and is usually less than or equal to 2.5 miles in diameter. Microbursts can cause extensive damage at the surface, and in some instances, can be life-threatening. Microbursts cannot be predicted. Any severe thunderstorm may cause a microburst.

3. GENERAL EMERGENCY ACTIONS. Now that we've looked at some of the more recent weather events to have affected the area and we have a good idea about the meanings behind the more common watches and warnings we may receive here at HAFB, let's look at some general actions that you can take whenever you receive notification of a natural disaster watch or warning.

3.1. Before the Event. Don't wait until you receive a watch or warning to stock up on supplies! Review [Chapter 7](#) in this guide to see some recommendations for creating a 72-hour disaster kit and review the hazard specific sections in this chapter to determine what actions you can take for each hazard beforehand. Remember, many of these hazards are seasonal. Enter each season with a plan of action and you won't be caught in long lines before a storm hits, only to find that everything you need has already been sold out.

3.2. Natural Disaster Sheltering. HAFB does not have any dedicated natural disaster shelters. As a result, for personnel residing in the dormitories and in privatized housing, sheltering is taken in the home. For those residing off-base, the same applies however, many communities will activate temporary shelters if the impact of the event necessitates it.

- **Dormitory Residents.** For personnel residing in the dormitories, the primary room of residence will be utilized to seek shelter during the event. Personnel should remain in their quarters for the duration of the weather event unless the building has been extensively damaged, and they must evacuate. If evacuation is required or ordered, alternate quarters will be assigned during the recovery effort, as directed by installation leadership.
- **Personnel and dependents who reside in privatized housing, or who live off-base, may seek shelter in their local community temporary shelters when they are activated.** (Note: Privatized housing residents are considered part of the community of Lincoln.) Be sure to monitor local news and information channels and social media. You may also monitor the HAFB EM Facebook Group for updates to installation and local area sheltering information (as it is received from the state) during natural disaster events: <http://www.facebook.com/#!/groups/205794276129475>.
- **In the event a natural disaster requires prolonged sheltering, personnel who reside in privatized housing or in the dormitories may report to The Minuteman Commons to receive supplies to sustain them for 72-hours commensurate with family size.** Please note that you will be notified when and if this service is to be provided.

4. SPECIFIC EMERGENCY ACTIONS. Because each weather event/natural disaster is different, we'll delve now into the specifics of the most common events here in this area, along with event specific actions you and your family should take.

4.1. Severe Winter Weather. HAFB is most prone to severe winter weather, storms, and blizzards. Snow can seem like a novelty for those who haven't experienced it before, or who haven't experienced it much, but it can also be dangerous. To ensure that you and your family are properly prepared for the winter months and to weather the storms, you should take the following actions:

- **Winterize Your Home Early.**
 - ✓ Ensure that you have extra blankets readily available at home and in your vehicle, and that each member of your household has a warm coat, gloves or mittens, hat, and water-resistant or waterproof boots.

- ✓ Ensure that your furnace/heating system is in good working order and has been properly maintained and serviced each year before the heating season begins.
- ✓ Seal windows against the cold with caulking and plastic.
- ✓ Be sure that you have a disaster kit stocked and prepared in case your power goes out during a winter storm. See [Chapter 7](#) in this guide for more information on preparing a disaster kit.
- ✓ Ensure that fire extinguishers in the home have been checked and are serviceable in the event that a fire breaks out from the use of alternative heat sources. NOTE: Emergency services may be significantly delayed or even suspended during winter storms, so it's imperative that you have the tools you need to stay as safe as possible indoors.
- Winterize Your Vehicle Early.
 - ✓ Avoid automobile gas line freeze ups by always keeping your tank more than half full.
 - ✓ Make sure that your car has adequate anti-freeze.
 - ✓ Ensure that your tires have adequate traction and are inflated to the proper pressure.
 - ✓ Ensure that your heater and defroster are in good working order.
 - ✓ Ensure that your battery is not more than 3 years old and is carrying a full charge.
 - ✓ Carry a good ice scraper.

NOTE: Don't be fooled by four-wheel drive (4WD)! Snow can accumulate in New England to a point where even 4WD vehicles get stuck easily. Remember, 4WD doesn't help at all when there is ice on the roads!

- Before the Storm...
 - ✓ Ensure that your vehicle has a full tank of gas, or as near to full as you can, during the winter months.
 - ✓ Keep your pantry stocked! Don't wait until the storm is coming to dash to the grocery store, especially for perishable items. Local area store stocks tend to go very quickly when storm watches are issued. Keep a good supply of non-perishable items on hand and don't worry as much about the bread, milk, and eggs that most storm-buyers go for!
 - When a Winter Storm Watch is Issued
 - ✓ Listen to local radio and TV stations for updates and be alert for changing weather conditions. Monitor official social media pages and the HAFB COLD LINE (781-225-2653) for base status updates too!
 - ✓ Avoid any unnecessary travel.

