



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P11210.1B
B 03
7 SEP 2001

MARINE CORPS BASE ORDER P11210.1B w/ch1

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR SNOW EMERGENCY OPERATIONS
(SOP FOR SNOW EMERGENCY OPERATIONS)

Ref: (a) MCB, Quantico Antiterrorism/Force Protection (AT/FP)
Plan - XX

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate policy and procedures for action/reaction with regard to the effects of major snowfalls upon operations at MCB, Quantico.

2. Cancellation. MCBO P11210.1A.

3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

4. Information

a. Major snow accumulations of more than 6 inches periodically occur in the Quantico area. Accumulations of 1 to 2 feet have historically occurred about every 4 years. Because of the potential adverse impact on Base operations, this consolidated plan for handling snow emergencies is promulgated.

b. This manual is intended to consolidate information and serve as a reference point to accomplish all snow clearance operations. It places particular emphasis upon action/reaction to those winter storms which adversely affect Base operations.

5. Recommendations. Recommendations for changes to this manual are encouraged. Forward such recommendations to the CG MCB (B 03) via the appropriate chain of command.

6. The provisions of this manual may be implemented for civilian employees covered by a negotiated labor agreement until bargaining

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obligations, if any, under the Federal Labor Management Relations Statute (Chapter 71 of 5 U.S.C.) are met.

A handwritten signature in black ink, appearing to read "D. L. Wright". The signature is stylized with a large initial "D" and a long horizontal stroke at the end.

D. L. WRIGHT
Chief of Staff

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UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE ORDER P11210.1B Ch 1

From: Commanding General
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR SNOW EMERGENCY OPERATIONS
(SOP FOR SNOW EMERGENCY OPERATIONS)

1. Purpose. To direct pen changes to the basic Manual.
2. Action. Page 1-6 paragraph 1003.4b(3)(k) change to read 703-784-1515 vice 703-784-2525.
3. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Manual.


D. L. WRIGHT
Chief of Staff

DISTRIBUTION: INTERNET

SOP FOR SNOW EMERGENCY OPERATIONS

LOCATOR SHEET

Subj: SOP FOR SNOW EMERGENCY OPERATIONS

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SOP FOR SNOW EMERGENCY OPERATIONS

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SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 1

GENERAL INFORMATION

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SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 1

GENERAL INFORMATION

1000. PURPOSE. The purpose of this manual is to provide consolidated and detailed information concerning actions to be taken in the event of potentially disruptive snowfalls.

1001. POLICY. Sound judgment, good common sense, and proper planning are the keys to snow emergency operations. The Base policy is to take early, proactive action to ensure the safe, orderly, and smooth flow of traffic for the resumption of normal operations as quickly as possible. For normal snowfalls of an inch or two, very little effort needs to be expended beyond salting/sanding roads and allowing snow to melt. The Base may have several minor snowfalls each year that can be handled easily, but occasionally (historically about every 4 years) a major snowstorm or combination of storms leaves accumulations from 1 to 2 feet. This manual is intended to deal with these major storms which tend to cause excessive effort in snow clearance and which may disrupt the orderly conduct of operations for days or even weeks. The ice and snow problems may be compounded as removed snow from roads and parking lots melt and subsequently refreezes to form ice across road surfaces. Prior planning is essential for every aspect of clearance operations of major snowfalls to include the repair of road surfaces, restoration of utilities, and provisions for emergency shelter to military personnel, family members, and any civilian employee who may be stranded aboard MCB, Quantico.

1002. DEFINITIONS. Accumulations of snow are dependent upon the rate of snowfall, the length of time during which it falls, the temperature of the ground/road surface, road traffic, air temperature, and many other variables. Additionally, the melting of snow and subsequent refreezing can form glazed ice on road surfaces which is particularly hazardous. Within the Northern Virginia commuting area, conditions and snow clearing capability may vary significantly. The primary concern of this Base is the safety of all personnel assigned to, employed by, residing aboard, or visiting the Base. The following definitions will be used for this manual:

1. Routine Snowfall. A routine snowfall is defined as accumulation of up to 2 inches of snow.
2. Non-routine Snowfall. Non-routine snowfall is defined as accumulation of greater than 2 inches, up to 6 inches of snow.
3. Snow/Ice Advisory. Issued anytime snow, ice, or frozen/freezing precipitation is forecasted.

4. Freeze Warning. Issued when temperatures are forecasted to be 32 degrees Fahrenheit or less for a continuous period of 24 hours or more.
5. Blizzard Warning. Defined as an alert based on forecasted snow accumulation in excess of 6 inches within a 24-hour period, accompanied by high winds, and sub-zero temperatures. This is a weather warning alert for units to be prepared for severe cold and major snowfalls and/or significant snowdrift problems which may adversely affect the conduct of Base operations.
6. Major Snowfall/Blizzards. Snowfalls in excess of 6 inches that require significant effort for snow clearance operations to effectively resume normal operations in a timely manner. Blizzard type conditions can effectively create drifts of major proportions. Subsequent snowfalls from successive storms in rapid succession will result in severe total accumulations. Major snowfalls/blizzards may also be accompanied by power outages from fallen trees on power lines, especially if snow is wet and heavy, or if freezing rain is a dominant form of precipitation. Fallen trees may also block roads.
7. Emergency Personnel. Emergency personnel are defined as civilian/military personnel involved in emergency functions. These personnel will be designated, as required, dependent on the nature of the emergency. MCBO 3100.1A (Temporary Cancellation of Operations and Administrative Dismissal of Personnel), applies.
 - d. Essential Personnel. Designated military and civilian personnel deemed essential to operations of the Base and its critical services and facilities. The list of essential personnel should be limited to supervisory and key maintenance and support personnel, and held to the minimum number possible to open important offices, and meet essential requirements. The intent is to have as few people as possible driving under hazardous conditions. Refer to MCBO 3100.1A for designations and policy regarding essential personnel.
9. Codes for Modified Operations and Special Considerations for Snow Emergency Operations, See appendix C.
10. Primary Parking Lots. High use/high density parking lots which must be cleared as early as possible but which may not be used for storage of removed snow (except as noted). Snow must be transported to other suitable dumping locations [do not use the Potomac River]. Parking lots are identified in appendix A.
11. Snow Clearing. Operations conducted by AC/S, G-4 and G-5 personnel to clear roads and parking lots, or by working parties under area commanders to clear sidewalks and parking areas, or by building occupants to clear sidewalks, steps, and adjacent parking areas. It may also involve prisoner work details under the CO, SctyBn for work in school parking lots, housing areas, and other public areas and facilities.

12. Snow Emergency Routes. Routes specifically designated and marked with signs for use by any traffic, but which consists of primary arteries which must be cleared for use by emergency vehicles. As such, there will be no parking along snow emergency routes when snow clearance operations are in progress. Parked and/or abandoned vehicles will be towed at the owners' expense if they interfere with snow clearance operations, obstruct traffic flow in any way, or are deemed a hazard to public safety. Routes are defined in appendix B.

