

VIRGINIA DEFENSE FORCE
PAMPHLET 350-2-1

Training Course

LEVEL II-A
TRAINING COURSE
(SELF STUDY)



This is updated and edited from an E/23/BH product,
to the 1 January 2004 Version, by
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RICHMOND, VIRGINIA 23222

1 January 2004

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II-A COURSE

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1. INTRODUCTION

A. Advanced Training Concepts:

VDF members participate in a five-phase training program. Every new member receives standard Orientation Training covering mission, organization, uniform wear, and basic drill and courtesies. Advanced Training provides mission skills for the role of the member's unit in an emergency. Advanced Training can require up to 36 hours to complete, based on unit mission, and is given on a yearly cycle. So that VDF managers can be assured members have the appropriate skills for a specific assignment, VaDF has a two-part certification program.

B. II-A Training and Certification:

(1) II-A certification is entry level certification in emergency response knowledge that every VDF member should have to perform his or her assigned duties.

(2) II-A certification includes self-study and unit training. The certification process is:

(a) Member studies the material in this manual. Units may use the manual to teach introductory-level classes or discussion groups.

(b) Individual takes a 48 question written examination on the material in this manual. This test is given by the unit and may be closed book with a passing score of 75% or open book with a passing score of 95%. Tests are corrected to 100% at the unit level. The test administrator will then review missed questions with the member.

(3) Completed test answer sheets are forwarded to Division G1. Answer sheets are posted in personnel 201 records.

C. II-B Training:

The II-B program is based on completion of advanced training in each of the mission areas. The Mission Essential Task List (METL) subjects are the guide for this training.

2. ALERTING AND ACTIVATION:

A. Mission:

By the Code of Virginia and Adjutant General Letter of Instruction, the mission of the VDF is to:

- (1) Assume control of National Guard facilities.
- (2) Assist in National Guard mobilization.
- (3) Support the National Guard with family assistance.
- (4) Perform all tasks currently performed by the National Guard to protect life and property.
- (5) Perform tasks unique to the post mobilization environment.

B. What the Mission Does Not include:

VDF is not an armed force. Our mission does not include any function requiring VDF members to be armed or trained in weapons use. The Code of Virginia states VDF members "shall not be armed with firearms during the performance of Training Duty or State Active Duty [44-54.12]. There is no believable scenario in which the armed forces of the United States, the National Guard, or law enforcement would require VDF augmentation as an armed force. VDF members serve the Commonwealth best by concentrating on being highly trained and capable in those missions to which we will be assigned.

C. Activation:

The call to State Active Duty is made by the Governor. VDF personnel cannot perform the emergency duties ruled for in our mission without being called to State Active Duty by an executive order or proclamation of the Governor.

- (1) In an emergency, local communities may request a variety of different types of assistance. The type of assistance they receive is determined by an orderly chain of events.
 - (a) Community identifies a need for emergency assistance (such as clearing fallen trees) that cannot be met by the jurisdiction's resources.
 - (b) Request is forwarded to Virginia Department of Emergency Services at the State Emergency Operations Center (EOC).
 - (c) Staff in the EOC determines what agency with full-time staff will handle the request. Normally requests are filled by state agencies that do

not have to bring additional staff onto the payroll (the tree clearing request might go to the Departments of Transportation or Forestry, for example).

(d) If other state resources are exhausted and the task can be performed by military resources, the EOC will task the National Guard through the State Area Command (STARC) EOC to take the mission.

(e) The Adjutant General's staff in the STARC EOC will determine which National Guard Component (Army, Air, or Virginia Defense Force) will handle the mission. That unit will then be given a warning order and activated for the mission.

(2) This sequence ensures the correct resource is used for emergency tasks and that resources and money are not wasted. From the start, it may take 8 hours for a VDF unit to be called for a mission task. All VDF members must understand that:

(a) VDF is not a fire department or rescue squad. We will not be called for tasks that need an immediate red lights and sirens response.

(b) VDF will not be called for an emergency, if an emergency can be resolved with normal community resources or with mutual aid or with state resources. There is no chance VDF units would be activated for ground search and rescue for a missing person, for a hazardous materials spill, or for an aircraft crash,

(c) VDF will be called for a major emergency that has used up other resources and that will continue over a long period of time. VDF units must be prepared to deal with extremely serious disaster conditions and to support themselves for days. Because we will be called late in the problem, we must be able to mobilize and deploy our personnel quickly.

(3) Unit processing for activation will be similar to National Guard mobilization processing.

(a) Prior to activation, each individual should have completed the following preparations:

1. Family briefed on when the member can be called, for how long, and for what types of duty. Family prepared to take care of itself in the member's absence. Family has basic disaster supplies and is trained in home emergency procedures.

2. Arrangements made, by the individual, for care of children of the VDF member who is a single parent.

3. Wills are current and family members know where the will and where critical documents (such as insurance papers, property deeds, etc.) are

located, Spouses have power of attorney adequate to allow them to conduct business affairs for up to 60 days.

4. Arrangements made to care for property and pets in the absence of a single member.

(b) Each person should report on activation with:

1. Personal documents - driver's license, VaDF identification card, radio licenses, etc.

2. At least a two week supply of any critical personal medicines.

3. Basic load. (those items deemed necessary by individual)

4. Personal medical records or synopsis statement of health, Current record of any immunizations.

(c) Personnel will be processed by units using the current Division activation checklist. No units cut orders placing the individuals on State Active Duty.

(d) Alerting: It is unlikely that an Activation order would come without warning. In an evolving emergency, the activation process would allow for alerting VDF personnel so units are ready to go when the Governor's order is issued. VDF uses two alert states to alert and account for personnel:

1. ALERT ONE: Alert One is a telephone alert. Units will be asked to contact all of their personnel, determine who is available, and report strength to the next higher level
 - a. Companies should be able to complete their alerting in under 15 minutes, and Battalions in under one hour.
 - b. At the same time, units may be instructed to put personnel on TELEPHONE STANDBY. This means you should be at a telephone number where you can be reached and that the person who is supposed to be able to call you knows that phone number. If you have to be away from the telephone, contact the person who calls you and let them know how long you will be out of touch. If you go to another location, check in with the new phone number.
 - c. Any commander may order Alert One, based on local conditions and the probability of an activation.

2. ALERT TWO: Alert Two is a response alert. Members report in uniform to their home armory with vehicles and basic load ready for operations. Troops should use extra caution in driving to ensure we don't lose people and equipment in a needless accident before the emergency starts. The division Commander is the only commander who can authorize an Alert Two.

a. Exercising Readiness: To test the ability of VDF units to respond to emergency taskings, VDF units should conduct their own readiness alerts

1. Emergency Deployment Readiness Exercise (EDRE):

An EDRE is conducted for each VaDF unit at least once a year. EDREs exercise the alerting system. The EDRE itself will be a telephone ALERT ONE. The unit should evaluate its performance based on the ability of the unit to rapidly contact as many of its personnel as possible

2. Operational Readiness Checks (ORC):

ORCs are conducted for units on a random schedule, although each Company and Battalion should expect ORC at least once every two years. ORCs test the ability of the unit to actually mobilize, proceed to a mission area, and perform the mission on which unit personnel have been trained. ORCs will be conducted on scheduled drill days.

3. COMMAND AND CONTROL OF VDF FORCES

A. Command and, OPCON, and TACON: VDF forces may operate in several different command relationships.

(1) Command: For normal administration and training VDF has an established chain of command. Commanders direct the operations, organization, and training of their units. However, command relationships may change in actual emergency operations, and unit leaders at the Platoon, Company, and Battalion level must be prepared for significant changes in who they work for.

(2) Operational Control: For the duration of a major emergency, VDF forces may be reorganized into Task Forces or other organizations. Commanders may be given OPCON of other assigned VDF units. This allows them to determine task assignments, direct unit performance, and reassign forces as required.