- When a Winter Storm Warning is issued, *stay inside!*
- After the Storm has Passed:
 - ✓ When you venture out after the storm, be sure to wear several loose layers of lightweight clothing. This will keep you warmer than wearing a single, heavy coat. Be sure to wear gloves or mittens, and a hat as well. Cover your mouth with a scarf or balaclava to protect your lungs.
 - ✓ Walk carefully on snowy, icy sidewalks.
 - ✓ Take care when shoveling! Each year, people over-exert themselves when shoveling their driveways and sidewalks. This has led to back injuries and even fatal heart attacks.
- If You Lose Heat During the Storm:
 - ✓ Seal off any unused rooms in your home by stuffing towels or rags in the cracks under the doors.
 - ✓ Cover the windows with blankets or sheets if you have extra available.
 - ✓ Use only those devices that are designed for heating indoors as emergency heating devices and observe all safety precautions when doing so.
- If You Become Stranded in Your Vehicle:
 - ✓ **STAY IN YOUR VEHICLE!**
 - ✓ Run the engine at 10-minute intervals for heat, but to avoid carbon monoxide poisoning, ensure that the exhaust is free and clear of snow, and crack the vehicle windows. People die each year from accidental carbon monoxide poisoning in the vehicles when clearing them out of snowbanks or waiting for roadside assistance after getting stuck in winter storms!
 - ✓ Make yourself visible to rescuers by tying a bright cloth or object to your antenna. Turn the dome light on at night but **ONLY** when you are running your engine.
 - ✓ Have a winter survival kit in your vehicle.
- Winter Survival Kit for Your Vehicle. The following items should be maintained in your vehicle during the winter months:
 - ✓ A blanket
 - ✓ Some sort of bright cloth or flagging ribbon to tie to your antenna to alert officials
 - ✓ A flashlight with spare batteries
 - ✓ An extra change of clothing (should you become wet)
 - ✓ Non-perishable foods and a manual can opener for canned goods
 - ✓ A can and waterproof matches (to melt snow for drinking water if necessary)

- ✓ A compass
- ✓ A shovel
- ✓ Sand
- ✓ A tow rope
- ✓ Jumper cables
- ✓ A first aid kit

4.2. Floods. According to MEMA, flooding is the most common and costly natural disaster events that occurs in Massachusetts annually. While offshore storms cause coastal flooding, heavy and persistent rainfall, along with melting ice and snow during the spring, are a concern across the state. Although HAFB does not experience coastal flooding, there are areas of privatized housing that are prone to flooding during heavy rains. If you reside off-base, you may contact your local Office of Emergency Management, or simply look online at FEMA's Floodmap Portal: <https://msc.fema.gov/portal> to see if your address is prone to flooding or lies in a floodplain. Remember though, even if you do not reside in a floodplain, floods may still occur in your community.

- Prevention/Planning.
 - ✓ Assemble a disaster kit and store it in a safe, elevated location in your home. See [Chapter 7](#) for recommended contents.
 - ✓ Keep important records in a fire and waterproof box or container.
 - ✓ Purchase flood insurance. Losses due to flooding are almost never covered under regular homeowner's insurance.
- If Flooding Occurs.
 - ✓ Move contents on the first floor of your home to a higher level in the house.
 - ✓ Remove or open cabinets and doors so that they do not swell, and stick shut.
 - ✓ If possible, turn off the water, gas, and electricity in your residence, and cover or remove furnace and gas burners.
 - ✓ For families residing in privatized housing, coordinate these activities through the housing maintenance office at (781) 861-1471.
 - ✓ For dormitory residents, contact the CE Customer Service Desk at (781) 225-2990.
 - ✓ For personnel and dependents who reside off base, contact your local utility providers and/or landlords/property managers.
 - ✓ Evacuate or elevate all supplies that will be needed to clean up after the flood such as mops, buckets, gloves, hoses, etc.

- After the Flood.
 - ✓ Make every attempt to avoid walking or standing in floodwaters. Floodwaters are often contaminated with sewage, debris, dead animals, and so on.
 - ✓ Boil drinking water before using it. Water should be brought to a rolling boil for one full minute, and then cooled off for at least 30 minutes prior to drinking.
 - ✓ Throw away all food that has come into contact with floodwaters. This includes un-opened canned goods.
 - ✓ Inspect your home for cracks in the foundation and other damage prior to entering after a flood. If damage is found and you live in privatized housing, report it to the housing maintenance office at (781) 861-1471. If damage is found in the dormitories, contact the CE Customer Service Desk at (781) 225-2990.
 - ✓ Report broken utility lines or other damage. For privatized housing residents, contact housing maintenance at (781) 861-1471. Dormitory residents should contact the CE Customer Service Desk at (781) 225-2990. Personnel and dependents who reside off-base should contact their utility companies or property managers/landlords.
 - ✓ Stay off the roads as much as possible to allow emergency crews access.
 - ✓ Do NOT drive through floodwaters. It takes just 12 inches of rushing water to carry away most cars and just 2 feet of rushing water can carry away SUVs and trucks. Floodwaters are often murky and deceptive. If roads are flooded or closed, seek alternate routes.

4.3. Hurricanes/Tropical Storms. Perhaps this quote from the former Director of MEMA, Mr. Don Boyce, best sums up hurricanes and tropical storms for the New England region: “New England is in the unenviable position of receiving all three types of hurricane threats. Depending upon the storm’s track and landfall location, we can experience coastal inundation from the storm surge, widespread inland flooding from rivers and streams, and widespread wind damage.” When storms do reach New England, they are typically between Tropical Storm strength to a Category III hurricane however, in recent years, the trend has been to focus less on the category of storm and more on the storm itself. A category 3 storm that is concentrated over a smaller area can do more damage than a category 5 storm that’s spread out over a larger area. And although we tend to focus on the coastal areas during hurricanes and tropical storms, the west side of the eye of the hurricane is just as dangerous. A hurricane moves in a counterclockwise fashion which draws moisture from the ocean and deposits rain inland. This, along with hurricane strength winds, can cause extensive damage in the western portions of New England, and even as far as New York state, which is exactly what happened when Hurricane Irene struck the region in 2011.

- Points to Remember About Tropical Storms and Hurricanes in New England – and How They May Affect HAFB.