1003. WEATHER NOTIFICATION AND BRIEFING REQUIREMENTS

1. The CO, Marine Corps Air Facility (MCAF) should ensure current weather information is provided to the AC/S, G-3 by 0800 on workdays. On nonworking days, weather information will be provided to the Command Duty Officer (CDO) by 0800. As the local weather forecasting office, MCAF Weather will recommend to the AC/S, G-3 the appropriate weather condition. When severe weather is forecasted, the above information will also be provided to the AC/S, G-5 as required.

2. During working hours, the AC/S, G-3 will ensure that the Chief of Staff, MCB is informed of weather data no later than 1500 if adverse weather is forecasted.

3. Weather briefings will be made to the AC/S, G-3; AC/S, G-4; AC/S, G-5; and/or the CDO (as appropriate). The CDO, when posted, will relay information to the principal staff officers listed above at reasonable intervals per their special instructions and orders. Detailed briefings of significant storms by MCAF weather personnel to the CG MCB may be requested. (The essential element is timely, accurate forecasts that permit effective decision making prior to 1500.) The Internet [www.weatherchannel.com] is another source of weather data.

4. The weather station aboard MCAF is the official local weather forecasting office for Quantico responsible for providing weather forecasting services. The 24-hour weather watch will be maintained unless waived by the Chief of Staff, MCB. The following procedures will be used to notify all activities aboard the Base of actual or threatening severe weather conditions.

a. During Working Hours

(1) The AC/S, G-3 will receive a telephonic alert from the weather station when adverse weather is forecasted.

(2) Upon determination that a weather advisory/condition is necessary by the AC/S, G-3, a recommendation will be presented to the Chief of Staff, MCB, NLT 1500, who may issue a weather advisory via

local area network (LAN), Channel 49, and local radio/news stations to all activities aboard the Base. The weather warning may include specific instructions concerning modified or cancelled working hours as required for military and civilian personnel.

b. After Working Hours

(1) The CDO will receive the alert of the possible requirement of setting a weather advisory/condition by telephone from the duty watch section at the weather station.

(2) Once the alert has been received, the CDO will notify the Chief of Staff, MCB; the AC/S, G-3; AC/S, G-4; AC/S, G-5; and Director Marine Corps Community Services (MCCS) or designated representative.

(3) The CDO will notify the following organizations of the weather warning/condition set aboard MCB and will make an appropriate log entry upon completion:

(a) Force Protection Officer, 703-784-2786;
Pager# (877) 657-1905

(b) Emergency Maintenance, 703-784-2072.

(c) Guard Maintenance Duty, 703-784-5311/3.

(d) Duty Dispatcher, Motor Transport, 703-784-2254;
pager# (877) 657-4973.

(e) Duty Public Affairs 703-307-5643;
Pager# (877) 657-1911

(f) Duty Officer, Officer Candidates School (OCS),
703-784-2353.

(g) Duty Officer, MCAF, 703-784-2441.

(h) Duty Officer, Headquarters and Service Battalion
(HqSvcBn) 703-784-2261/2/3.

(i) Desk Sergeant, SctyBn, 703-784-2251/2/3.

(j) Duty Officer, Marine Security Guard Battalion,
703-784-3267.

(k) Officer of the Day, Naval Medical Clinic (NMCL),
703-784-m

1515

(l) Duty Officer, Weapons Training Battalion (WTBn),
703-784-5341.

(m) I&I Staff, 4th LARBn, 703-784-2798/9.

(n) Fire Desk, Range Control, 703-784-5322.

(o) Duty Officer, The Basic School (TBS), 703-784-5207.

(p) Duty Officer, HMX-1, 703-784-2760.

(q) Fire Department, **703-784-2637** or 703-784-2636.

(r) Virginia, Domestic Dependant Elementary & Secondary
School (VA DDESS) Superintendent, 703-784-2319 or 703-221-3151.

(s) Emergency Operations Center (EOC) 703-784-6995/6.

5. The weather station will provide updates of adverse weather positions/conditions to the AC/S, G-3 during working hours, and to the CDO after working hours, using the following criteria:

a. Winter Storm/Blizzard Condition IV. Solid or freezing precipitation is **possible** within the next 72 hours. Update every 12 hours.

b. Winter Storm/Blizzard Condition III. Issued anytime solid precipitation is forecasted, normally when a storm is 48 hours away from the Base. Accumulation expected is that for non-routine or blizzard type snowfalls. Update every 12 hours.

c. Winter Storm/Blizzard Condition II. Issued when a storm is 24 hours away from the Base. Accumulation expected is that for non-routine or blizzard type snowfalls. Update the Chief of Staff, MCB every 8 hours.

d. Winter Storm/Blizzard Condition I. Issued once a storm has closed within 12 hours of the Base. Accumulation expected is that for non-routine or blizzard type snowfalls. Update every 3 hours or upon request.

6. Decision Points

a. For night snowfalls, experience has shown the decision point for delaying openings or cancellations of Base operations, the child development center, and schools must be executed by 0400. Accurate forecasts and, if precipitation has begun, thorough reconnaissance of all roads by 0330 is necessary.

b. For snowfall during the day, the forecast for decision-making should extend through early afternoon (usually 1300), since early school closings as well as delayed openings the next day should be considered.

c. When possible, a decision to close the Base or portions thereof should be made NLT 1500 the day prior. MCAF Weather, local news, and the Internet are all sources available to aide in this decision.

d. Weather forecasts are an integral part of the decision process in regards to Base and Quantico dependents schools delayed openings or closings. Accordingly, the MCAF Weather Section will provide the Command CDO storm forecast updates on an as-needed/requested basis. The duty forecaster should be prepared to brief the Chief of Staff, MCB immediately prior to the required decision point (0400 for early morning decisions and 1300 for afternoon decisions).

7. Checklist for Snow Preparedness. The following checklist is provided as a common sense guide for use prior to snowfalls, but is not all inclusive as commanders may want to determine their own organization-unique requirements. All commanders, division directors, commanding officers, and heads of tenant activities should review this checklist for pertinent responsibilities and develop a specific checklist for their activity.

a. 48 Hours Before Storm Arrival (Condition III)

- (1) Inspect snow emergency vehicles and associated equipment.
- (2) Develop working party lists and notify personnel.
- (3) Ensure emergency and essential personnel lists are correct.
- (4) Review this manual for policy and procedures.
- (5) Conduct troop information briefings as required by chapter 5 of this manual. Appendix C provides a troop information presentation.
- (6) Ensure runway and taxiway flags are erected as required.
- (7) Ensure supplies of sand, salt, and chemicals are on hand.

b. 24 Hours Before Storm Arrival (Condition II)

- (1) Determine estimated accumulation and type of precipitation (freezing rain, wet snow, dry snow, mixed precipitation, ice, etc.).