(3) Tactical Control (TACON): For individual mission tasks, VDF units may be assigned to TACON of other organizations. The VDF unit commander reports to and receives direction from the organization to which he or she

is attached. When the task is completed, control of the unit goes back to the VDF chain of command.

B. Small Emergencies: In small emergencies VaARNG will request activation of a small number of VaDF personnel to support the responding National Guard units. A Company or Platoon size unit will be assigned to TACON of a National Guard commander the field. In Richmond, VDF liaison will be activated for duty at STARC Headquarters to provide expertise and command and control of VDF resources. Brigade and Battalion headquarters will not be activated as headquarters elements. Total VDF response may be as few as seven to ten troopers.

C. Catastrophes: In a catastrophic disaster, such as Hurricane Andrew was, we can expect the entire VDF to be called to State Active Duty. By law, VDF personnel can be called for up to 60 days of duty at any one time.

(1) Units in Affected Areas: Units home-stationed in a disaster area will not be called to serve as Initial response units. If there is warning of the disaster some VDF personnel may be called prior to the disaster to assist local National Guard units in moving equipment and protecting the armories. However, these personnel will be released to take care of their families and property during the disaster. They may be called to serve as a second relief force during the recovery efforts as VDF units are rotated.

(2) Rotation: A major disaster lasts months. VDF personnel will most probably be employed in rotation, for example, two brigades on and two brigades off in two-week shifts.

(3) Key Resources: Some VDF key resources, including communications, aviation, and Tactical Operations Center qualified staff personnel, may be called for extended periods time.

D. Area of Operations and Area of Responsibility: An area of responsibility (AOR) is a geographical area within which a Commander is responsible for planning, recruiting, liaison with other agencies, and the stationing of forces. Commanders may conduct training and actual operations within the AOR, AORs are relatively permanent, are aligned along county boundaries, and are normally assigned at the Brigade and Battalion level. An area of operations (AO) is an area within which actual operations are conducted. AOs are more flexible, change with the evolving disaster situation, and are assigned down to the Platoon level.

E. Warning Orders and Operations Orders: VaDF units will be activated and assigned missions using the standard warning order (WARNO) and operations order (OPORD) system. WARNOs and OPORDs may originate from the STARC EOC or from the Division. If the Division has published an operation plan or concept plan for a type of emergency, the WARNO and OPORD will normally reference that plan.

(1) Warning Orders: A Warning Order issued to alert a unit that it may be called to State Active Duty and/or to alert a unit to an expected mission tasking, Warning orders have no set format and may be as simple as a phone call "expect activation in five hours to support the 229th Engineers with road clearing in Caroline county." Where possible, a more formal warning order may be given to provide situation, mission, and instructions.

(2) Operations Order: An Operation Order is issued to assign a unit specific mission tasking. Unless a time is specified, an OPOD is normally the formal written authority for a unit to activate, mobilize its personnel and proceed with the mission.

F. Emergency Operations Center: At the Battalion level and above, the key facility from which staffs provide control of operations is the Emergency Operations Center. The Division Emergency Operations Center (DEOC) in a small emergency may be activated as a Liaison Officer in the STARC EOC. In a major catastrophe, the DEOC will probably be established in the Division headquarters building in Sandston.

G. Interoperability: The demands of disasters mean that VDF may have to mix units of different commands to meet the unique demands of the situation. As a result, VDF members must all be trained to the same standard and be able to do our mission tasks in the same way if we are to be successful.

4. COMPANIES AS RESPONSE UNITS

A. Basic Employment Units: The Company is the basic working response unit of the VDF.

(1) VDF companies live in the communities to which they are assigned, know the area of operations, and have established relationships with other community-response organizations.

(2) VDF companies drill in the same armories with the National Guard units they will be called to support. VDF company commanders know their National Guard counterparts and have established working relationships with them.

(3) The company is the size unit that will be needed for most National Guard taskings to VDF units in small emergencies.

B. Platoons as Mission Teams: The four-person Platoon is the ideal unit for response taskings.

(1) Four personnel can fit in two vehicles for response. This meets VDF basic safety criteria at never having fewer than two people in a vehicle and never dispatching a single vehicle on a mission task.

(2) Four personnel can develop into a well-trained team with a high degree of confidence in each other's skills and with the ability to work together smoothly.

(3) Most parts of disaster tasks can be assigned to Platoon-size teams. For example, four personnel can handle evacuation traffic at a major intersection or provide access control to a building or carry an injured person on a stretcher for a short distance or cover a deployment with windshield damage assessment.

C. Continuity of Command:

A basic principle of military command and control is that the senior ranking individual assigned to a unit is in command. If you are the only officer, you are the commander, regardless of whether or not you are filling a Commander's billet on a manning table. If you are the only Warrant Officer and there are no commissioned officers, you are in command. And Sergeants, you are noncommissioned officers – that means you have officer leadership responsibilities, including assuming command, if there is no commissioned officer or warrant officer. **BOTTOM LINE** — if you are the senior person, assume command until you are relieved by a higher-ranking individual.

5. KEY SKILLS

VDF response actions in an emergency center around four basic rules of emergency response: MOVE, MISSION, COMMUNICATE, SURVIVE. To get to where we are needed, VDF units must be able to MOVE in an orderly manner, arriving at the same time in the most efficient way. We then have to have the skills and knowledge to perform the Mission we are assigned - this is the actual hands-on response work. To control our units, to assure troop safety, and to be able to report results, we must be able to COMMUNICATE. Finally, we must be able to SURVIVE in the environment the emergency causes.

A. Move:

(1) Road Maps:

a. The standard road maps VDF uses are:

1. Virginia Department of Transportation (VDOT) state highway map.
2. VDOT county road maps.
3. Local road and street maps. The ADC map book series is commonly used, along with the ADC Virginia road atlas.

b. Although there are differences in the symbols used on road maps, the following guidelines are generally followed:

1. Road signs for routes are generally the same as shown on the maps. Interstate highways are marked with the multicolor Interstate shield, US highways with a black-and-white shield, and state roads with a circle.
2. Major roads generally have distances between major towns or intersections marked. These can be used for rough planning, although the actual distance the ground may differ.
3. Distances on maps and highway signs are measured to the city center. You may go nowhere near the city center.
4. Wider lines equal better roads. Two-color lines are for roads better than one-color lines. Check the legend carefully for roads that are marked as jeep roads, trails, or unimproved - In any poor weather they become impassable quickly.
5. Note the location of rest stops on Interstate Highways. These make excellent convoy rest locations as they have adequate parking, rest rooms, and usually drink and snack machines,

(2) Route Sketches: You may be given a route sketch or a simple strip map showing road directions to your assignment or the VDF staging point. These sketches are not complete maps of the entire route. They cover critical points such as intersections at which you may have to turn, major landmarks by which you can judge your progress, and routes through towns or detours that may confuse you. Between these points there is usually no detail shown, even though there may be a lot of small or even major roads. Strip maps should show approximate distances between key points. If you are issued a strip map or route sketch, make sure you understand exactly what the route is — ask questions and make any additional notes you need.

(3) Route Selection: In selecting routes for emergency movement, you must consider several factors:

- a. Will the route be passable? Consider whether disaster effects will block the road (avalanche, flooding, coastal erosion, collapse, or debris). Will the road be converted to one-way flow for emergency evacuation? If it is still two-way, can you expect an unusual amount of traffic that will slow you to a crawl?
- b. Are services available? Back-country roads may offer a good way to avoid congestion. However, late at night will there be gasoline, wrecker services, food, telephones, etc., available? In most of the state the answer is no.
- c. What is the speed tradeoff? Even a congested Interstate may allow sustained speeds of 40 mph. Two-lane rural roads that pass through

a number of small towns may slow speed advance down to an average of 30 mph.

d. Will there be roadblocks that you can get through? On major roadways, roadblocks will be manned by law enforcement personnel who are briefed what response and recovery resources to expect and how to get them where they are going. Back roads may have the guy on duty who hasn't seen any recovery forces, doesn't want to see any, doesn't know what to do, and doesn't want to find out. The easiest answer is always "No, you can't go through; turn around; and go back where you came from."