- ✓ Any named Tropical Storm that enters the Bahamas has the potential to affect New England. This does not mean that it will definitively reach the region, but it should be monitored.
 - ✓ The predicted time of landfall is not necessarily when the storm will begin to be felt. The first effects of the storm may arrive up to 13 hours before landfall.
 - ✓ In New England, hurricanes typically exhibit winds that are worse to the east, while heavy rains fall mainly in the west.
 - ✓ HAFB is far enough inland so as not to be affected by any tidal surge in the event that a hurricane does make landfall in Massachusetts; however, we will be subject to hurricane force winds and heavy rains that can cause extensive damage to base structures, and flooding in low lying areas on the installation. It should also be noted that the Fourth Cliff Recreational Area in Scituate, MA that is owned and operated by HAFB is located right on the coast and would be affected by any storm surge that may occur. All Fourth Cliff patrons must abide by all instructions and orders received by local emergency responders, and the installation.
- Before the Storm:
 - ✓ Ensure that you have a disaster supply kit. (See [Chapter 7](#) in this guide.)
 - ✓ Make arrangements for pets. Many shelters will not take them.
 - ✓ Have an evacuation plan ready. If you are ordered to leave your community or home, know where you will go.
 - ✓ Take precautions against flooding as outlined earlier in this chapter.
 - ✓ If allowed, ensure that you have supplies on hand to board up windows and glass doors in the event that the storm tracks toward New England.
 - During a Tropical Storm/Hurricane Watch.
 - ✓ Monitor the storm.
 - ✓ Check your emergency supplies and ensure that nothing has expired, and that everything is in good working order.
 - ✓ Fuel your vehicles.
 - ✓ Bring in any objects from outside that could be turned into projectiles by high winds such as patio furniture, lawn care equipment, grills, toys, etc.
 - ✓ Secure windows with shutters, boards, and tape (if allowed).

- ✓ Store clean drinking water in bathtubs, jugs, bottles, etc.
- During a Tropical Storm/Hurricane Warning.
 - ✓ Continue to monitor the storm, and follow any instructions received from the installation or your local community.
 - ✓ Store valuables in watertight containers and move them to higher ground.
- During the Storm. Remain sheltered. If you are in your home, stay away from windows, skylights, and glass doors. Do not leave your residence unless specifically directed to by the installation, privatized housing management, or your local community responders.
- Evacuation. If you are ordered to evacuate, follow all instructions disseminated by the installation or your local community officials. Know your community's evacuation zone and plan in advance (go to MEMA's "Know Your Zone" page to see what evacuation zone you fall under: <http://www.mass.gov/eopss/agencies/mema/emergencies/hurricanes/hurricane-evacuation-zones.html>).
- After the Storm.
 - ✓ If you evacuated during the storm, do not return home until you are directed to do so.
 - ✓ Open windows and doors to ventilate and, if necessary, dry your home.
 - ✓ Check for spoiled food in the refrigerator.
 - ✓ Take pictures of any damaged goods in your home for insurance claims.
 - ✓ Drive only if absolutely necessary, until recovery efforts throughout the community are complete.
 - ✓ Stay away from downed utility wires. Always assume that any downed wires are live.
 - ✓ Find out if the water in your community is safe to drink. Boil water until you're told the supply is safe.

4.4. Earthquakes. Massachusetts is in a moderate earthquake zone and experiences several small tremors every year. Although the last major earthquake occurred in 1755, seismologists warn that such an event occurring again is less a matter of "if" and more a matter of "when." In recent years, several small earthquakes have been felt in southern and eastern MA. Because much of the construction and infrastructure in New England is considered historic, an earthquake of a magnitude of 6.0 could be highly destructive. It should be noted that newer construction is built

to the earthquake zone standard for the region, but even that is no guarantee against destruction.

- Pre-Planning. There are steps you can take to minimize loss or damage in the event of an earthquake.
 - ✓ Store hazardous materials such as pesticides or flammable products in closed cabinets, close to the ground.
 - ✓ When hanging heavy items on walls, ensure that they are placed in areas away from where people would commonly sleep or sit.
 - ✓ Secure heavy furniture to the walls whenever possible.
 - ✓ Identify safe places inside, such as interior walls and doorframes, and make note of areas outdoors that are away from buildings, trees, bridges, and powerlines. Be sure to annotate these as “Designated Safe Spots.”
 - ✓ Develop a Family Emergency Plan as outlined in [Chapter 7](#).
- During an Earthquake.
 - ✓ If possible, go to your designated safe spot.
 - ✓ If you are driving, pull over and stop as soon as possible. Try to pull over in an area that is clear of bridges, overpasses, trees, buildings, and power lines.
- After an Earthquake.
 - ✓ Be prepared for aftershocks that can cause additional damage. If this happens, drop, cover, and hold on. Typically, aftershocks are not as strong as the main earthquake, but they can cause more damage.
 - ✓ If you are in a building that has been damaged, evacuate the facility and do not re-enter until cleared to do so.
 - ✓ Inspect your home for structural and utility damage and report it to Hunt Housing or you landlord/utility company.
 - ✓ If you are in a heavily damaged area, follow all emergency responder instructions.

4.5. Tornadoes. Although at least two tornadoes have been confirmed in eastern Massachusetts in the last 2 years, tornado activity is still quite rare in this area. Nevertheless, they can and do occur. (Similarly, microbursts have affected the communities surrounding the installation in recent years; however, for the purposes of this guide, we have broken them into their own, separate categories.) Please note that tornadoes can develop so rapidly that there may not be any advanced warning.