(2) Conduct troop information briefings as indicated above if not previously completed.

(3) Begin preloading and staging of equipment, as required.

(4) Per reference (a), review plans for emergency shelter operations.

c. 12 Hours Before Storm Arrival (Condition I)

(1) Formulate contingency plans for modified operating hours of Marine Corps Exchange activities, the Commissary, dependant schools, child development center, etc., as required.

(2) Prepare contingency plans for modification of operations and training as required.

(3) Execute plans for emergency shelter operations as required.

d. Within 6 Hours of Storm Arrival

(1) Conduct final briefings and make preliminary decisions on operations.

(2) Disseminate information to duty officers or commanding officers and to the local media via the PAO. Once a decision is reached, public announcement will be made per MCBO 3100.1A, and MCBO 5330.2C. Codes for modified operation and special considerations for snow emergency operations are included in appendix D of this manual.

8. Special Instructions for the CDO

a. The CDO will contact the MCAF Weather Section immediately upon assuming the duty to ascertain and/or clarify the projected weather condition(s) for the tour of duty.

b. In the event that a substantial amount of snow/ice is expected, the CDO should take the following action:

(1) Review reference (a), MCBO 3100.1A, and this manual.

(2) If the following day is a workday/school day, the CG MCB will consider curtailing Base activities or closing the Base. The decision to curtail or to close should be made NLT 1500 the day prior

or by 0400 the day of. Therefore, at approximately 0300, the CDO will contact the following:

(a) Weather Service, MCAF, 703-784-2298, to receive the latest weather forecast/projection.

(b) Provost Marshal, 703-784-2251, for the latest report on road conditions.

(c) Contact the AC/S, G-5, 703-784-2072 (Emergency Maintenance), for the latest report on road conditions and the status of road clearing. During snow operations, MT operations becomes direct support to the AC/S, G-5. Obtain specific information on the condition of the school bus routes. If school bus routes are not clear, shoulder to shoulder, then school may be delayed up to 2 hours, or may be cancelled for the day. There are no authorized emergency bus routes. Students will not be required to walk to school in hazardous conditions.

c. If current conditions and weather forecast are for a non-routine or for an increase or continuance of snow/ice, or road conditions are poor, notify the Chief of Staff, MCB and the AC/S, G-3.

d. When the CG MCB decides to cancel/delay operations, (especially dependant schools) the Chief of Staff, MCB will notify the Superintendent, VA DDESS by telephone. The CDO is not authorized to close/alter operating schedules unless approved by the CG MCB.

e. Notifications/announcements will be made per MCBO 5330.2C to include LAN, Channel 49, and local radio/news stations.

f. PAO will notify the media as to Base closings or delays.

1004. GENERAL RESPONSIBILITIES

1. The CG MCB will make the decision for Base operating hours and the school system, after consulting with the Superintendent VA DDESS.

2. When required, the AC/S, G-3 will activate the Base Emergency Operations Center, per reference (a).

3. The AC/S, G-5 will be responsible for snow clearing operations of roads, streets, and parking lots for the Base and will procure and post "Snow Emergency Route" signs as required. Priorities are detailed in appendix A.

4. Four wheel drive vehicles will be provided by Support Branch on request per the following priority list:

a. Military Police operations will be augmented with a sufficient number of four-wheel drive vehicles to allow for five four-wheel drive units, to include one pickup.

b. CG MCCDC.

c. CG MCB (and general officers as required).

d. CDO, Chief of Staff, MCB and AC/S, G-3, as required.

e. Area Commanders (CO, HqSvcBn; CO, MCAF; CO, OCS; CO, TBS; CO, WTBn; and CO, 4th LAR) subject to vehicle availability.

5. The commissary will remain open one hour after receiving notification from CG MCB that the installation is closing.

6. The Director, Comptroller Division will provide contingency funds per ANNEX E (Fiscal) of the reference.

7. The Provost Marshal will ensure snow emergency routes are cleared of cars to assure the safe, smooth, and orderly flow of traffic aboard the Base. Stalled/abandoned vehicles will be towed.

8. The Director, MCCS will modify hours of operation as necessary for MCX and 7-Day stores.

9. Directors, area commanders, commanding officers, and heads of tenant activities will:

a. Ensure sidewalks, steps, and other areas assigned are cleared of snow and ice either by organic personnel, prearranged working parties, or prisoner details (very limited; available through CO, SctyBn).

b. Brief personnel concerning the provisions of appendix C as part of the troop information program. Additionally, all personnel shall review appendix C of this manual 24-48 hours before a predicted storm.

c. Designate emergency and essential personnel, as required.

SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 2

TEMPORARY CANCELLATION OR DELAY OF OPERATIONS AND ADMINISTRATIVE
DISMISSAL OF PERSONNEL

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SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 2

TEMPORARY CANCELLATION OR DELAY OF OPERATIONS AND ADMINISTRATIVE DISMISSAL OF PERSONNEL

2000. PURPOSE. To establish procedures for the temporary cancellation or delay of all or part of operations, and for the dismissal of military and civilian personnel.

2001. POLICY. The cancellation or delay of all or part of operations at MCB, Quantico is within the administrative authority of the CG MCB. The Chief of Staff, MCB will disseminate information concerning cancellation or delay of all or part of operations and administrative dismissal of personnel.

2002. PROCEDURE OF NOTIFICATION

1. Canceling all MCB operations during normal working hours (0630-1700) will be accomplished by local area network (LAN), Channel 49, and local radio/news stations to all activities aboard the Base. The CG/Chief of Staff, MCB will issue the orders to cancel all or a portion of operations during normal working hours to cognizant division directors, organizational commanders, or heads of tenant activities.

2. When the decision to cancel all or part of operations is made after normal working hours, the command duty officer (CDO) will issue instructions as received from the CG/Chief of Staff, MCB. The CDO will immediately notify the duty Public Affairs Officer (PAO), who in turn will notify the media listed in appendix C as soon as possible after the CG MCB issues his decision.

2003. EARLY RELEASE OF MILITARY PERSONNEL. Base policy concerning the temporary cancellation of operations and administrative dismissal of personnel is delineated in MCBO 3100.1A. Civilian employees and military personnel should not call the Civilian Human Resources Office-Quantico (CHRO-Q), the PAO, or the various directors or commanding officers. Decisions regarding Base closures will be passed via LAN, Channel 49, and local radio/news stations. Personnel may also call the Public Affairs HOTLINE, 703-784-3638 to obtain the latest Base status.

2004. LEAVE POLICY FOR CIVILIAN PERSONNEL. When the CG MCB authorizes cancellation of operations, the policies and procedures outlined in MCBO 3100.1A apply.

2005. SOP FOR SNOW EMERGENCY OPERATIONS

1. Telephonic Responses. The Head, CHRO-Q will respond to telephone inquiries concerning the leave policy with respect to early dismissal and closure.