(4) Pre-Movement Vehicle Checks: Good movement discipline includes making sure that easily correctable problems will not disable your vehicle. Prior to any movement, operators should check the following (this list should be tailored for your vehicle and is only a guideline):

a. Radio antennas secure, coaxial cable tightly attached to radios, power leads in, microphones attached.

b. Headlights, parking lights, brake lights, and turn signals all operational.

c. Windshield wipers operational and blades in good condition, fluid reservoir full.

d. Windshield and windows clean with nothing blocking the driver's vision, mirrors correctly adjusted.

e. Tires in good condition with sufficient tread, no cuts, no sharp objects stuck in the tires, tire pressure good.

f. Spare tire in good condition, jack and tool on-board vehicle.

g. Fluids at proper levels, including radiator, oil, transmission fluid, and battery (if not sealed).

h. Emergency equipment on-board including working flashlight, flares or reflector triangles, jumper cables, towing strap or rope, chains (for winter), and first aid kit.

(5) Load Planning: All vehicles in a unit should be loaded in a generally similar fashion according to a unit SOP. This makes it easy to find things when you have to send someone to grab a tool or supplies in an emergency. Each vehicle should have a completed load plan that shows who will sit where and where personal, vehicle, and unit equipment will be stowed. Check the load plan prior to loading and follow it.

(6) Small Unit Convoy Procedures: For safety and to allow effective employment of units arriving as a mass, VDF units should move as a convoy. However, a VDF convoy is not a group of vehicles moving as a military convoy. Our vehicles are not distinctive or recognizable as military vehicles and would not be given even the limited courtesy military convoys are afforded by other drivers. The following guidelines should be followed:

- a. Mark all vehicles with distinctive VDF windshield placards so that law enforcement personnel can identify VDF vehicles at roadblocks.
- b. Brief the route to everyone. Identify rest stops every hour, and plan for a meal and fuel stops at standard intervals. Issue each vehicle a strip map. The lead vehicle and the Convoy Commander should have written orders for the movement.
- c. The first, last, and unit commander's vehicles must have radios. Maintain radio contact between these vehicles.
- d. Vehicles depart in a set order and maintain this order through the march. There is no set spacing between vehicles, and no attempt should be made to keep other vehicles from cutting between convoy vehicles.
- e. The convoy will obey posted speed limits and traffic control devices. If the convoy is split at a traffic light, vehicles will adjust speed to allow the delayed vehicles to catch up. Convoy commanders will set a desired average speed for vehicles to maintain on the road.
- f. If a vehicle fails out for breakdown, detach another vehicle to standby to transport the crew after arrangements are made for pick-up, repair, or safe storage.
- g. If a vehicle is involved in an accident or is detained for an infraction of the law, halt the convoy and cooperate with law enforcement officials. This does not mean any member should give up his rights or incriminate himself. Contact DEOC and request staff judge advocate assistance, as required.

B. Perform the Mission:

(1) Armory Takeover:

- a. What: VDF personnel assume responsibility for facilities and property at National Guard armories at which no National Guard units remain.

b. How: VaDF personnel are alerted by the Armory Commander and are requested to assume control of the Armory. The following actions are taken:

1. Confirm State Active Duty authorized.
2. VDF unit Commander, First Sergeant, and Supply Sergeant report to the Armory as requested and establish contact with the VaARNG personnel designated to do handover.
3. Non-mobilized equipment inventoried by the Unit and the VDF, Clear the facilities room-by-room and area-by-area.
4. Ensure Armory users and information file is up to date.
5. Inspect building.
6. Receive building keys.
7. Establish appropriate duty roster to ensure facility is manned or checked as required. Request augmentation, if required.

c. When: When a National Guard unit at a single unit armory or when all National Guard units at a multiunit armory are mobilized for Federal duty.

(2) Family Assistance:

a. What: VDF personnel assist National Guard family members with basic military family support services.

b. How: The National Guard has a well-established family assistance system centered around 8 military installations and 12 National Guard Family Assistance Centers spread across Virginia. VDF will augment the support provided by the existing National Guard and military centers as needed to provide outreach services. Particular areas in which VDF may be requested to assist are providing manpower to help process documents, legal support, and chaplain support,

c. When: On mobilization of the National Guard for Federal service.

(3) Unarmed Security:

a. What: VDF personnel control access to disaster areas and provide a show at force to deter criminal actions, including looting of the disaster area and assaults on relief workers. VDF supports the National Guard and law enforcement by providing coverage for low threat areas.

b. How: Three basic options exist for unarmed security in each case, VDF personnel must understand they have no power of arrest or detention and that they depend on the cooperation of citizens willing to abide by instructions.

1. Access Control: is identifying persons allowed to enter an area, permitting those authorized to enter, and excluding those who are not authorized. Access control is used to control who enters a disaster area after the disaster, often in the form of roadblocks. In some cases you may have to keep residents out or restrict their period of access because of hazards, This will require great tact and compassion for people worried about loved ones, homes, and possessions. Access control is also important for disaster management facilities, including operation centers and communication centers. In this case the problem is keeping the number of people in the facility manageable.

2. Foot Patrols: Foot patrols sweep through areas to check on the security of the area. Foot patrols allow checks of individual buildings and let the patrol talk to and check the identity and welfare of persons in the area. However, foot patrols move slowly and cover a small area in a given amount of time. Leaders of foot patrols must ensure the patrol uses observation to cover as much ground as possible and does not allow itself to be trapped in areas from which retreat is impossible. At least one patrol member should always be observing behind the patrol.

3. Mounted Patrol: Mounted patrols sweep through areas in which roadways are passable, in much the same manner as foot patrols. Mounted patrols must always have at least two vehicles with at least two people in each vehicle. If pedestrians or residents are encountered one vehicle crew remains mounted and one dismounts to interview. Inside the vehicles, each crewmember must be assigned an area to scan, and the tail vehicle must always have one person scanning behind the patrol.

c, Safety: VDF personnel must be committed in sufficient numbers to be a strong, uniformed presence and to deter attacks on the unarmed security guards. The minimum size for any security task is the Company. No unit will be committed without absolutely reliable communications with Battalion. Battalions must have reserves to support Companies rapidly and rapid communications with law enforcement. **BOTTOM LINE** - today's disaster criminals are armed and quite willing to kill in order to continue looting. VDF personnel must be ready to withdraw and call for armed help. VDF forces are never committed where help is unavailable and should never be the sole security force for an area or facility.

d. When: Normally, access control will be required for emergency operations centers from the start of operations. Unarmed security normally required as the actual disaster effects subside and people begin to reenter the area.

(4) Traffic Control:

a. What: VDF personnel direct traffic at key intersections to control flow adding to patterns established by authorities.

b. How: Traffic control is hazardous, requiring a smoothly functioning team to maintain traffic flow. It is vital to understand that traffic control is a function restricted by law to sworn law enforcement officers, and that VDF personnel only perform this function under supervision of law enforcement or when given special officer status.

1. If traffic is moving smoothly and is being adequately controlled by existing signals (lights, signs, and roadway markings), there is no need to control it.

2. Ensure you are visible. Wear a reflective safety vest, have a flashlight with a control wand, wear white or orange gloves, and carry a whistle.

3. Do not enter the flow of traffic unless it is absolutely necessary to traffic control. If possible, control traffic from the side of the road or the corners of the intersection, rather than positioning in the center of the street. This means you may need several people to work an intersection.

4. Make your movements large, clear, and easy to understand. Traffic and audible signals must conform to the standards of the Code of Virginia.

5. Coordinate among the team working the intersection. Make sure each person understands how the traffic is supposed to flow before you change what you are doing.