- During a Tornado Watch:
 - ✓ Monitor local news channels, radio, social media, and your preferred ALERT! messaging system (e.g., cell phone SMS, email, etc.).
 - ✓ Be alert for the approaching storm. Look for revolving, funnel shaped clouds; a dark, almost greenish sky; large hail; dark, low-lying clouds; and/or a loud roar, similar to a freight train.
 - ✓ Avoid places with wide span roofs such as auditoriums, cafeterias, supermarkets, or shopping malls.
 - ✓ Be prepared to take shelter immediately. During a watch, make sure everyone in your household (including pets) is gathered together, and have your disaster supplies with you.
- During a Tornado Warning:
 - ✓ Seek shelter in a basement or storm cellar if possible. If that's not possible, go to an interior room on the lowest level of the building such as a closet or hallway. Put as many walls as you can between you and the outside. If one is available, try to get under a sturdy table and use your arms to cover your head and neck.
 - ✓ Make sure you are in the center of the room where you are sheltering. Corners attract debris.
 - ✓ If you are outside, get out of your vehicle immediately and seek shelter in the lowest floor or basement of a nearby building. If there are no buildings nearby, seek a low-lying and flat location. Do NOT seek shelter under bridges or overpasses!
 - ✓ Watch out for flying debris. This is the leading cause of injuries and fatalities in most tornadoes.
- After a Tornado:
 - ✓ Follow the instructions of emergency responders and continue to monitor the HAFB notification and warning networks, as well as local media, for updates.
 - ✓ Help any injured or trapped persons, however, do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury.
 - ✓ Do not enter damaged facilities until authorities deem them safe.
 - ✓ If you smell gas or chemical fumes, leave the area immediately and call 911.

4.6. Drought. Communities may be impacted differently when drought conditions occur. Your local community or the Massachusetts Water Resource Authority may issue blanket water restrictions to help conserve water for the area. Ensure that you adhere to any water use restrictions during a drought. Refrain from excessive use of water to include filling pools and landscaping usages, and consider investing in rain barrels to capture any rain fall that may occur. Additionally, avoid outdoor burn pits and ensure that all barbecue and smoking materials are disposed of correctly. Drought conditions create wildfire conditions, and during a drought, it is much more difficult to combat wildfires!

4.7. Wildfires. In 2022, there were four major wildfires that burned throughout the summer. Although no homes were destroyed and there was no loss of life, the fires did burn close to residential areas in eastern MA.

- Prevent Wildfires! It is believed that the careless disposal of smoking materials and/or illegal campfires caused all of the fires in 2022.
 - ✓ Ensure that all smoking materials are fully extinguished. Do not flick cigarettes out of car windows, or into mulch beds.
 - ✓ Avoid open fire pits and wood burning fires outdoors. Stray ash and sparks can ignite a wildfire very quickly in dry conditions.
 - ✓ Dispose of all coals, hot ash, and barbecue materials appropriately.
 - ✓ Do not build a fire in an area where such activity is restricted and adhere to all burn restrictions.
- If you live in an area where an active fire is occurring:
 - ✓ Listen to first and emergency responders. If they tell you to evacuate, leave the area.
 - ✓ Keep windows closed. The smoke from fires can be toxic.

Chapter 3 – ACTIVE SHOOTER LOCKDOWN ACTIONS

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1. OVERVIEW. An active shooter event is defined as an event where one or more shooters are actively engaged in killing or attempting to kill people in a confined or populated area. Here in the United States, the number of active shooter events has been on the rise in the last 20 years, as have the number of events that have occurred on military installations. Following the simple steps outlined in this chapter can save your life, and these can be applied to public spaces off-base too. For further, non-emergency information regarding actions that should be taken during an active shooter incident, contact the 66th Security Forces training section at (781) 225-5628. To report an active shooter, contact the Base Defense Operations Center by dialing 9-1-1 from a landline, or (781) 225-5000 *1 from a cell phone. You should also review the HAFB What-to-do-If Guide, located on the Emergency Management Community SharePoint (<https://cs2.eis.af.mil/sites/22388/HAFBEM/Guides/Forms/AllItems.aspx>) and in the documents section of the Emergency Management Facebook Group

2. LOCKDOWN VS. SHELTER-IN-PLACE. Lockdown is often confused with shelter-in-place, but the two are very different concepts and should be differentiated immediately. If you are directed to shelter-in-place for a HAZMAT event, you would proceed to your nearest, designated shelter-in-place room and wait for further instructions, or release from this posture once the threat or hazard had passed. If, however, you are directed to lockdown your facility, gathering everyone in one or two rooms presents what is known as a “target of opportunity.” You have effectively created a room full of easy targets for the shooter(s). HAFB Facility Managers and Emergency Management Program Representatives at the unit level should ensure that they are clear on the differences between the two, and don’t allow unit personnel to implement a shelter-in-place for an active shooter event.

3. WHAT TO DO IN AN ACTIVE SHOOTER LOCKDOWN. Now that you know what *not* to do (i.e., shelter-in-place), here are the steps you should take in the event of an active shooter on HAFB:

3.1. General Actions. When you are alerted to an active shooter on the installation, whether the shooter’s location is known, you should ensure the following:

- Disregard facility alarms unless you can see flame or smoke. It may be an attempt to flush out the building you’re in to create an easy target for the shooter.
- Remain in hiding until you receive the all-clear message, and follow all instructions received from First Responders.
- Be aware that Security Forces will make a dynamic entry into whatever facility the shooter is in, and they will not render aid to victims until the threat has been neutralized or a follow-on team enters behind them to assist and evacuate everyone. This can be a frightening event in its own right, but it’s imperative that you follow their instructions to the letter and remember the following:

- ✓ Keep your hands empty and visible.
- ✓ Do not run up to law enforcement personnel making entry.
- ✓ Do not shout or yell at law enforcement personnel for help.
- ✓ Comply with all directions or orders received from law enforcement personnel immediately. Do not hesitate or think about the direction – just follow it.
- ✓ Avoid making quick movements.