2. Reports. Division directors, commanding officers, and heads of tenant activities will reduce all cancellations of operations to writing per MCBO 3100.1A.

2006. EXCEPTIONS. Military and civilian personnel assigned as watchstanders or who must operate emergency equipment, and other essential personnel such as medical personnel, emergency maintenance crews, and plant operators, must report to work or duty and remain at their place of duty and work until relieved by their immediate supervisor. MCBO 3100.1A applies.

2007. RESPONSIBILITIES

1. All Division Directors, Commanding Officers, and Heads of Tenant Activities. Report dangerous conditions related to storm effects upon personnel, equipment, and facilities to the AC/S, G-3 and make recommendations as to group dismissals.

2. AC/S, G-3. Prepare a Memorandum for the Record of all CG MCB decisions concerning Base closures, Base delayed arrivals, Base delayed openings, Base early dismissals of personnel, and all decisions with respect to snow emergency operations. A copy of the Memorandum for the Record shall be sent, within 2 working days, to the Director, Comptroller Division.

3. Chief of Staff, MCB. Advise the CG MCB of a need to cancel operations (including VA DDESS operations) and dismiss personnel. Disseminate information concerning canceling all or part of MCB operations and administrative dismissal of personnel.

4. Personnel Responsibilities. All pedestrians including skiers, hikers, joggers, etc., are not authorized on the paved portion of emergency snow routes during snow emergency operations. Military police will ticket and escort violators to their respective quarters. Pedestrians should exercise extreme caution during snow conditions. See appendix C for specific safety regulations and precautions.

SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 3

TRAFFIC CONTROL AND EMERGENCY MILITARY POLICE (MP) OPERATIONS

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SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 3

TRAFFIC CONTROL AND EMERGENCY MILITARY POLICE (MP) OPERATIONS

3000. GENERAL. This Chapter outlines the operations of the Military Police (MP) during snow emergencies. In addition to overall Base security, MP responsibilities during snow emergencies consist of road reconnaissance; removing abandoned or parked vehicles; enforcing special regulations prohibiting pedestrians from walking pets, skiing, running, hiking, or walking on the paved road surface (except to cross the roadway).

3001. VEHICLE REMOVAL. MP's will remove, at the owner's expense, vehicles parked along snow emergency routes, and those impeding snow removal operations or the normal flow of traffic in those areas designated by appendix A. Vehicles parked on the shoulder of the roadway (due to mechanical failure), which do not impede the normal traffic flow, will be secured by the operator. The operator must notify the MP desk sergeant at 703-784-2251 as to the disposition of the vehicle and estimated time of removal. Vehicles not removed within 24-hours after normal traffic flow resumes will be towed at the owner's expense.

3002. GENERAL OPERATIONS. MP's are a service oriented unit with the primary responsibility for the safety of MCB residents and guests. The following actions have been instituted to accomplish such responsibilities:

1. All MP vehicles will be equipped with sand and salt mixture for MP's to apply as an expedient fix to small areas of ice or snow which present an immediate traffic hazard. MP vehicles will be provided the sand and salt mixture at the "Salt Dome" located adjacent to the brig.
2. MP's may provide reasonable help/assistance within their capability to stranded motorists and occupants. Assistance may be in the form of notifying family members, towing service, or even providing transportation to the individual's quarters if located on Base. Government wreckers will not be utilized to move private vehicles without the authority of the CG MCB or his designated representative, unless an emergency situation requires it.
3. To ensure sufficient MP's are available for emergency situations, MP responses to requests for routine, non-life threatening situations, may be delayed. Personnel should delay routine/nonemergency requests for MP support until the storm ceases.

SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 4

SNOW CLEARING OPERATIONS

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SOP FOR SNOW EMERGENCY OPERATIONS

CHAPTER 4

SNOW CLEARING OPERATIONS

4000. GENERAL. The AC/S, G-5 is responsible for clearing snow and ice from roads and other areas at MCB, Quantico.

4001. SNOW CLEARING OPERATIONS

1. Equipment

a. All equipment listed in appendix E will be given emergency maintenance priority to ensure constant readiness. Repair parts will be ordered as Priority 07 walkthrough to include Pre-Expended Bin/Special Operations Stock and insurance items.

b. Equipment listed in appendix E will be readied for immediate use when directed or upon receipt of weather-alert information.

c. Preparing equipment includes mounting of chains on motor transport vehicles and tractors. Chains will be used on road graders when necessary.

d. The primary mission will be to clear snow from paved streets and paved parking lots. Snow clearing Garrison Mobile Equipment will not be used to plow unpaved roads or parking lots. Clearing unpaved surfaces accelerate equipment failure and causes unnecessary vehicle recovery situations which detract from the primary mission; however, all efforts will be made to ensure personnel have transportation/ access to their work sites located on unpaved roads. Note that military transportation from off base residences to base are not authorized. Military transportation of personnel from MCB activities to MCB work sites is authorized.

2. Personnel. Organize personnel assignments as vehicle and equipment operators, as required by appendix E, into port and starboard watch sections. Personnel so assigned will alternate watches every other day and every other weekend from 1 November until 30 March, annually. In the absence of qualified military vehicle and equipment operators, appropriate civilian personnel will be assigned on overtime schedules if required. Duty sections and schedules may be adjusted to ensure sufficient personnel are available to operate equipment.

3. Responsibility

a. The Base coordinator of snow removal operations will be as follows:

(1) Working Hours. The AC/S, G-5 will direct and be responsible for Basewide snow removal.

(2) Nonworking Hours. The detail duty officer present or officer in charge (OIC) of Guad Maintenance will assume Base control at mainside. Assigned Maintenance Branch personnel will report to the Guad Snow Removal Operations Center in Bldg. 27001.

b. During working and nonworking hours, the Snow Removal Operations Center, located in Bldg. 3252 (703-784-2227/2072) will monitor snow clearance operations Basewide.