6. Never make assumptions about what a driver is going to do. Make certain you have eye contact and that the driver understands what you want him to do.

7. Have directions ready. You will be asked where fuel, food, lodging are available and for directions on what route to follow. Know the answers so you can give short directions to keep the traffic flowing.

8. Some people will run through closed road signs and go in whatever direction they want to go in. Stay out of their way. Do not try to stop a car with your body.

(5) Evacuation Notification:

- a. What. VDF personnel go door-to-door notifying residents to evacuate areas that will be affected by a disaster.
- b. How: Evacuation notification must be conducted rapidly and thoroughly to alert all people in an affected area of the need to get out. Evacuation is both an emergency management and a political decision and is usually made by the chief elected official of the jurisdiction.
 1. Wear the VDF uniform. People have a far better response to evacuation notification if it is delivered by an individual in uniform.
 2. Use a standard evacuation notification. Tell people they must evacuate; what the hazard is, when it will arrive, who has ordered evacuation, and where they should go;
 3. If possible, provide a written set of instructions, including what to take with them.
 4. If someone refuses to leave, note the address for checks after the disaster and pass the name and address back to emergency management officials.
 5. If no one is home, leave a copy of the directions tucked into the door and report a no-contact at that address.
- c. When: Evacuation notification is carried out before the onset of the effects of the disaster.

(6) Emergency Transportation:

- a. What: VDF aircraft, vehicles, and boats are used to transport critical personnel and small supplies during an emergency.
- b. How:
 1. Air: Aviation Battalion can fly one or two high-priority passengers and light cargo to any location in the state with an FAA-approved airfield using a single aircraft. Each aircraft is flown with a crew of a pilot and an observer. In general, uncontrolled airfields should be used with caution and unpaved strips should be avoided. Where possible, airfields used will have an airfield control party to coordinate VDF operations and support Airlift is coordinated through the Division EOC.

3. Ground: Infantry units with member-owned four-wheel-drive vehicles can provide transportation for one or two persons or small cargo. Four-wheel-drive vehicles will be dispatched on transportation tasks in pairs for safety and to ensure the ability to complete the mission. In general, such transportation will be for short distances within the disaster area.
4. Water: Infantry units with member-owned, boats on trailer may be able to provide limited water transportation in a disaster area.
- c. Safety: Transportation tasks during an emergency are extremely hazardous. Aircraft may encounter severe weather conditions and visibility and ceilings out of limits. This may preclude carrying full loads. Vehicles can expect blocked, flooded, or washed out roads, poor driving visibility, and treacherous road surfaces. Boats may encounter very rapidly moving and rough water. The first priority of the aircraft, vehicle, or boat operator is the safety of themselves, their passengers or cargo, and their means of transportation. Every task must be evaluated very carefully to make certain that performance limits of man and equipment are not going to be exceeded. BOTTOM LINE – if it is not safe, don't go!
- d. When: Expect requests for emergency transportation during the initial phases of recovery, immediately after the main effects of the disaster have passed.

(7) Emergency Communications:

- a. What: VDF provides long and short range communication to support the National Guard and other tasking agencies.
- b. How: VDF communications fall into three basic categories:
 1. Long Haul High Frequency: VDF high frequency (HF) stations provide a statewide communications net that can be used to relay disaster messages anywhere in Virginia. Complete HF radio stations with transmitters, power supplies, antennas, cabling, and two-person operator teams can be deployed by air or road whenever needed.
 2. Short Distance Tactical Communications: VDF has limited capabilities to support communication needs within a disaster area using Very High Frequency (VHF) and Citizen Band radios. Citizen Band Capability provides a way to communicate with the general public, provide instructions and gather information.
 3. Interface VDF communications includes a number of licensed Amateur Radio operators. These individuals have the capability to

bridge VDF and agency communications with the Radio Amateur Civil Emergency Service (RACES).

c. When: Communications will be critical in the immediate post-disaster period. Requirements can be expected to extend into the middle of the recovery period.

(8) Aerial Damage Assessment:

a. What: Use of VDF aircraft to assess damage within geographical areas in a disaster. This includes residential and business area damage, flooding, blockage of transportation arteries, destruction of bridges, and movement of refugees.

b. How: Aircraft are dispatched to do:

1. Point Surveys: Aircraft flies over specific points that emergency managers need surveyed. These may such facilities as dams, bridges, or key facilities. The crew reports the degree of damage or if the facility appears intact.

2. Route Surveys: Aircraft flies a specific route, and crew notes any damage along the route. This is mainly used to survey roads or railroads, and could be used to determine the movement of refugees from a disaster area.

3. Area Surveys: Aircraft flies a pattern over a relatively large area to determine the degree of damage. This technique would primarily be used for detecting fires, determining the extent of flooding, identifying areas of residential or business property damage, or surveying ports.

c. Techniques Used: Aircraft fly primarily at low altitudes (500 to 1000 feet) to allow observers to visually scan the area. Reports may be in real-time over VDF radio or on landing. May use cameras for instant photographs or videotaping.

d. When: Usually used early after the onset of a disaster to help plan rescue and recovery.

(9) Rapid Ground Damage Assessment:

a. What: VDF personnel in vehicles provide rapid coverage of damaged areas to determine the extent of damage and its impact on the people who live in the area.

b. How: Emergency Management and the American Red Cross have different objectives for damage assessment. However, the following applies to both types of damage assessment.

1. Preliminary damage assessment, often called "windshield survey." is a rapid initial check to determine the general scope of the disaster. While data may be collected building by building, it is an initial assessment, not a detailed engineering study of the degree of damage.

2. Two-person teams in a vehicle with radio communications is the basic windshield damage assessment unit. A Company could easily coordinate rapid assessment in a development or neighborhood assigning vehicles to streets and ensuring the entire area is covered.

3. Generally, each building is classified as not damaged (no obvious damage visible from the street), lightly damaged (building appears to be usable, but there has been some damage), heavily damaged (building is not usable or safe to enter), or destroyed (building obviously cannot be repaired).

4. The damage assessment effort covers the entire damaged area, although each jurisdiction may run its own effort within its borders. After completion of survey, rapid reporting is by street and the number of buildings in each category.

c. When: As soon as rescue and relief forces enter the area. Information is needed very early in the response for state and federal disaster declarations. Normally complete in the first 24 hours,

(10) Light Duty Urban Search and Rescue:

a. What: VDF personnel perform initial search and rescue actions to locate persons trapped in collapsed buildings and effect rapid rescues of those easily freed.

b. How: Light duty urban search and rescue (US&R) is part of a disciplined effort to locate and rescue live victims and recover the bodies of the dead.

1. In your assigned area check each building for collapse. Do not enter collapsed or partly collapsed buildings. Report elapsed buildings.

2. Immediately report any buildings in which there are clear signs of life (moaning, cries for help, people you can see who are trapped and alive).

3. Mark every building checked with contrasting color paint using markings coordinated with the lead US&R team

4. If you find persons who are trapped but who can be easily freed by moving debris that will not cause further collapse, free them. If in doubt, reassure the person and call for help. Take precautions to protect the person from further injury and provide first aid for injuries you can reach.
 5. Provide manpower to assist specialized US&R teams with debris removal at those sites that require further checking or rescue efforts.
- c. When: After disaster resulting in the collapse of buildings and possibly trapping people in the wreckage.

(11) Fixed Wing Air Search:

- a. What: VDF aircraft provide air search for disaster victims and missing aircraft.
- b. When: VDF aircraft operate with two- or three-person crews to search assigned areas under the control of the designated search mission coordinator. In most cases searches will be assigned by grid squares using the National Search and Rescue Grid System. Aircraft cover the grid at altitudes of between 500 and 1000 feet, flying parallel legs to ensure even coverage of the area. Observers are assigned specific visual scanning areas which they cover with eye movement in standard patterns to provide the best chance of detecting the search objective. VDF aircrews will report mission results to the agency managing the search.
- c. When: Expected to be fairly late in a response to augment other primary air search resources as they become exhausted.