3.2. Active Shooter Inside Your Facility. If the event is occurring in the facility where you are presently located, take the following actions:

- Run or evacuate the area. Move away from the sound of gunfire or the commotion, and once outside, place as much terrain and as large a barricade (e.g., dumpster, vehicle, another building) between yourself and the shooter as possible.
- Hide. If you are unable to safely escape the area or your facility, get as far away from the shooter as you can and hide. It is imperative that you remain as quiet as possible while you are in hiding. Try to hide in a lockable room and turn off the lights if you can, but any kind of block between the shooter's line of sight and you will help.
- Fight. This is an absolute last resort. If the shooter is in your sights, attempt to throw something or otherwise distract them and escape if you can, but if it comes down to a confrontation, fight for your life. Fight dirty – use any weapons of opportunity and aim for the face and eyes.

3.3. Active Shooter NOT In Your Facility. If you are notified of an active shooter event on the installation but it is not occurring in your location or area, you still need to abide by the lockdown order. These events are continuously evolving so it's important that you take the following actions:

- Lock your facility doors and windows if possible.
- Turn off facility lights and draw the blinds or otherwise cover the windows if you can.
- Ensure that personnel are out of the hallways, common areas, or other points of congregation and await further instruction or notification that the lockdown has been lifted.

Chapter 4 – DISEASE OUTBREAK / PANDEMIC RESPONSE

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1. EPIDEMIC OR PANDEMIC? We've often heard the terms, and equally as often used them interchangeably, but the difference between an epidemic and a pandemic is scale. Where an epidemic is a spike in a disease in a localized area, like a city, county, or even state, a pandemic is a national or global outbreak of a disease. Public Health officials work hard to prevent epidemics from becoming pandemics, but as we know, global spread of communicable disease can't always be controlled.

2. WHY WORRY? There have been 4 Influenza pandemics in modern history, beginning with the 1918 Influenza pandemic that had much the same effect on the economy and population as the COVID-19 pandemic. Three other Influenza pandemics have occurred since – all were forms of a Novel Influenza A virus that we did not have medical intervention, such as a vaccine, developed for. The most recent pandemic; however, was not Influenza. It was Novel Coronavirus 2019 (COVID-19) and the scale of this pandemic outstripped that of the 1918 Influenza pandemic.

3. STOP THE SPREAD. Whether Influenza, COVID, Severe Acute Respiratory Syndrome (SARS) virus, or another disease that is spread via droplets from normal breathing, coughing, or sneezing, everyone can play a part in slowing the spread of disease, even when a vaccine or medical treatment is not widely available, or even yet developed.

3.1. Listen to the Medical Experts. Whether we like it or not, most of us do not have degrees in emerging infectious disease, virology, or medicine. Just as we wouldn't want another person telling us how to do our job when they have little to no experience or in-depth understanding of what we do, so we need to remember to respect our medical experts and heed their warnings and recommendations.

3.2. Follow Public Health Protocols. The most common non-medical interventions that are in our control during a pandemic are physical distancing, mask wear, and handwashing. In almost every instance of spikes and resurgences during the pandemics from 1918 to today, the common contributors were people breaking public health protocols and not wearing masks or face coverings and convening in groups outside of the immediate home group. We know that pandemic fatigue is real, and the mental health affects cannot be downplayed, but the only way to see through to the end is to listen to your Public Health officials and follow the recommendations or, in drastic cases, rules, regulations, and laws put in place to prevent disease transmission. If a public health emergency or pandemic notice has been declared:

- Wear a mask whenever you're outside of your home. The mask should cover your mouth and nose. If you're using a cloth mask or covering, wash it every time you return home.
- Adhere to physical distancing protocols. Stay at least 6-feet from other people whenever possible.

- Wash your hands frequently. Use warm water and soap, and wash for at least 20 seconds. Use hand sanitizer when hand washing isn't possible and disinfect frequently touched surfaces such as doorknobs on a regular basis.
- Avoid gatherings. Local officials will put out direction on the number of persons that may congregate in one area, both inside and outside, so be sure you follow that guidance. Remember, even with physical distance protocols in place, any indoor gathering can become a hot spot for transmission.
- Avoid unnecessary travel during a pandemic. As much as we want to see our family and friends, visit new places, or simply get away for a few days to relax, doing so during a pandemic can lead to infection – either yourself or someone you've unnecessarily exposed. It's hard to stay put, but during a pandemic, it's the safest thing you can do. If you must travel, ensure that you quarantine for the amount of time officials at both ends of your trip determine is necessary. That means self-isolating for the directed number of days on arrival and return.
- Get vaccinated if vaccines are available! It was the development of the Flu Vaccine during the 1918 pandemic that finally brought that pandemic to an end. Today, in areas with high vaccination rates, although Flu and COVID are now endemic (that is, they're here to stay), the fatality rates and number of people hospitalized with serious illness are far lower than areas with low vaccination rates. Vaccines save lives and help us get back to normal faster.