4. Priorities. The priorities set forth in appendix A will be followed in the conduct of snow/ice clearing operations.

5. Techniques and Policies. The following techniques and policies pertinent to snow/ice clearing operations are established as follows:

a. Chemicals. Properly used, chemicals (calcium or sodium chloride) are highly effective in a variety of snow/ice melting applications. They may be applied straight or mixed with sand. The use of chemicals is the primary control and clearance technique for sleet or similar icing conditions too shallow to plow. Similarly, chemical applications will be made to designated areas within the first hours after snowfall commences. Should total precipitation prove small, further clearance is unnecessary. Although more expensive, calcium chloride is much less corrosive to equipment, road surfaces, vegetation, and vehicles will be used to the maximum extent consistent with fund limitations. Recurring severe weather will dictate the use of sodium chloride as an immediate economy measure.

b. Sanding. Normally, sand is applied only to critical intersections and certain inclines where chemicals and plowing have proved inadequate. Further sanding should be undertaken judiciously and only upon specified request of the Military Police (MP) or higher authority. Sanding of streets generates further work in cleanup and storm sewer maintenance. Sand is most effective when used with chemicals.

c. Plowing. Operating plow equipment prior to the accumulation of significant snow is futile and wasteful. Normally, plowing will not start until accumulation has reached a minimum of 2 inches. Normal traffic and/or chemicals will dispose of lesser amounts. The

OIC, Guad Maintenance will direct when snow is plowed or when chemicals are applied. All plowing efforts will cease and will not begin again until the OIC, Guad Maintenance and/or AC/S, G-5 authorizes continuation of plowing operations. However, when heavy snowfalls are forecasted, plowing may be started using rubber edged blades. This will reduce the possibility of getting behind in heavy snowfalls. Slush will be plowed regardless of depth when freezing temperatures are forecasted. Lower priority areas will be plowed when personnel and equipment are available.

d. Plowing Operations. Plows will not operate with cutting edges bearing on the road surfaces. This practice is excessively destructive to equipment and the road surface. Surface irregularities render it impossible to obtain a bare surface by plowing alone. Experience has shown that the combination of evaporation and traffic will cause a thin residue of packed snow to dissipate even in sub-zero weather.

e. Stalled or Parked Vehicles. The MP will arrange removal, at owner's expense, of any parked or stranded vehicle not otherwise legally parked, interfering with snow-removal operations. (Note: parking along snow emergency routes is prohibited.) Special coordination is required to properly remove snow in parking lots and in quarters areas not equipped for off-street parking. Temporary signs, procured by facility maintenance and maintained by the MP, approximately 12" x 20", containing the words "EMERGENCY - NO PARKING" and a provision for inserting the times and date, will be liberally posted by the MP in such areas to control parking. Signs must be posted at least 4 hours in advance of the desired working times.

f. Closure of MCB #2. Due to the steep grade and slickness of MCB #2 in snow conditions, as required for safety during snow clearing operations, the MP will notify AC/S, G-5 that MCB #2 is closed to traffic. The Head, Maintenance Branch in conjunction with the area coordinator, will ensure barricades are placed where MCB #2 and #1 intersect and at Camp Barrett. The AC/S, G-5 will ensure detour signs are placed along MCB #3 and MCB #4 to facilitate the flow of traffic.

g. Primary Parking Lots. Primary parking lots will be cleared of snow as quickly as practical, and will not be used for storage of snow. The northwest corner of the main parking area of Lejeune Hall may be used for snow storage. Excess snow may be dumped in suitable vacant fields, etc. [do not use the Potomac River as a dumping point]. It should be noted that plowing lanes in parking spaces with snow storage is self defeating, and massive amounts of snow stored or placed up hill from the cleared areas cause ice to form from the run-off of melting piles, creating a self-induced safety hazard. Prior planning for snow removal and snow storage at each parking lot, to include using front end loaders and trucks to haul snow to predestinated dump sites, is the key to an effective, efficient clearance plan for heavy snowfalls.

h. Bridge Maintenance. Most bridges on Base are made of concrete and are adversely affected by chemicals used during snow clearance operations. The saltwater run-off runs down between cracks/joints to the main structural members below and reacts chemically with the concrete. Calcium Chloride will be used on bridges to prevent salt damage.

SOP FOR SNOW EMERGENCY OPERATIONS

APPENDIX A

PRIORITY OF WORK FOR SNOW/ICE CLEARING OPERATIONS

A. GENERAL. This appendix provides guidance concerning prioritization of other roads aboard MCB, Quantico for snow/ice clearing operations.

B. PRIORITY ONE PLOW OPERATIONS

1. Russell Road - from U.S. #1 to Dunlap Circle to include all on and off ramps for U.S. #1. Create access to the main water treatment plant located outside the back gate by the dog kennels.

2. Barnett Avenue - to include front ramp of the Fire Station.

3. Fuller Road - to include Mason Drive to Quantico High School and Geiger Road to Geiger Hall.

4. Zeilin Road - to Military Police (MP) operations center.

5. Naval Medical Clinic Emergency Route. Access road to the Acute Care Service entrance and parking lot.

6. Breckinridge Hall/Barrett Hall

a. Henderson Road.

b. Eppersun Road.

c. South Street.

d. Morrell Avenue.

e. Upshur Avenue.

f. Martin Street.

g. Broadway.

7. Marine Corps Air Facility

a. Dunlap Road.

b. Rowell Road.

SOP FOR SNOW EMERGENCY OPERATIONS

8. Officer Candidates School (OCS)
 - a. Bauer Road - to include front of the Fire Station.
 - b. Flemming Street.
 - c. Elrod Avenue - to include front of the Branch Medical Clinic.
9. Neville Road
 - a. Heywood Road.
 - b. Bearss Loop.
 - c. Burrows School.
 - d. Quarters 1, 376, 11, 350, 340, 12, and 351.
10. Catlin Avenue
 - a. Meyers Avenue.
 - b. Kelton Avenue.
 - c. Mullen Avenue.
11. Purvis Road
 - a. Dulaney to Ashurst Elementary School.
 - b. Russell Elementary School and Quantico High School.
 - c. Child Development Center (to include parking lot).
12. Guad Area
 - a. MCB #1 - from MCB #4 to Russell Road/Commissary.
 - (1) Back access road to Mainside Water Plant.
 - (2) Fuel Farm.
 - (3) Fire Station.
 - (4) MCB #1 to MCB #4 to Belfair Crossroads.
 - b. MCB #4 - to MCB #3.
 - c. MCB #3 - from MCB #4 to Garrisonville Hill Bridge.

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d. Camp Barrett

- (1) Gilbert Street.
- (2) Chosin Road.
- (3) Branch Medical Clinic.
- (4) Heywood Hall Parking.
- (5) Heating Plant.
- (6) Water Plant.

e. Charlie Demolition Range entrance to West Hill Road.

13. Combat Development Center Area. Access road to MCCDC Headquarters, Bldg. 3300.

14. James Wesley Marsh Center. Access road to Manpower and Reserve Affairs and Marine Corps Recruiting Command, HQMC.

C. PRIORITY TWO PLOW OPERATIONS. Commence after Priority One and consists of prime service roads and parking essential to reduce street congestion. Equipment permitting, these operations may commence before completing Priority One.

1. Mainside

a. Industrial Area

- (1) Zeilin Road - Beyond MP operations center.
- (2) Bldg. 2032 - MARCORSYSCOM Admin building (street on east side and area adjacent to loading docks).
- (3) Bldg. 3164 - Warehouse (area adjacent to front entrance doors).
- (4) Bldg. 7 - Warehouse, Self-Service Center (areas adjacent to receiving and entrance doors).
- (5) Bldg. 3036 - Substance Warehouse (area in front and rear of building docks).
- (6) Bldg. 2009 - Freight Transportation (access areas and front and rear of building).
- (7) Bldg. 2010 - Material Branch.

