

## MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Severe Weather Plan (Post Command Policy 24-6)

1. Reference: Army Regulation (AR) 385-55, Prevention of Motor Vehicle Accidents.
2. Purpose: To establish the procedures for issuing road advisories and/or closure of Fort Richardson (FRA) due to severe weather.
3. Applicability: All personnel assigned to FRA and those working for the various tenant agencies, to include Anchorage School District (ASD). Unit commanders and agency directors retain responsibility for the duty disposition of their personnel; however, drivers of vehicles on long-term dispatch from FRA will comply with restrictions on movement as imposed by the Post Commander.
4. Policy: Based on input from the Provost Marshal, Safety Office, the Director of Public Works (DPW), 3<sup>rd</sup> Wing at Elmendorf, weather advisories, and regional weather forecasts, the Post Commander will assess the situation and determine if any safety or other precautionary measures should be taken by units/personnel. The Command Operations Center (COC) will telephonically notify units and tenant agencies. The Public Affairs Office will request that local radio stations broadcast the information to the general public.
5. Procedures:
  - a. Road Advisory: Based on current or projected weather conditions, the Post Commander will:
    - (1) Military: Decide whether to limit or halt operation of military vehicles. Road conditions will be rated as follows: Green – unrestricted; Amber – mission essential; and Red – emergency essential. See annex C for additional details. Information regarding a change in road conditions will be disseminated using the Crisis Action Team Recall Roster (Annex A).
    - (2) Civilian: Direct supervisors to exercise “liberal leave policy”. Civilian employees are expected to report for work. However, if commuting to work is impractical/impossible, employees will contact their supervisors or other designated POC and request leave. Annual leave, compensatory leave or leave without pay will be used for this purpose.
  - b. Facility/Activity Closure: When weather conditions become so severe as to warrant delay of personnel reporting to work, early release of personnel or closure of facilities and activities, the Post Commander will disseminate his decision through the COC using the Crisis Action Team Recall Roster and local radio stations. Essential Post services and facilities will continue to

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to operate using Required Essential personnel (REP). Unit commanders and agency directors are responsible for their unit's essential missions and designating unit REPs.

c. ASD: The Post Commander decides whether to close schools, delay school openings, or direct early release. Delays in school openings are standardized at two hours. In the event of post closure, ASD personnel are considered non-essential personnel. The Post Commander will ensure that changes to school schedules are coordinated with ASD point of contact and announce on local radio stations.

6. Point of Contact is Post Operations at 384-2199.

//signed//  
DAVID L. SHUTT  
LTC, AR  
Post Commander

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