Chapter 5 – TERRORIST THREAT & USE OF CHEMICAL, RADIOLOGICAL, BIOLOGICAL, OR NUCLEAR (CBRN) OR TOXIC INDUSTRIAL CHEMICAL/MATERIAL (TIC/TIM) WEAPONS OR DEVICES

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1. TYPES OF INCIDENTS. Although there is a professional consensus that terrorists are moving away from large-scale orchestrated attacks utilizing weapons of mass destruction and more toward lower tech attacks such as the use of shootings and small explosives, terrorists may still plan or attempt to use chemical, biological, radiological, or nuclear (CBRN) weapons or devices to carry out their mission. More frequently, they will resort to small arms, conventional explosives such as car or truck bombs, kidnappings, and assassination. While these conventional types of attacks are still more common in Europe and the US than the use of CBRN weapons or devices, these types of attacks cannot be ruled out and everyone should be aware of what they are, how they may affect you, and what you can do to minimize harm to yourselves and your loved ones.

2. IN THE EVENT OF AN ATTACK ON HAFB. If an attack or incident occurs on HAFB, you will likely be directed to shelter-in-place in accordance with the actions outlined in [Chapter 1](#) in this guide.

3. PREVENTATIVE MEASURES YOU CAN TAKE. The Department of Defense employs the use of Force Protection Condition (FPCON) measures as one method of protecting personnel and assets from terrorist attack. When implemented and followed correctly, each FPCON level is designed to protect personnel, dependents, facilities, and assets from attack based on known intelligence. With that in mind, there are also measures that each individual can take to help protect the installation and prevent themselves from becoming a target.

3.1. Situational Awareness. The very nature of terrorism suggests that there may be little to no warning before an attack. Be aware of your surroundings at all times and be on the lookout for suspicious behavior.

3.2. Don't let yourself become a target! Your association with the Air Force, whether you're a service member, civilian employee, contractor, or a dependent, can make you a "soft target" for terrorists or lone-wolf actors who may be inspired by calls to commit terrorism issued by larger, more organized groups. A soft target is a target that is not ideal but will suffice to convey a message.

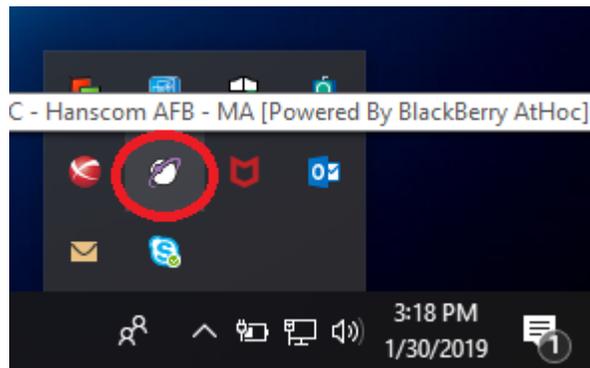
3.3. Report Suspicious Activity. If you believe that you have witnessed suspicious activity or have been targeted in some way, contact the US Air Force Office of Special Investigations (AFOSI) at 781-225-5861.

Chapter 6 – INSTALLATION NOTIFICATION AND WARNING SYSTEM (INWS)

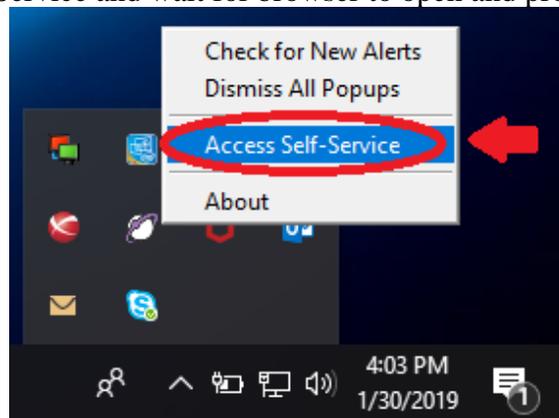
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- 1. GENERAL.** HAFB disseminates emergency warnings in multiple ways. In addition to encouraging personnel to listen to local television and radio broadcasts, the installation employs the use of Giant Voice, AtHOC network notifications, LAN pop-up notifications on network enabled computer terminals, recalls, and social media.
- 2. ACTIONS YOU SHOULD TAKE.** If you have been alerted to a potential disaster or incident, follow all instructions that you may receive by way of any of the aforementioned methods. Follow instructions received from first and emergency responders, your commander/director/supervisor, and any other means you receive them.
- 3. CHECK YOUR INFORMATION IN ALERT!** AtHOC is the primary means by which HAFB personnel will be notified that something is happening or may happen. All personnel, including civilians and contractors with CAC enabled computers, should ensure that they have the most current contact information in the AtHOC system. To do this:

Step 1: Go to bottom right corner of screen and select the ^ icon. Right-click on “white/purple globe”



Step 2: Click on Access Self-Service and wait for browser to open and prompt to enter CAC PIN



Step 3: Fill in the boxes and use the drop downs to enter your information. Note: Click Select to change your assigned unit.

The screenshot shows a 'My Profile' form with the following fields and annotations:

- User ID:** [Redacted]
- User Information:**
 - Title/Greeting: [Text box]
 - First Name: [Text box] ←
 - Last Name: [Text box] ←
 - Display Name: [Text box]
 - Service *: Air Force (dropdown) ←
 - Affiliation *: Please Make a Selection (dropdown) ←
 - Grade: None (dropdown) ←
 - Supervisor Name: [Text box]
 - Cubicle/Office Number: [Text box]
 - Building Number: [Text box]
 - Assigned Unit *: /66-Air-Base-Group/Group-Staff-Agencies/66-ABG-Command-Post-(CP) Select (dropdown) ← and circled in red
 - Organization Address Street: [Text box]
 - Organization State: Massachusetts (dropdown)
- Text Messaging:**
 - Duty Cell Text: [Text box] ←
 - Text Messaging: [Text box] ←
- Email:**
 - Work Email Address: [Text box] ←
 - Personal Email Address: [Text box]
- Voice:**
 - Work Phone Number: [Text box] ext [Text box] ←
 - DoD Mobile Phone Number: [Text box] ext [Text box] ←
 - Personal Mobile Number: [Text box] ext [Text box] ←
 - Home Phone Number: [Text box] ext [Text box]