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(8) Bldg. 2011 - Government Property Receiving Section (area adjacent to front and rear of building up to loading docks).

(9) Bldg. 2012.

(10) Bldg. 3252.

(11) Bldg. 660.

(12) Bldg. 1303.

b. Commissary front and rear loading area.

c. John Quick Road

(1) 300 Block Housing.

(2) McCard Road.

(3) Argonne Hills/2700 Block Housing.

d. Lyman Park.

e. Purvis Trailer Park.

f. Thomason Park.

g. Elliot Road and Hawkins Avenue.

h. Lejeune Road and housing area.

i. Little Road

(1) Chamberlain Village/2300 Block.

(2) Geiger Ridge/800 Block.

j. Housing areas at Hospital Point.

k. Access road to Quarters 701 through 706.

l. Liversedge Drive.

m. Potomac Avenue to Lucas Hall and Access Road.

n. Air Facility Runway, Taxiway 2 and 3, Cunningham Road and Service Roads.

o. Roan Street (OCS Annex).

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p. Other Areas to Support Essential Services

- (1) Bldg. 3251 - Chapel (Embry Loop).
- (2) Bldg. 2117 - Emergency Transmitter Site (access roadway into site).
- (3) Fuel oil storage tank and delivery points - (as requested by the Head, G-4, Material Branch when access to delivery points is required).
- (4) Bldg. 1001 - Defense Printing Service Detachment Office (area adjacent to west side loading docks).
- (5) Bldg. 2013 - Motor Transport (access area to rear of building).

q. OCS Parade Deck.

2. Guad Area

a. Camp Barrett Parade Deck.

b. Rifle Range

(1) Main access road.

(2) Main lot.

c. Access road to EOD and C-Demo Range.

d. MCB #1 to Camp Upshur.

e. MCB #2 - from Camp Barrett to junction with MCB #1.

D. PRIORITY THREE PLOWING OPERATIONS. Primary parking lots.

1. Mainside

a. Lejeune Hall parking (limited, to include parking areas in front of building).

b. Combat Development Center parking lot.

c. Schools (VA DDESS).

d. Child Development Center lot located near Quantico High School.

SOP FOR SNOW EMERGENCY OPERATIONS

- e. Command and Staff College/Command and Control Systems School parking (limited).
- f. Amphibious Warfare School (limited).
- g. MCAF vehicle and aircraft parking (limited).
- h. Marine Corps Systems Command primary and two satellite lots.
- i. Naval Medical Clinic lots (two off Halyburton Street).
- j. HqSvcBn lot (behind Bldg. 1002 and Bldgs. 1999/2008 lots).
- k. Telephone Exchange.
- l. Kelton Road & Embry Loop (Chapel parking loop).
- m. Larson Gym parking (as required to augment MWR contract services).
- n. Lot behind Bldgs. 3035, 3146, and 2004; Artisan Drive; and lot behind Fire Station.
- o. Lejeune Hall main lot (except NW corner).
- p. Breckinridge Hall parking lot (snow storage on south side), Barrett Hall, and Bldg. 3073 lots.
- q. Bldg. 3242.
- r. Bldg. 2033.
- s. James Wesley Marsh Center (Bldg. 3280).
- t. Temporary Lodging Facility parking lot.
- u. Bldg. 1002 front parking lot.

2. Guad Area

- a. Camp Barrett
 - (1) Interior roads.
 - (2) O'Bannon/Graves Hall parking lots.
- b. Rifle Range interior roads.

SOP FOR SNOW EMERGENCY OPERATIONS

E. PRIORITY FOUR PLOWING OPERATIONS. Secondary and public quarters service roads.

1. Mainside

a. Public quarters service roads.

b. Access roads and areas adjacent to doors of Bldgs. 708-714, 735, 3069, 663, 3013, and 3103.

c. Final clearance in areas given limited service.

d. Road shoulder clearance - Fuller Road and Russell Road.

e. Removal of accumulation by hauling where required.

2. Guard Area

a. Ammo Supply Point.

b. Final clearance in areas given limited service.

c. Road shoulder clearance - Guard area roads.

d. Removal of accumulation by hauling where required.

e. Only After WTBn and TBS are Cleared

(1) Camp Upshur parking lot (front of Bldg. 26145).

(2) From VA #646 to radar compound.

(3) MCB H8 to VA #611.

(4) MCB #3.

(5) MCB #6.

3. Breckinridge Dam.

SOP FOR SNOW EMERGENCY OPERATIONS

APPENDIX B

SNOW EMERGENCY ROUTES

GENERAL

1. Designated snow emergency routes are permanently and specifically marked routes which have first priority for clearing operations. Forty eight hours prior to forecasted snow, the emergency routes will be cleared of parked vehicles and other plowing obstructions. They will be kept open for emergency vehicles at all times and will be cleared "shoulder to shoulder." Parking will not be permitted along these routes during snow clearing operations. Towing of parked or abandoned vehicles will be at the owner's expense. The vehicle owners/operators are responsible to determine when snow is forecasted and to assure their vehicles are not parked on designated snow emergency routes until after the clearing operations are complete. Pedestrians are not allowed on snow emergency routes during snow removal operations except as outlined in appendix E. The following roads are designated as snow emergency routes:

- Fuller Road
- Russell Road
- Barnett Avenue
- Martin Road between Barnett and Broadway
- Henderson Road
- Neville Road
- John Quick Road
- Geiger Road from Fuller Road to Geiger Hall
- Purvis Road
- Dunlap Road
- Bauer Road
- Chosin Road
- Gilbert Street
- Whanton Avenue
- Powell Road
- Flemming Street
- Elrod Avenue
- Mason Drive
- Dulaney Street
- MCB #1 from Russell Road to MCB #4
- MCB #4
- MCB #3 from MCB #4 to Aquia Creek
- MCB #2

2. Snow emergency routes will be continually cleared during snowfalls. Secondary routes, residential area roads, and Base roads will be prioritized as addressed in appendix A as a part of snow clearing operations.

SOP FOR SNOW EMERGENCY OPERATIONS

APPENDIX C

SNOW EMERGENCY TROOP INFORMATION PRESENTATION

A. BACKGROUND. For normal snowfall of an inch or two, very little effort needs to be expended beyond salting roads and allowing snow to melt. Major snowfalls, accumulations in excess of 6 inches occur periodically, and accumulations from 1 to 2 feet can be expected every 4 years. This brief is intended to deal with those major storms disrupting the orderly conduct of operations for days or even weeks at a stretch. This information will help you prepare for and get through these situations.

B. EMERGENCY RESPONSE PLANS. There are four Base conditions you should be familiar with:

1. CODE GREEN. The Base is open. The weather conditions are such that there is no impact on operations. Employees are expected to report to work on time. If you hear no announcement at all concerning the Base, you are still expected to be at work on time.

