



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 412TH TEST WING (AFMC)
EDWARDS AIR FORCE BASE, CALIFORNIA**

23 March 2026

MEMORANDUM FOR 412TH TEST WING PERSONNEL

FROM: 412 TW/XPP Mission Assurance Chief

SUBJECT: 412th Test Wing (412 TW) Special Instructions (SPINS) for Installation Exercise,
26-02 Active Shooter Drill

1. Overview: This memorandum supersedes and replaces the memorandum dated 16 March 2026. On an undisclosed date between 23 to 27 March 2026, the 412 TW will conduct an Active Shooter Drill on Edwards AFB. This drill will be used to evaluate the installation's lockdown procedures and assess a specific unit's functional performance to validate existing procedures and provide an opportunity to practice essential skills.

2. Exercise Participants. Participation is mandatory for all Edwards AFB personnel, organizations, and Mission Partners (Tenants), with exceptions noted in paragraph 6 of this memorandum. All personnel should prepare to adhere to directives disseminated via the Emergency Mass Notification System (Giant Voice and/or At Hoc messages). As a minimum, this will entail lockdown, personnel accountability, and movements from Disaster Response Forces.

3. Exercise Communications and Control.

a. All exercise written or oral communications will be prefaced with the words, "EXERCISE-EXERCISE-EXERCISE."

b. Exercise conduct will be monitored and controlled by 412 TW/XPP Exercise Control (EXCON) and "White Cell" members. The "White Cell" can be contacted via Land Mobile Radio (LMR), Channel XP1, Call Sign EXCON.

c. The 412 TW/XPP/Exercise Control (EXCON) will maintain the exercise timing schedule and determine any PAUSEX. EXCON will determine (ENDEX) with 412 TW/IG concurrence, and 412 TW/CC or designee approval.

4. Standard Exercise Conduct Rules.

a. Safety and security are of primary importance throughout exercise execution. In the event of a real-world emergency, safety, or security incident the exercise will immediately be paused. At any time during the exercise, anyone who identifies an unsafe act or security violation may call "KNOCK-IT-OFF" and play will be suspended until the situation can be further evaluated.

- b. All use-of-force actions will be SIMULATED ONLY during this exercise. No action will be taken that could result in physical injury.
- c. 412 TW/CC has not authorized overtime/compensatory time for key/essential civilian employees that would be tasked to support operations in an equivalent real-world event.
- d. All personnel are to carry out exercise driven tasks in as realistic a manner as possible.
- e. All exercise participants will obey posted speed limits and traffic control devices.
- f. Personnel with appointments (medical, dental, etc.) will be permitted to move during protective actions.
- g. The following personnel are permitted to move during protective actions, cross cordon lines, and bypass entry control points during exercise play and will be identified by a color-coded vest: Exercise Control (EXCON) and White Cell members with white vests, IG with black vests, WITS with red vests, and Safety Office personnel with green vests.
- h. Exercise participants WILL NOT exercise any scenarios not published on the exercise Master Scenario Events List (MSEL).
- i. Exercise players will not route requests for higher headquarters or off-base agency support unless prior coordination has been established.

5. Pre-Approved Simulations and Deviations (SIMs/DEVs). Every possible effort to limit the use of simulations and deviations must be taken. While some circumstances requiring simulation are unavoidable due to cost, safety, or asset availability, all simulations and deviations must be pre-approved by 412 TW/IG and/or 412 TW leadership.

- a. During increased FPCON measures that may impede inbound/outbound access of real-world emergency traffic through entry control gates, provide segregated inbound/outbound lane reserved for real-world vehicle traffic.
- b. When installation entry control gates are directed to be closed, Security Forces will close gates no longer than five minutes to demonstrate capability, unless otherwise directed by the Defense Force Commander (DFC).
- c. At no time will a live M9/M18 be used during any exercise. During exercises involving a simulated use-of-force situation (i.e. Active Shooter) patrols armed with the M4 rifle will clear out their rifles and maintain a green weapon status or use a blue gun (injection-molded plastic replica).

6. Exempt Personnel and Organizations. The following are exempt from participation in this exercise:

- a. SPORT/ATC and personnel directly supporting on-going real-world flying operations at the discretion of their unit commander.
- b. Military court facilities when court is in session.
- c. Honor Guard supporting/performing official ceremonial duties.
- d. Military family housing and occupied dormitories. Personnel conducting Drug Demand Reduction (DDR) testing.
- e. Medical facilities and personnel actively providing patient care.
- f. AAFES/DECA/NAF business activities: BX, Commissary, Post Offices, Museum, Chapels, Dining Facilities, Child Development Center, School Age Annex, Outdoor Recreation, Library, Bowling Center, Youth and Teen Centers.
- g. Chapel 2, Building 6447 and other facilities/personnel participating in the conduct of religious services.
- h. Physical Training Leaders administering physical fitness testing and members being tested.
- i. Education Center conducting classes, Kern County District Schools, and STARBASE will have limited participation.
- j. IG, WIT, and EXCON personnel directly supporting exercise conduct and control.
- k. AFTC, Building 1 and Building 2800, and associated AFTC personnel.

Note: Although generally exempted from exercise play, some of the above functions may have pre-coordinated with Exercise Control to fully or partially participate in order to validate a process or as directed by the 412 TW/CC/CD.

7. Other Special Instructions.

8. The 412 TW/XPP Mission Assurance Chief is responsible for oversight and execution of this program in accordance with applicable law, instruction, and policy. Any questions should be directed to 412 TW/XPP, Chief of Mission Assurance, Ms. Laura Shattuck at laura.shattuck@us.af.mil or DSN 527-4957.

LAURA SHATTUCK, NH-IV, DAF
Chief, Mission Assurance