Buttons: Cancel, Save

Step 4: Select your unit or organization from the Org tree, then click Apply

The screenshot shows the 'Select the Organizational Position' dialog box with the following content:

- Expand All | Collapse All
- Assigned Unit **Select your Unit or Organization**
 - 66-Air-Base-Group
 - Group-Staff-Agencies
 - AFLCMC
 - GSU/Tenant-Units
 - AFNWC/NC

Buttons: Cancel, Apply (indicated by a red arrow)

Selected path: /66-Air-Base-Group/Group-Staff-Agencies/66-ABG-Command-Post-(CF)

Step 5: Click Save at the main User “My Profile” screen to save changes



4. GIANT VOICE ANNOUNCEMENTS. Besides AtHOC, you may also hear verbal announcements or signal tones over the installation’s public address system (aka, The Giant Voice). These are typically followed by an alert from the AtHOC system; however, please refer to the Be Ready visual aid (next page) to determine what the Giant Voice signals and warning tones mean.



U.S. AIR FORCE EMERGENCY NOTIFICATION SIGNALS

IF YOU HEAR

DISASTER WARNING

3-5 Minute Steady Tone

ATTACK WARNING

3-5 Minute Wavering Tone

SHOOTER WARNING

*Lockdown
Lockdown [Location]
Lockdown*
Phrase Repeats 3 Times

ALL CLEAR

Voice Announcement

THIS INDICATES

A Disaster/Incident
is Imminent or
in Progress

An Attack/Hostile
Act is Imminent or
in Progress

Active Shooter
Incident
is in Progress

Immediate
Disaster or Threat
has Ended

INDIVIDUAL ACTIONS

- Be Alert
- Take Cover or Evacuate to Safety
- Follow Instructions
- Account For Personnel

- Be Alert
- Execute Security Measures
- Follow Instructions
- Account For Personnel

- Remain Calm
- Implement Lockdown Procedures
Based on Your Location

- Remain Alert
- Account For Personnel
- Report Hazards, Injuries,
and Damage



www.BeReady.af.mil

Chapter 7 – CREATE A FAMILY EMERGENCY PLAN

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1. GENERAL. You may be asking yourself why you should have a plan when surely, the base already has plans in place. While it's true that the base does have emergency plans in place for all manner of potential events and incidents, you need one too. This chapter is intended to help you [develop your own family plan](#) to ensure a smooth recovery for you and your family members. With that said, keep in mind that a family plan is only effective if everyone in your household knows their role and what actions they need to take – and yes, this includes the kids too. Include the whole family in the planning process and, just like we do at the installation level, exercise and practice your plan periodically too!

2. HOME PREPAREDNESS. Just as a seatbelt can save your life in a vehicle accident, preparing your home *before* disaster strikes can help to save lives, your property, prevent injuries, and reduce the overall amount of cleanup/salvage afterwards.

2.1. Things to Consider / Do. When you first arrive in your new home, whether on or off base, take the following into consideration:

- Secure large appliances and tall pieces of furniture to wall studs using straps or bolts.
- Avoid putting beds against or under windows or hanging fixtures such as chandeliers.
- Place bookshelves, hutches, and heavy hanging objects away from sitting and sleeping areas.
- Familiarize yourself and your family members with utility shut off valves and switches in your home.
- Identify major repairs needed. Damage, especially significant damage, to your residence can become exponentially worse or even cause a cascade effect of damage during a disaster. Dormitory residents should contact the Civil Engineering Customer Service Desk at 781-225-2990. Privatized housing residents should contact the privatized housing maintenance office at 781-861-1471. For personnel living off-base in leased property, ensure that major repairs were identified during your walk through with the landlord or property manager prior to lease signing. If they were overlooked at that time, ensure that you report any damages and repairs needed to them as soon as they're discovered.

2.2. Create and maintain a 72-hour disaster kit for Your home and Vehicles. Be sure that you store the kits in a safe place with easy access (e.g., in a closet, under the bed, etc.) and conduct an inventory at least twice a year to ensure that nothing is expired, batteries are still good, etc. The following lists are suggestions however, you may add things or leave them out as needed. In addition to the recommended items listed here, you should always try to maintain a two-week supply of food, water, medications, and consumables. When creating your kits, ensure that you have sufficient quantities of the recommended items to last at least 72-hours.

- ✓ Canned and other non-perishable food items that do not require cooking.
- ✓ Disposable plates, cups, bowls, and utensils
- ✓ A manual can opener
- ✓ Important documents such as identification, valuable papers, insurance policies, photographs, etc. Ideally these should be maintained in a fire and waterproof safe.
- ✓ Personal hygiene items (e.g., soap, deodorant, toothbrushes/paste, washcloths, towels, etc.)
- ✓ First aid kit
- ✓ Prescription and over the counter medications
- ✓ Personal aids (glasses, hearing aids and batteries, etc.)
- ✓ Infant care items (diapers, wipes, formula, etc.)
- ✓ Books, magazines, and toys
- ✓ Battery operated radio
- ✓ Flashlight
- ✓ Batteries
- ✓ Waterproof matches
- ✓ Portable, outdoor camping stove or grill with fuel supply
- ✓ Sleeping bags, blankets, pillows
- ✓ Extra clothing, including wet and cold weather gear for all household members
- ✓ Tool kit
- ✓ A-B-C fire extinguisher
- ✓ Escape ladder for homes with two or more stories
- ✓ Pet food
- ✓ Plastic sheeting
- ✓ Duct tape

3. FOOD AND WATER. The following section is designed to help you cook and hydrate safely during a disaster or emergency event.