(12) Shelter Support

- a. What: VDF assists social services agencies in initial set-up of emergency shelter for disaster refugees.
- b. How: VDF is not a primary shelter management agency. VDF units lose their value as a trained, organized, mobile response force when spilt up and dedicated to shelter duties. However, we can assist the Red Cross and local social services in:
 1. Setting up the physical facilities for the shelter.
 2. Registering refugees and processing initial mass care paperwork.
 3. Providing communications between shelters and with support agencies.
 4. Providing unarmed security for shelters.

c, When: Shelters are often opened before the start of the emergency. Needs for shelters extend through the immediate response into the recovery phase. In most disasters shelters are not widely used, and many close after two or three days of operation.

(13) Communicate:

a. Phonetic Alpha: The phonetic alphabet is used to spell words when a spelling is unusual or radio conditions or a telephone connection are poor. Use the correct letters. Do not use the older systems, the public safety system, or made-up words.

A	ALPHA	J	JULIET	S	SIERRA
B	BRAVO	K	KILO	T	TANGO
C	CHARLIE	L	LIMA	U	UNIFORM
D	DELTA	M	MIKE	V	VICTOR
E	ECHO	N	NOVEMBER	W	WHISKEY
F	FOXTROT	O	OSCAR	X	X-RAY
G	GOLF	P	PAPA	Y	YANKEE
H	HOTEL	Q	QUEBEC	Z	ZULU
I	INDIA	R	ROMEO		

b. Numerals: In general, numbers are pronounced and used as they are in daily conversation. However, there are a couple of exceptions. The number 9 is pronounced NINER, and the number 0 is always ZERO. Large numbers are always read as individual digits (1623 is ONE SIX TWO THREE), unless they are in even thousands (2000 is TWO THOUSAND, 16000 is ONE SIX THOUSAND).

c. Procedural Words: Procedural words are words that have a standard meaning in all communications. Some of the more common include:

AFFIRMATIVE Yes.

NEGATIVE No.

ROGER I have received and understand your message.

WILCO I have received, understand, and will comply with your message.

OVER I have completed my transmission and expect an answer from you.

OUT I have completed my transmission and no answer is necessary.

WAIT Standby until I can reply.

BREAK I am pausing in transmission to let you ask me to repeat any part

WORDS I am repeating this twice because radio conditions are poor.

TWICE

FIGURES Numerals follow.

INITIALS Individual letters follow.

d. Date-Time Groups: Date-time groups are six numbers used to identify the date and time.

1. 24-hour Time: All military, and most public safety, references to time are expressed with four digits for the hours and minutes:

1:00 am	0100	1:00 pm	1300
2:00 am	0200	2:00 pm	1400
3:00 am	0300	3:00 pm	1500
4:00 am	0400	4:00 pm	1600
5:00 am	0500	5:00 pm	1700
6:00 am	0600	6:00 pm	1800
7:00 am	0700	7:00 pm	1900
8:00 am	0800	8:00 pm	2000
9:00 am	0900	9:00 pm	2100
10:00 am	1000	10:00 pm	2200
11:00 am	1100	11:00 pm	2300
Noon	1200	Midnight	2400

e. Time Zones: For most uses, VDF tells time In Local Time. You may hear references to ZULU, Greenwich Mean Time, or UTC. These are primarily used in communication and are taught in the Radio Operator School and in Advanced Training.

f. Date Time Group: The first two numbers of the six number group are the date. The next four numbers are the time in 24 hour time. The month and year may be placed after the six numbers. This manual, for example is being prepared at 9:00 pm on 5 July 1997; the date-time group would read 052100 Jul 97.

g. VDF Messages: The VDF Field Message can be transmitted easily using a simple format:

(call sign of station called)
THIS IS (your call sign)
(precedence)
(date-time group)
FROM (call sign/identity of originator)
TO (call sign/identity of addressee)
BREAK
TEXT (plain language, brief, concise wording)
BREAK
OVER or OUT

h, Survival:

1. First Aid: Every VDF member should have a current standard first aid or higher qualification. First aid techniques evolve, and your skills decay if you do not use them. Although the cards are good for several years, annual renewal will keep your skills current. Remember the following priorities:

- (a) AIRWAY – ensure the injured person positioned so their breathing is not obstructed
- (b) BREATHING - check for breathing. If the person is not breathing, start mouth-to-mouth resuscitation. Always use a pocket mask or other one-way valve system.
- (c) CIRCULATION - check for heartbeat. If no heart beat, start cardiopulmonary resuscitation, if appropriate.
- (d) DISABILITY - check for level of consciousness. If the patient is conscious, find out what happened and what their chief problem is.
- (e) EXPOSE - check for bleeding, fractures, and injuries to the chest. Stop any life-threatening bleeding. Always wear gloves and take universal precautions.
- (f) HELP - call for the emergency medical services. Have the following information ready:

LOCATION
MAIN PROBLEM
AGE
SEX
BREATHING?
CONSCIOUS?
DANGEROUS BLEEDING?

2. Buddy System: Many problems are easy to overlook if you are just looking at yourself - dehydration, sunburn, tics, hypothermia, etc. The buddy system is a basic survival tool. Leaders at all levels should direct VDF personnel to pair as "Buddies" at the start of operations. The Platoon is ideally set up for the buddy system. Your buddy checks on you regularly to make sure you are drinking enough, that you are not overheating or losing too much heat, that your sunscreen use is good, and that you are in good shape. Buddies spot small problems that, if left alone, will cause you real problems and may even kill you.

3. Hydration:

(a) Drinking Discipline: During emergency operations the pace of the work often causes people not to drink enough fluids. Leaders at all levels must order regular water breaks at least every 15 minutes during physical work or when marching and encourage their people to drink whenever they want to. When people are sweating, it is a good sign they need to replace lost fluids by drinking. A good sign is darkened urine - encourage monitoring

urine color and increasing fluid intake to keep urine clear and near colorless, During cold weather drinking is also vital as significant fluid loss is masked by the cold.

(b) Electrolyte Drinks: Electrolyte drinks, including such sports drinks as Gatorade, replace not only water volume but also some lost chemicals needed for efficient body function. It is worth the extra cost to carry one of these drinks in your canteen in place of water. However, if you have any long-term medical problem, we suggest you check with your doctor to confirm the product is safe for you.

(c) Alcohol: Alcohol has absolutely no place in emergency operations. Drinking alcohol cuts your physical performance for as long as 24 hours afterwards. It may make you unsafe to drive when you are needed for an emergency task. Alcohol causes you to lose additional fluids. This effect is particularly severe if you are dehydrated already from not drinking enough water during the day or you are suffering from even a mild burn (such as sunburn). And think about the negative image -- there you are enjoying a six-pack of cool ones when the television camera crew shows up. Do not bring alcoholic beverages to an emergency response and do not drink them during the response.

4. Sunscreen Discipline: Sun exposure causes sunburn and skin cancer. Both are preventable by individuals, buddies, and leaders taking proper steps to protect our troops.

(a) Sunburn: Sunburn is a short term but severe problem - a bad sunburn is extremely painful, dehydrates you badly, and may make you unable to do your assigned duties. Severe cases may require hospitalization. Leaders at all levels should take every step to prevent their personnel from becoming sunburned. Buddies, watch your buddy carefully.

(b) Skin Cancer: Skin cancer is a major killer of adults in the United States. The number one cause of skin cancer is sun exposure. While exposure as a VDF member will be only a small part of life exposure, it may come at a critical time.

(c) Prevention: Any time VDF personnel are working outside (even on cloudy winter days) there is a potential for dangerous sun exposure. Whenever you are outside, take the following actions:

-1- Wear a hat. The patrol cap is the cap of choice because it has a solid top (many baseball caps have a mesh top that allows painful scalp burns) and because there is air room for cooling inside the cap.