2. CODE YELLOW. The Base is open on time. Reasonable delays when reporting to work are excused. Liberal leave may be authorized. This means that the Base is open. Reasonable delays (usually not to exceed 2 hours from the start of the employee's normal duty day) in reporting for work will be excused without loss of pay or charge to leave for nonessential or nonemergency personnel who experience delays due to weather conditions. Good judgment will be exercised by supervisors and managers in determining what a reasonable delay is, taking into account the weather conditions in the area from which the employee commutes and the distance the employee commutes. Employees on leave during this code will not be granted excused absence since this announcement is intended to allow added time for those employees who do report for work to do so safely. Supervisors must advise their timekeepers of the amount of time granted to those who were delayed in arrival under this code. Early arrival before normal work hours is not encouraged to allow snow removal teams time to clear roadways and parking lots.

3. CODE BLUE. The Base opens at a specified time. Liberal leave may be authorized. This means that the Base will not open until the time specified in the announcement. Nonemergency or nonessential personnel are expected to report for duty at the time specified. Employees will be excused from duty without charge to leave or loss of pay until the time set in the announcement. Employees who are on leave for the day will be charged leave only from the time specified for the Base to open. The leave status for employees who are on Leave Without Pay (LWOP), on suspension, on military leave, or who are in a non-pay

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status both the day before and the day after a day designated as Code Blue with a late opening time, will remain in that same status. Such employees will not be granted excused absences. Usually the conditions are such that those employees capable of arriving sooner are encouraged NOT to do so to allow for the snow removal teams to do their work unhampered by other vehicular traffic and to ensure that parking lots get cleared.

4. CODE RED. This means that the weather conditions are severe and the Base is closed for normal operations. Only essential and designated emergency personnel are expected to report for duty on time. Nonemergency and nonessential personnel will be excused for the day, without charge to leave. Excused absence, for nonessential and nonemergency personnel, will be granted even if they were already scheduled to be on sick or annual leave for the day. Employees on LWOP, suspension, military leave, or in a non-pay status the day before and the day after the designated Code Red day, are not entitled for excused absence. An employee on a compressed work schedule whose regular day off is the same day that a Code Red is announced is not entitled to an "in lieu of" day off. MCBO 3100.1A provides guidance and policy for "exceptions" and the designation of essential and emergency personnel.

a. The CG MCB will be very reticent in closing the Base unless the severest of weather conditions are forecasted. If possible, the decision to close the Base will be made NLT 1500 the day prior. The snow removal teams will not start clearing roadways until there are at least 2 inches of snow. As noted above, the announcements will not include the information that emergency personnel are expected to report for work on time. Regardless of the code declared, those individuals are expected to report on time.

b. The media will be advised as early as possible of which announcement to make. Plans are to make such decisions NLT 1500 the day prior or 0400 the day of, but will depend upon the actual and anticipated weather conditions. Our experience has been that the radio stations get the word out sooner.

c. Supervisors are encouraged to have an organized approach such as a phone tree, to ensure that everyone under their cognizance receives the word as soon as possible. Do not depend on the grapevine or someone else telling your people. And remember, not everyone has access to E-MAIL.

d. For access to the latest Base status, you may call 703-784-3638 (Public Affairs HOTLINE) for updates concerning the status of Base operations.

SOP FOR SNOW EMERGENCY OPERATIONS

C. GENERAL SAFETY REGULATIONS AND PRECAUTIONS

1. Snow and ice are dangerous not only to vehicle drivers and passengers, but to pedestrians and recreational users of snow. As snow accumulates, the available road surface narrows. Pedestrians, skiers, and others use vehicle tracks to avoid deeper snow and vehicles have less control due to slippery surfaces (increasing the chance of accidents). Accordingly, the following regulations apply:

a. Walking, jogging, skiing, and hiking, are prohibited on the road surface except to cross the road surface at 90 degrees to the traffic flow.

b. Sledding and using rough terrain vehicles for recreation on road surfaces is prohibited.

c. Parking on snow emergency routes during clearance operations is prohibited.

d. Parking or abandoning a vehicle so as to impede the flow of traffic is prohibited.

2. You should be familiar with the following safety precautions:

a. Walking or working under the eaves of buildings can result in being hit by falling icicles, ice chunks of packed/frozen snow.

b. Areas where melted snow flows across roads, parking lots, and shaded areas may refreeze and form ice during the day/overnight. Exercise extreme caution when crossing apparent wet spots after sunset.

c. Overexertion from shoveling snow can result in a heart attack even when physically fit. Do not attempt to move too much snow too fast.

3. During Winter Advisory Conditions ensure your vehicle is equipped with safety items, such as, a snow shovel, blanket, extra clothes, boots, and sand/kitty litter for traction.

D. QUARTERS RESIDENTS

1. Clear sidewalks and driveways, especially where children walk to school.

2. Don't park on snow emergency routes until clearing operations have been completed, and attempt to park all vehicles in driveways/garages when snow is forecasted.

SOP FOR SNOW EMERGENCY OPERATIONS

E. MODIFICATION, DELAY, AND CANCELLATION OF WORKING HOURS/OPERATIONS

1. The CG MCB will make the decision to suspend Base operations or modify hours. The Superintendent, VA DDESS, will make the decision to close the schools. This decision will be announced through the local area network, Channel 49, and local radio/news stations to all activities aboard the Base. Decisions regarding the VA DDESS will also be announced using this means. Samples of these announcements are shown in appendix D.

2. The following radio and television stations are the primary sources for the announcement of Base cancellations.

Radio

FM 93.3 WFLS, Fredericksburg
FM 95.5 WPGC, Washington
FM 99.3 WYSK, Fredericksburg
FM 101.5 WBQB, Fredericksburg
FM 107.3 WRQX, Washington
FM 107.7 WTOP, Washington

AM 630 WMAL, Washington
AM 1230 WFVA, Fredericksburg
AM 1350 WFLS, Fredericksburg
AM 1500 WTOP, Washington

Television

CH 4 WRC-TV, NBC, Washington
CH 5 WTTG-TV, Fox, Washington
CH 7 WJLA-TV7, ABC, Washington
CH 8 NEWS CH, Springfield
CH 9 WUSA-TV, CBS, Washington
CH 49 Base Cable

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APPENDIX D

SAMPLE ANNOUNCEMENTS FOR RADIO/TV STATIONS

A. BEFORE NORMAL WORKING HOURS. When weather conditions require Base activities to be cancelled or openings delayed, announcements will be made on as many of the radio/TV stations listed in appendix C. The samples shown below may be used in consonance with each other or may be varied, as conditions require.

1. CODE GREEN. (Condition normal): The Base is open on time. Employees are expected to report to work on time.

2. CODE YELLOW. (Open with reasonable delays): The Base is open on time. Reasonable delays for reporting to work are excused. Liberal leave may be authorized.