3.1. Cooking During a Disaster. There are several methods that may be used to cook when your utilities are out. They include:

- Use or a charcoal grill, hibachi, or small camping stove *outside*. Do not use gas grills and never use any grill or camping stove indoors.
- Heat food with candle warmers, chafing dishes, or fondue pots.
- If you have a firepit outside, create campfire meals in it!
- Canned food can be heated in the can but remember to remove the labels and open the can before heating.
- If your electricity is out:
 - ✓ Use perishable foods from your refrigerator first. During the winter months, you can also store perishables outside in snowbanks to preserve the food.

- ✓ Use foods from the freezer next. Ensure that you have a good idea of what is stocked to avoid constantly opening and closing the freezer door to check on your supplies.
- ✓ Once the perishable foods have been depleted, move on to non-perishable pantry items. But remember, do not use any foods that have been exposed to floodwaters, even if they're sealed in a can.

3.2. Potable Water. During a disaster or emergency event, drinking water may be in short supply or non-existent through conventional means. Flooding and other natural disasters can contaminate public drinking water supplies, or water mains may be damaged to such an extent that the water supply is cut off. It is recommended that you always maintain a two-week supply of bottled water in your home however, if you do not have stored bottled water or a water cooler with sufficient stock at home, there are ways that you can purify tap water for drinking. Please note that water purifiers such as Brita or Pur are not designed to filter out sewage and the other types of impurities that contaminate water supplies during disaster events. These filters are NOT considered an effective or safe means of purifying water supplies during disasters. To purify water safely:

- Bring tap water to a rolling boil and boil it for 1 – 3 minutes. Let the water cool completely before drinking.
- Purchase water purification tablets and follow the manufacturer's instructions for use. These can be bought at most drug stores.
- Use alternative sources of water such as snow, melted ice cubes, water from your hot water tank, or water from the tank of your toilet (NOT the bowl).

4. DRAFTING YOUR FAMILY EMERGENCY COMMUNICATION PLAN. Now that you have your home prepared and your kits built, it's time to write down the plan for your family. We've included a template in this guide for you to print and fill in (see next page). For military families and dependents, work locations may be filled in to include chain-of-command and emergency contact procedures through the American Red Cross.

FAMILY EMERGENCY COMMUNICATION PLAN

**HOUSEHOLD
INFORMATION**

Home #:
Address:.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

Name: Mobile #:
Other # or social media:
Email:
Important medical or other information:
.....

**SCHOOL,
CHILDCARE,
CAREGIVER, AND
WORKPLACE
EMERGENCY PLANS**

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:



**SCHOOL,
CHILDCARE,
CAREGIVER, AND
WORKPLACE
EMERGENCY PLANS**

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

Name:
Address:.....
Emergency/Hotline #:
Website:
Emergency Plan/Pick-Up:

**IN CASE OF
EMERGENCY
(ICE) CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**OUT-OF-TOWN
CONTACT**

Name: Mobile #:
Home #: Email:
Address:

**EMERGENCY
MEETING PLACES**

Indoor:
Instructions:
Neighborhood:
Instructions:

Out-of-Neighborhood:
Address:.....
Instructions:

Out-of-Town:
Address:.....
Instructions:



**IMPORTANT
NUMBERS OR
INFORMATION**

Police: Dial 911 or #:

Fire: Dial 911 or #:

Poison Control: #:

Doctor: #:

Doctor: #:

Pediatrician: #:

Dentist: #:

Hospital/Clinic: #:

Pharmacy: #:

Medical Insurance: #:

Policy #:

Medical Insurance: #:

Policy #:

Homeowner/Rental Insurance:

#:

Policy #:

Flood Insurance: #:

Policy #:

Veterinarian: #:

Kennel: #:

Electric Company: #:

Gas Company: #:

Water Company: #:

Alternate/Accessible Transportation:

#:

Other: #:

Other: #:

Other: #:



USEFUL WEBSITES

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Hanscom AFB Emergency Management Facebook Page (all personnel and dependents, on or off base): <https://www.facebook.com/groups/205794276129475>

Air Force Be Ready! <https://www.beready.af.mil/>

Centers for Disease Control and Prevention: <http://www.cdc.gov/>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov/>

Massachusetts Emergency Management Agency (MEMA):
<http://www.mass.gov/eopss/agencies/mema/>

New Hampshire Homeland Security and Emergency Management:
<http://www.nh.gov/safety/divisions/hsem/>

Connecticut Division of Emergency Management and Homeland Security (DEMHS):
<http://www.ct.gov/demhs/site/default.asp>

Rhode Island Emergency Management Agency (RIEMA): <http://www.riema.ri.gov/>

Maine Emergency Management Agency (MEMA): <http://www.maine.gov/mema/>

Vermont Division of Emergency Management and Homeland Security (DEMHS):
<http://demhs.vermont.gov/>

Environmental Protection Agency (EPA) New England: <https://www.epa.gov/ma>

National Weather Service: <http://www.nws.noaa.gov/>

Traveler's Health: <http://www.cdc.gov/travel/>

American Red Cross: <https://www.redcross.org/>

Federal Bureau of Investigation (FBI): <http://www.fbi.gov/>

US State Department Travel Warnings:
<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