-2- Shirt sleeves down unless is simply too hot to function.

-3- If you will be out for a long period, tuck a handkerchief in the back of your cap to screen your neck.

-4- Wear sunscreen - low SPF (4-10) sunscreen is useful only on overcast days; If there is direct sun, use as strong a SPF as you can get. Put the sunscreen on before you go into the sun.

-5- Periodically renew the sunscreen - you wipe it off and sweat carries it away.

5. Ticks: Virginia has one of the densest tick populations in North America. These crawling Insects are found anywhere there is vegetation. They feed on human blood and will attach themselves almost anywhere on the body. They are carriers of at least five significant diseases. The best way to deal with ticks is to prevent them from attaching to you.

(a) Blouse your trousers. Tuck in shirts on those uniforms designed to be worn with the shirt tucked in. Wear your belt tight.

(b) Treat trousers and sleeves with Insect repellent. Spray repellents are about 85% effective in discouraging ticks.

(c) Wear a uniform only once. Then wash and re-treat it before going into the field.

(d) When you have a break, check yourself and your buddy carefully. When you come in from the field, do a thorough check. After you take your uniform off, shower, and have someone else do a check. Pay special attention to areas covered by hair.

6. Cold and Wet Problems: Hypothermia is a real problem in Virginia. Most people get in trouble in the cold when temperatures are above freezing, it is raining, and the wind is blowing – a good Virginia late Fall or early winter day. Working in the cold, you have to be very aware of cold exposure.

(a) Layer your clothing. Take clothes off and put them on as needed to keep yourself at a constant temperature. If you are starting to sweat, open your coat or take off your hat. Having a number of layers (field jacket, sweater, shirt, thermal underwear) lets you adjust to the amount of clothing. It also traps air and warms it with your body heat.

(b) Wear a hat. Much of your heat loss is through your head. The patrol cap with earflaps is a semi-cold weather hat; colder is a stocking cap; colder still is a ski mask.

(c) Keep active. Muscular activity generates a lot of heat.

(d) Eat. Food is fuel to meet your heat needs.

(e) Stay dry and out of the wind. Wet clothing draws heat away from your body rapidly. So does the wind. The combination of wind and wet can rapidly be fatal. A simple solution is a large garbage bag with arms and head holes. The bag keeps you dry, traps heat, and is impervious to the wind.

7. Fatigue: Emergency work is mentally, physically, and emotionally tiring. Because VDF is a cadre organization, many positions are filled only one deep, leading to 12 to 18 hour duty days with minimum sleep and poor nutrition. Under these conditions everyone may make bad decisions or miss critical information.

(a). Leaders must encourage all not to stand if they can sit, sit if they can lie, be awake if they can nap.

(b) Key personnel must establish a regular sleep cycle for themselves. Better a slightly less-than-perfect decision be made by an awake subordinate than a tired expert make a disastrous one. Arrange relief manning, even if the relief is not an expert on the job.

(c) Eat. Regularly. Often. High nutrition snacks at intervals keep the energy level over the long haul and may be better than big meals that sap energy for their digestion.

(d) Visit the troops. A visit to an operational unit away from the CP or EOC lets you gain a fresh perspective and clears the mind.

B. Survival Priorities: If for some reason you are separated from your unit, take immediate actions to ensure your survival.

(a) Recognize you are separated. They are not around the next corner or over the next rise – If you keep looking for them they will never find you.

(b) Stop moving and find a safe location.

(c) Communicate – by radio, whistle (3 blasts is a commonly recognized help call), or pay phone. Let your CP know where you are and how to get there. If you are not sure where you are, let

them know the last place you were sure and what your present location looks like.

(d) Get into shelter. You can sunburn yourself badly or become severely hypothermic waiting by a crossroad for a pick-up vehicle.

(e) Conserve energy. Eat, rest, drink, and recharge your mental batteries with this break.

6. EQUIPMENT

A. Individual Equipment: The Division is developing a 72-hour Basic Load, The 72-hour Basic Load concept recognizes that VDF responders must be self-sufficient in the disaster area for the first 72 hours of a disaster. VDF units must not deplete their emergency supplies for disaster victims. We can expect it will take 72 hours for relief agencies to establish support services for relief workers. Equipment in the basic load should be pre-packed in a duffle bag and kept ready for immediate departure. The following list is a guide for planning your equipment and supplies until a Division Basic Load is published:

- personal documents (VDF identification card, first aid/CPR cards, drivers / radio operator license)
- two Class C uniforms
- three changes of underwear
- three pairs of socks
- boots, field
- uniform hat (patrol cap)
- rain gear (may be rain suit or poncho)
- field jacket (In season)
- work gloves (preferably leather) wool or Gore-text®
- winter gloves (in season), blousing bands
- two handkerchiefs
- clothes brush
- shoeshine kit
- small sewing kit
- waterproof matches in container with striker
- one roll toilet paper in water proof container
- soap (field biodegradable)
- shampoo (field biodegradable)
- razor
- toothbrush and toothpaste (field biodegradable)
- sanitation supplies, as appropriate
- mess kit
- sleeping bag
- ensolite pad or camping air mattress
- two one quart canteens
- compass with case

- whistle with lanyard
- signal mirror
- knife (this should be a working knife, such as a Swiss Army. Rambo knives look silly and don't work very well for what we do)
- personal first aid kit
- personal medication, and allergic reactions bite/sting kit, if appropriate)
- high SPF sunscreen lotion
- insect repellent
- chap stick
- load-bearing equipment
- pack (may be day pack or a butt pack), and straps
- entrenching tool
- flashlight with traffic-direction wand
- safety vest (preferably with reflective tape)
- hard hat

B. Vehicle Equipment: Each vehicle should carry basic emergency equipment. The following list is a guide to equipping your vehicle until a Division list of equipment is published:

- spare tire with jack and appropriate tire-changing tool
- Chains (winter)
- six road flares or a set of reflective triangles
- flashlight with a traffic-control wand
- reflective safety vest
- hand and spare parts for operator-level maintenance
- first-aid kit
- blanket
- jumper cables
- towing rope or strap
- Citizen band radio with antennas
- Gas can, empty

7. Other Emergency Response Agencies:

A. Emergency management: Emergency management agencies are established in every county and independent city. These may be called 'Emergency Management,' 'Emergency Services and Disaster Agency,' 'Emergency Preparedness,' 'Civil Defense,*' or some other name. However, all do the same thing: Provide elected officials advice and staff support in the protection of the citizens from man-made or natural disasters. The emergency management agency is headed by a Coordinator. The chief executive of the jurisdiction is by law the emergency management Director for the jurisdiction. The elected officials are responsible for direction and policy decisions in disaster management — the coordinator works with a variety of agencies to carry out that policy. At the state level the Virginia Department of Emergency Services performs the same function for state government and serves as the critical link in organizing state responses to emergencies and coordinating Federal government support to the state. At

the Federal level the Federal Emergency Management Agency is the primary coordinating agency.

B. Law Enforcement: In an emergency three law enforcement functions become important to VDF mission taskings. Law enforcement agencies have traffic control and enforcement duties, enforce criminal laws (including looting and assaults on relief workers), and deal with mass disturbances, including riots.

(1) State Police: The State Police have statewide jurisdiction to enforce traffic laws and the laws of Virginia. The State Police provide the backbone for response to any major threat to law and order in the state.

(2) Sheriffs: Sheriffs are independent elected officials responsible for public safety within their counties, including traditional law enforcement functions, operation of jails, service of civil actions, and search and rescue. Sheriffs provide law enforcement outside the independent cities.

(3) Police: Police Departments provide law enforcement within cities and some counties in Virginia. Police and Sheriff's jurisdictions may overlap.

(4) National Guard: The Army National Guard provides the main armed force for dealing with civil disturbances at the level of riot or insurrection. Typically, when called to State Active Duty, the National Guard is vested with powers of State Police.