3. CODE BLUE. (Open at specified time) : The Base opens at a specified time. Liberal leave may be authorized.

4. CODE RED. (Closed for nonessential personnel): Weather conditions are severe and the Base is closed for normal operation, only emergency and essential personnel are expected to report to work.

B. DURING NORMAL WORKING HOURS. As for decisions concerning weather conditions and dismissals during the normal workday, every effort will be made to communicate those decisions via local area network (LAN), Channel 49, and local radio/news stations. Do not call inquiring as to early dismissals, etc. By tying up the phone lines, you only make things worse for getting the word out. Normally, nothing will be said if work is expected to continue without dismissals. Supervisors and managers can dismiss using the 59 minute rule if the conditions and the distances to be traveled justify it and there is no pressing work required. However, careful consideration of the conditions and impact on other personnel should be made. As to decisions concerning the Base as a whole, the following announcements would be made when and where appropriate for snow emergencies during normal work hours. No announcement will be made if the Base is to remain open. Weather conditions are considered fair and passable.

1. **LIBERAL LEAVE POLICY IN EFFECT FOR ALL CIVILIAN EMPLOYEES EXCEPT THOSE IN EMERGENCY POSITIONS.** The Base is to remain open. Weather conditions are becoming severe but roads are expected to remain passable through 1700. This means that crews are out, but snow conditions may get ahead of them by nightfall. To minimize traffic backups, staggered departures are encouraged.

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2. EMPLOYEES WILL BE DISMISSED AT (SPECIFIC TIME) WITH NO CHARGE TO LEAVE. EMERGENCY PERSONNEL WILL REMAIN ON DUTY OR REPORT AS SCHEDULED. Due to severe road conditions, Base activities are curtailed and the Base is closed for the remainder of the work day. Crews are unable to keep ahead of the severe road conditions. If liberty is sounded for military because of current or anticipated road conditions, then the above should be in effect. This type of announcement should be the exception rather than the rule. Only employees on duty get excused absence when the decision is made during the work day to close the Base as the purpose is to allow those here on the Base to get home safely.

SOP FOR SNOW EMERGENCY OPERATIONS

APPENDIX E

EMERGENCY TRANSPORTATION PLAN

GENERAL

1. This appendix provides guidance concerning emergency transportation during snow emergencies aboard the Base.

2. The following organizations are assigned organic four-wheel drive vehicles:

<u>Organization</u>	<u>Quantity</u>
a. Security Battalion	5
b. Weapons Training Battalion	1
c. Area Commanders (6 total)	1 (As required/ available)

3. The Head, Support Branch, G-4 will provide the following four-wheel drive vehicles:

a. CG MCCDC	1 4x4 Vehicle
b. CG MCB	1 4x4 Vehicle
c. Chief of Staff, MCB	1 4x4 Vehicle
d. AC/S, G-3	1 4x4 Vehicle
e. Security Bn	4 4x4 Vehicles

4. Dedicated 4X4 vehicles will be dispatched on a priority basis by contacting the Head, Motor Transport Operations at 784-2576 or 784-2254.

SOP FOR SNOW EMERGENCY OPERATIONS

APPENDIX F

SAMPLE LAN MESSAGE

MARINES, SAILORS, CIVILIAN MARINES AND
FAMILIES

CURRENT WEATHER CODE: GREEN

Although the current weather condition code for MCB, Quantico is Green, local weather forecasts are anticipating sleet/freezing rain for early tomorrow (Friday) morning, which may result in sloppy driving conditions. Based on these forecasts MCB, Quantico anticipates setting condition Yellow for Friday morning: Base will be open with reasonable delays being excused. Liberal Leave authorized. All Quantico DoD schools will open on time. Please use caution when driving. Stay tuned to channel 49 for Base weather code updates, or call the MCB Public Affairs Office (PAO) Hot line at 703-784-3638 or any of the radio and TV stations listed below.

MCB, Quantico has 4 distinct weather conditions
--CODES--
by which we manage Base operations during bad weather:

BASE WEATHER CODES

CODE GREEN (Condition Normal): The Base is open on time. Employees are expected to report to work on time.

CODE YELLOW (Open With Reasonable Delays): The Base is open on time. Reasonable delays for reporting to work are excused. Liberal leave may be authorized.

CODE BLUE (Open At Specified Time): The Base opens at a specified time. Liberal leave may be authorized.

CODE RED (Closed For Non-essential Personnel): Weather conditions are severe and the Base is closed for normal operation, only emergency and essential personnel are expected to report to work.

REMEMBER: THESE CODES ARE A GUIDELINE FOR MCB, QUANTICO. THEY WILL NOT NECESSARILY REFLECT THE CONDITIONS & CHALLENGES IN OUR NEIGHBORING COMMUNITIES, PLEASE . . . CONTINUE TO USE COMMON SENSE AND SOUND JUDGMENT IN YOUR DECISION TO GET ON THE ROADS. "YOUR" SAFETY CONTINUES TO BE OF THE UTMOST IMPORTANCE TO ALL OF US.

SOP FOR SNOW EMERGENCY OPERATIONS

Remember, a CODE RED means that all MCCS services will be closed (i.e., 7 Day Store, Gas Station, Main Exchange, Commissary, etc.) For those living off Base, the same difficulties with private vendors will likely occur. You may want to plan ahead with perishables and other staples in the event you cannot get to the store. This is not an emergency, but an opportunity to make preparation for some temporary delays.

DURING POSSIBLE SNOW CONDITIONS, DECISIONS WILL BE MADE DAILY AT 1500 FOR THE FOLLOWING DAY'S BASE CLOSURE CONDITION VIA LAN MANAGER, QTV-49, AIUD OTHER LOCAL MEDIA (RADIO & TELEVISION). UPDATES TO CONDITIONS AND OTHER INFORMATION CAN BE OBTAINED BY CALLING THE MCB PAO HOT LINE AT 703-784-3638.

FAMILIES WITH SPECIAL NEEDS (EFMS, HANDICAP, ETC.) THAT MAY NEED SPECIAL/ADDITIONAL ASSISTANCE SHOULD CALL THE MCB COMMAND DUTY OFFICER AT 703-784-2707 OR THE MCB EMERGENCY MAINTENANCE AT 703-784-2072/2073/2227 FOR ASSISTANCE.

WE WILL CONTINUE TO MONITOR WEATHER CONDITIONS AND REASSESS THROUGHOUT THE WEEKEND.

UPDATES TO SNOW CONDITIONS AND BASE OPERATIONS WILL BE PASSED OVER THE FOLLOWING TV AND RADIO STATIONS:

TV CABLE CHANNELS

MCB 49
WRC-TV 4
WTTG-TV 5
WJLA-TV 7
NEWS CHANNEL 8
WUSA-TV CH 9

FM RADIO STATIONS

FM 93.3
FM 95.5
FM 99.3
FM 101.5
FM 107.3
FM 107.7

AM RADIO STATIONS

AM 630
AM 1230
AM 1350
AM 1500