C. Fire and Rescue: Fire and emergency medical services functions are performed in a variety of ways. Some fire departments do only fire suppression and extrication. Some fire departments provide initial emergency medical services. Some fire departments offer full service emergency medical services. And, emergency services and rescue squads may be entirely separate. Both fire and emergency medical services may be full-time paid, part-time paid and part volunteer, or all volunteer.

(1) Fire Department: The primary traditional role of fire departments is fire suppression and rescue (including both from buildings and from vehicles).

(2) Rescue Squads: In most of Virginia emergency medical services are provided by local volunteer rescue squads. While some squads have specialized rescue capabilities, most primarily provide emergency care to those who have been rescued.

(3) Urban Heavy Search and Rescue Teams: in Virginia two heavy US&R teams provide complete capability to rescue persons trapped in collapsed buildings.

D. Emergency Communications: There are four emergency communications organizations that have key disaster response roles:

(1) National Communications System: The Federal government's manager for emergency communications, including the capability to deploy specialized resources to disaster areas.

(2) Shared Resources (SHARE): A system of government agency communications stations which cooperate to deliver high priority message traffic primarily by HF radio.

(3) Amateur Radio Emergency Service ARES: The volunteer amateur radio emergency group sponsored by the American Radio Relay League. In Virginia, in a declared disaster, ARES becomes the government-sponsored Radio Amateur Civil Emergency Services (RACES) and provides a backbone HF and VHF communications system to connect local government with the state EOC,

E. Relief: There are a large number of relief agencies that are active in disasters. The best known are the Red Cross and the Salvation Army. Both provide mass feeding. The Red Cross specializes in sheltering, mass care, and maintaining a master welfare inquiry system. The Salvation Army can provide some mass care and sheltering, but also is prepared to provide spiritual support to victims. Other disaster agencies are often church-based and include a wide variety of groups that specialize in specific rebuilding, feeding, and recovery tasks.

F. Military: The lead military agency for disaster response is the Army National Guard, serving in its state role. Individual services, provide support such as engineering, airlift, medical support, and supply, feeding, and shelter support. Remember that military installations in the disaster area are not an immediate source of help. They have suffered the same forces as their communities have, and key resources have been evacuated prior to disaster onset. In addition, although base commanders have broad authority to provide emergency help, their primary mission is to restore and maintain their installation's capability to do the national security mission.

G. Search and Rescue: Member Teams of the Appalachian Search and Rescue Conference provide wilderness and technical search and rescue capabilities. The US Coast Guard Auxiliary supports the Coast Guard in search and rescue on navigable waters and lakes. And, the Civil Air Patrol provides air search capability. In addition, there are specialized cave rescue and dog search teams in the state.

FOR THE COMMANDER:

CHARLES H. ELLIS, III
LTC, GS, VDF
G3

REVIEWER:

CARL E. GARRISON JR.
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Chief of Staff

VDF LEVEL II-A
JANUARY 2004

TEST BOOKLET
(Edited ~ July 2009)

PLEASE
DO NOT MAKE ANY MARKS
IN THIS BOOKLET

Multiple Choice Questions

Choose the best answer for each question

1. Who decides that VDF will be assigned an emergency mission?
 - A. The Adjutant General and his staff.
 - B. The Coordinator of the Department of Emergency Services
 - C. The VDF Division or senior affected Brigade Commander
 - D. The requesting community, city or county

2. Under the Code of Virginia, which of the following statements best describes when VDF members may be armed?
 - A. VDF may use firearms training as a recruiting tool.
 - B. VDF members may be armed for training in firearms use to deal with riots and civil unrest.
 - C. VDF members are armed for response to major disasters.
 - D. VDF members will not be armed in training or active duty status.

3. A route sketch is:
 - A. A complete map of the route from one point to another.
 - B. A map that shows only the key intersections turns and detours along a route.
 - C. A detailed map of the route with all the surrounding landmarks noted.
 - D. A photocopy of the road or topographic map that covers the route trimmed so only the actual route is shown.

4. Your company has been assigned to assist a National Guard unit in road clearing operations after a small, local natural disaster. What is the most likely command relationship that will be used?
 - A. My company will cooperate with the National Guard, but will take our orders from our Battalion, Brigade, and Division headquarters.
 - B. My company will be assigned to the TACON of the National Guard unit Commander, and I will take my orders from him.
 - C. My company will be assigned to the OPCON of the National Guard unit – if the VDF Company Commander outranks the National Guard Commander, my Company Commander will take command.
 - D. My company will operate independently of the National Guard.

5. A building which has some damage but appears that it could be lived in would be classified as _____ by a windshield survey.
- A. Not damaged
 - B. Lightly damaged
 - C. Heavily damaged
 - D. Destroyed
6. The primary search pattern that would be used by VDF aircraft in a search for a missing aircraft is:
- A. A parallel leg track pattern at 500 – 1000 feet.
 - B. An expanding square pattern at 500 – 1000 feet.
 - C. A route search at 2000 feet.
 - D. A random grid pattern at 2000 feet.
7. VDF basic safety criteria for unit movement is:
- A. A single vehicle with driver may be sent on any task as long as the driver has a current driver's license and is not under the influence of alcohol.
 - B. A single vehicle must have at least two persons in it to be sent out alone on any task.
 - C. Two vehicles must be sent on any assignment, but each vehicle may have a single driver as long as their licenses are current and they are not under the influence of alcohol.
 - D. Always have two people in a vehicle and never send out one vehicle by itself.
8. You should carry with you when activated:
- A. Your guns and at least 200 rounds for each weapon.
 - B. At least two canteens of drinking water.
 - C. A 2-week supply of any critical personal medicines.
 - D. Your will, power of attorney, and other key legal papers.
9. VDF personnel may perform emergency services:
- A. As unpaid VDF volunteers in an actual emergency if not called to State Active Duty.
 - B. In Training status if not called to State Active Duty.
 - C. Anytime requested by a county or city.
 - D. Only when called to State Active Duty by the Governor.

10. Which of the following ways of doing an unarmed security assignment would provide the quickest coverage of a large area?
- A. Setting up an access control point
 - B. Sweeping through the area with a foot patrol
 - C. Driving through the area with a mounted patrol.
 - D. Stationing lookouts to observe the entrance to an area.
11. A telephone alert that checks personnel availability is:
- A. An Alert Two
 - B. An Alert One
 - C. An Activation Alert
 - D. A Telephone Standby
12. When would VDF units be assigned to perform armory takeover duties?
- A. When a National Guard unit at a single unit armory is mobilized for Federal duty.
 - B. When any National Guard unit at a multiple unit armory is mobilized for Federal Duty.
 - C. When a National Guard unit at a single unit armory is mobilized for State Active Duty.
 - D. When all National Guard units at a multiple unit armory are mobilized for State Active Duty.
13. The procedural word that means I have completed my radio transmission and do not expect a reply is:
- A. OUT
 - B. OVER
 - C. ROGER
 - D. WILCO
14. A member of your unit has been injured in a traffic accident. You find a telephone and call 9-1-1 to get an ambulance on the way. What information should you be ready to give the dispatcher first?
- A. Location, main problem, whether breathing, if conscious
 - B. Time the accident happened, location, and that someone is injured
 - C. Type of ambulance needed, location
 - D. Location, how bad the injury is, whether or not anyone is doing first aid.

15. The Virginia Defense Force's mission includes assuming control of:
- A. National Guard armories.
 - B. Alcoholic beverage outlets and sources of firearms in any major disaster
 - C. Volunteer armed organizations that stand ready to protect the Commonwealth against invasion.
 - D. Federal military installations if required.
16. The time is 2:30 pm on the 27th of September. The six digit date time group is:
- A. 023027
 - B. 143027
 - C. 270230
 - D. 271430
17. It is a hot, sunny summer day and you are assigned to work in an area of high grass and brush. Which of the following statements about uniform wear is correct?
- A. Because of the heat I should wear my trousers unbloused and my shirt out of my pants.
 - B. If it is really hot, I should take off my shirt and wear only the undershirt – if I have conditioned myself well with a good tan, the sun will not be a problem
 - C. I should wear a mesh baseball cap because it is cooler
 - D. Trousers should be treated and bloused and shirt tucked in to reduce tick problems.
18. VDF's role in operating shelters for disaster victims is to:
- A. Set up and operate shelters in all armories in the disaster area.
 - B. Take over management of shelters when directed to by the Red Cross.
 - C. Assist agencies in setting up a shelter.
 - D. Operate shelter kitchens using VDF food service personnel.
19. In a radiological emergency VDF monitoring efforts could include:
- A. Operation of reporting points in the areas of heaviest contamination.
 - B. Determining the level of radiation along an evacuation route.
 - C. Using aerial survey to determine the extent of very low levels of radiation on the ground.
 - D. Determining the level of radiation within the core of the reactor involved in the accident.

20. Which of the following is a correct convoy procedure?
- A. Vehicles should maintain a set spacing to ensure civilian cars do not disrupt the convoy order.
 - B. First, last, and commander's vehicles must have radios
 - C. A vehicle which breaks down should be left immediately without a standby vehicle – the driver will be responsible for taking care of the vehicle.
 - D. Only the lead vehicle and the commander should have a strip map.
21. The basic purpose of the Company Command Post is to:
- A. Provide a location from which the Company Commander can direct operations.
 - B. Provide a safe location where disaster victims can seek help and shelter.
 - C. Ensure that the unit First Sergeant, Supply Sergeant, and Commander are always in the same place.
 - D. Make it easier for Battalion staff to locate the Company Commander for information and direction.
22. The geographical area within which a commander is responsible for planning, recruiting, liaison, and employing forces is:
- A. An Area of Responsibility (AOR)
 - B. A Command and Control Area (CCA)
 - C. A Communications Area (CA)
 - D. An Area of Operations (AO)
23. Your Company has been assigned to make the initial check of collapsed buildings in a section of east Richmond after a major earthquake. You hear moaning in some rubble, but all you can find is the partly buried body of a person whose head is clearly crushed. The rubble pile is unstable and debris shifts as you stand watching. You should:
- A. Continue to dig in the rubble – someone is alive and it is worth any risk to save them.
 - B. Go on to check another building - the body you found must have been the person who was moaning. No report is necessary.
 - C. Go on to check another building – the body you found must have been the person who was moaning. Report the deceased body and its location for follow-up.
 - D. Mark the rubble area and immediately report that you have one dead body and signs of life in unstable rubble.
24. Company Command Posts should have reliable communications with which elements:
- A. Their battalion headquarters only
 - B. Battalion headquarters and any deployed platoons
 - C. Battalion and brigade headquarters
 - D. Battalion, brigade, and division headquarters

25. Hurricane Herkimer has devastated eastern Virginia. You are flying as a crew member in a VDF aircraft down US highway 460 to determine if rescue forces can use it to reach the hard hit communities. This would be an example of _____ survey.
- A. an area
 - B. a point
 - C. a route
 - D. a special
26. In a small emergency, when the National Guard requests VDF support, what is the level of formation that will be activated to do the work?
- A. Company
 - B. Battalion
 - C. Brigade
 - D. Division
27. You have been assigned to help warn residents to evacuate low lying areas as the James River is rising and is expected to reach flood stage in the next four hours. Which of the following is something you should be sure to do?
- A. Do not take time to dress in a uniform – this is an emergency.
 - B. If someone refuses to leave their home, physically force them to leave with the help of the rest of your Company.
 - C. Tell people to get out now – they will know what to do and do not need any specific instructions.
 - D. If no one is home, leave a copy of the evacuation instructions on the door.
28. The basic working response unit of the VDF is the:
- A. Division
 - B. Brigade
 - C. Battalion
 - D. Company
29. The word DAM would be spelled using the phonetic alphabet as:
- A. Delta, Alpha, Mike
 - B. Dog, Able Mike
 - C. David, Adam, Mary
 - D. Delta, America, Mary

30. You are the Commander of B Company. Several of your troops don't think they should have to load their vehicles according to a standard plan – as far as they are concerned load plans are just more dumb Army paperwork we shouldn't have to do. What should you tell them?
- A. We have to do this because someone at Division headquarters thinks it is important.
 - B. Even though we are not in the Army we still have to follow Army regulations.
 - C. Having key items stowed the same way in each vehicle makes it easier for anyone to find them in an emergency.
 - D. Because no one inspects the unit they don't have to use a load plan.
31. Which law enforcement agency is headed by an independent elected official responsible for the safety of the citizens within his jurisdiction?
- A. National Guard
 - B. Police Department
 - C. Sheriff's Office
 - D. Virginia State Police
32. Your unit has been called to assume control of your local armory. What document should you ensure is up to date?
- A. Building floor and utilities plan
 - B. Armory users and information file
 - C. Record of payment of water, power, and telephone utilities
 - D. National Guard phone book and key personnel file
33. Your Company does not have anyone assigned to the Company Commander Slot. You are a 1st Lieutenant and Platoon Leader of the 2nd platoon. The Company has a first Sergeant and 1st Platoon is commanded by a 2nd Lieutenant. Who is in command of the Company?
- A. No one is – no commander is assigned.
 - B. I am.
 - C. The First Sergeant – he assumes command, even though he is a noncommissioned officer, as he is in the company headquarters section.
 - D. The 2nd Lieutenant – 1st Platoon is senior to 2nd Platoon.

True or False Questions

Mark "T" for True statements, "F" for False statements.

1. If traffic is moving smoothly and existing signals are working, there is no need to take any action to control it.
2. VDF cannot directly pass messages from its communications system to the Radio Amateur Civil Emergency Service.
3. One of the most important steps to preventing hypothermia in cold, wet, windy conditions is to wear a hat.
4. Virginia Defense Force personnel have no power of arrest or detention and depend on public cooperation in security duties.
5. An advantage of Citizens Band radios is that they allow VDF units to communicate with the general public to gather information and provide emergency instructions.
6. In order to control traffic you must forcefully assume command of the roadway by standing in the middle of the traffic flow.
7. The primary role of VDF in National Guard family assistance will be to provide legal, chaplain, and administrative support.
8. Dark urine is a sign of dehydration and the need to drink more.
9. The first priority of a VDF boat operator or aircraft pilot providing disaster transportation is the safety of the boat or aircraft and the people on board – the assigned task is second to safety.
10. You may drink alcoholic beverages during emergency responses as long as you have completed your primary tasks for the day.
11. During disaster the National Guard will supply VDF units with all of the radios VDF will need.
12. You have been assigned to control traffic at a roadblock. A driver appears to not be going to stop. You should stand in the middle of the roadway and with large and forceful movements direct her to stop.
13. A major problem in disasters is managing the large volume of donated supplies, clothing, and food, much of which cannot be issued.
14. The minimum number of VDF personnel for any unarmed security assignment is two people.
15. By law VDF personnel can be called for up to 60 days of State Active Duty.

VDF LEVEL II-A TEST ANSWER SHEET

TEST VERSION: 1 January 2004 DATE: _____

STUDENT NAME: _____ RANK: _____

SSAN: (last 4) _____ UNIT: _____

MULTIPLE CHOICE

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____

MULTIPLE CHOICE

18 _____

19 _____

20 _____

21 _____

22 _____

23 _____

24 _____

25 _____

26 _____

27 _____

28 _____

29 _____

30 _____

31 _____

32 _____

33 _____

TRUE ~ FALSE

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____

OPEN BOOK ~ CLOSED BOOK

MISSED: _____ SCORE : _____

I certify that the above answers and information are my own.

Trainee's Signature:

I verify that this test was correctly administered and scored.

Trainer's Signature:

Rank:

Commander's Signature:

Rank: