



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, FORT WAINWRIGHT
1046 MARKS ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-PLO

NOV 24 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Wainwright, Alaska (USAG-FWA),
Severe Weather Advisory Standard Operating Procedures (SOP)

1. References:

- a. Army Regulation (AR) 385-10, The Army Safety Program, dated 27 November 2013.
- b. Garrison Policy Letter #31, Severe Weather Plan, dated 07 April 2014.
- c. Memorandum for Delegation of Authority, dated 17 July 2015.

2. Purpose: To establish policies and procedures for road conditions, operational curtailment such as delayed reporting, early/phased release and/or closures of agencies/facilities due to severe weather incidents to include but not limited to: ice storms, snow or ice fog.

3. Applicability: All personnel assigned to, or employed by the United States Army Garrison, Fort Wainwright (USAG-FWA) and United States Army Alaska (USARAK). Other tenant units and agencies on FWA may use this SOP as a reference for recommendations. This SOP does not apply to Family Members, dependents, or contractors (unless written in their statement of work).

4. Scope: The intent of this SOP is not to address every type of incident, but to focus on the process of policies and notifications due to severe weather incidents to include but not limited to: ice storms, snow or ice fog. As required, the Garrison Commander will make the decision that the installation will either continue normal operations or curtail operations such as in delay reporting or authorize an early/phased release.

5. Authority:

a. Road Conditions. The Director of Emergency Services (DES) determines the road condition classification for conditions GREEN through RED by incorporating the observations from law enforcement patrols, weather advisories, and regional weather forecasts. For a road classification of BLACK, DES will make a recommendation to the Garrison Commander and the Garrison Commander is the only approval authority for BLACK road conditions. See Annex A.

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b. Personnel. Soldiers and Civilian employees are expected to report to work, until otherwise directed.

(1) The Garrison Commander and/or the Deputy Garrison Commander will make the determination as to the duty disposition of USARAK and USAG-FWA Soldiers and USAG-FWA Civilian personnel assigned to Fort Wainwright, Alaska.

(2) Weather Essential Personnel. Each Commander, Director/Agency Chief will determine who the weather essential personnel are in their unit or directorate/agency. Examples of such personnel are law enforcement officers, firefighters and emergency medical personnel. All other personnel will report to their assigned duty station no later than the time designated for delayed arrival.

(3) If Civilian personnel feel it is still unsafe to report to work, they may request appropriate leave in the event of severe weather conditions.

(4) The location of an individual's residence is a matter of personal choice and will not be used as a reason to seek excused absence during severe weather. If personnel are unable to report to work, the appropriate leave will be charged.

c. Operational Curtailment in the form of delayed reporting or early/phased release, and/or agencies/facilities closures. The Garrison Commander determines operational curtailment by incorporating weather advisories, regional weather forecasts, school delays/closures, and USARAK activities. The Garrison Commander is the approval authority for delayed reporting, early/phased release and/or agency/facility closures for all Soldiers and Civilians on Fort Wainwright.

6. Severe Weather Advisory Procedures: During periods of especially hazardous driving conditions (such as snow, ice storms, or natural disasters), the Commander may find it necessary to modify/curtail administrative and training operations in order to provide for the safety of Soldiers and Civilian employees. Based on current or projected weather conditions, the following procedures will be implemented:

a. Road Conditions: Military/GSA Vehicles: The road condition classifications are applicable to only tactical and government owned non-tactical vehicles. The classifications are only recommendations for personally owned vehicles (POV) and personnel are advised to use caution when operating POVs in adverse road conditions. Severe weather conditions can cause vehicle accidents and fatalities among Soldiers, Civilian Employees and their families. To prevent accidents during periods of severe weather, the Garrison Commander has implemented procedures to inform personnel of severe weather and hazardous road conditions. See Annex A.

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b. Operational Curtailment. The Garrison Commander exercises the authority to issue an order dismissing all personnel assigned to, or employed by the United States Army Garrison, Fort Wainwright (USAG-FWA) and United States Army Alaska (USARAK). Those working for the various tenant units and agencies on FWA may use this order as a recommendation.

(1) The Garrison Commander can authorize USAG-FWA Civilian employees time off without charge to leave or loss of pay, due to severe weather conditions impacting the installation. Such administrative dismissal may take the form of delayed reporting and/or early/phased release. Subordinate managers and supervisors may not supplement excused absence granted under administrative dismissal.

(2) If mission units are in the training areas, the Garrison Commander, in conjunction with USARAK, will determine if field operations will continue or be halted. There are many factors in this decision; for example: Is it safer to leave the unit in position than traveling the roadways or is the temperature beyond the capabilities of the unit to mitigate, etc.

(3) Delayed Reporting.

(a) Delayed reporting due to severe weather is designed to provide time to accomplish the following:

- 1 Allow road crews opportunity to clear roads and parking lots.
- 2 Enable off-post personnel to clear blocked driveways.
- 3 Permit official time to drive slower to work and reduce traffic accidents.

(b) Delayed reporting is not intended to be a precise directive for the starting time of work. It furnishes the maximum time for reporting to duty and beginning work. Personnel arriving on the installation are expected to report to their worksite and begin work immediately, regardless of the maximum delayed reporting time authorized. Personnel should not loiter around the installation waiting for the delayed reporting time before reporting to their assigned duty.

(4) Early/Phased Release.

(a) The Garrison Commander may dismiss personnel whose presence is not necessary to perform essential functions. Commanders and Directors may excuse such personnel once the Garrison Commander authorizes the phased release. Such dismissal does not automatically excuse any Soldier or employee.

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(b) To safely manage the flow of vehicles off post, commanders and directors should release personnel in staggered increments based on the respective organization's internal SOP.

(5) Agencies/Facilities Closure. If the weather is severe enough to make travel impossible and unsafe for personnel, the Garrison Commander may elect to close agencies/facilities. The closure decision optimally would occur the day prior to severe weather in order to notify all affected Soldiers and Civilian Employees. Notification procedures in paragraph 7 will be followed.

(6) The Fairbanks North Star Borough School District (FNSBSD). Arctic Light Elementary, although located on Fort Wainwright, operates under the FNSBSD policies and procedures. The School District Superintendent decides whether to close schools, delay openings, or direct early release. Delays in school openings are standardized by time. The School District Superintendent will ensure that change to school schedules are coordinated with the school district personnel, USAG-FWA personnel, the Public Affairs Office (PAO) and the local radio stations.

(7) MEDDAC-AK. Once the Garrison Commander makes a decision about curtailment operations, MEDDAC-AK will contact DPTMS in order to synchronize messaging for information such as if appointments will be cancelled or continued.

7. Notification Procedures:

a. Soldiers and employees will be alerted by internal unit/directorate notification rosters.

b. It is a management responsibility to develop appropriate procedures to designate and notify weather essential personnel and maintain recall rosters. This information will be kept on file by the organization and the Directorate of Plans, Training, Mobilization and Security (DPTMS).

c. Upon the decision of the Garrison Commander to conduct curtailment operations the following notification procedures will be implemented:

(1) During duty hours, notification will be sent through Commanders, Directors/Agency Chiefs using phone and email messages. DPTMS will have the lead for contacting Brigade Commanders, Directors/Agency Chiefs and tenant agencies.

(2) A staff huddle, which will include from USARAK and USAG-FWA, will be necessary to orchestrate the recommendations for the Commander.

(3) After duty hours, notifications (See Annex B) will be made as follows:

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(a) The Director of Emergency Services will notify the DPTMS.

(b) The Fort Wainwright Police Desk Sergeant/Fort Wainwright Dispatch Center will make notifications to the following:

1 Disseminate the message via NIXLE.

2 The initial notification to the USARAK Command Center (UCC), who will notify the USARAK units.

(c) The DPTMS office will notify:

1 All Directors and Agency Chiefs according to the notification/recall roster.

2 The Union Office.

3 The Fairbanks North Star Borough School District.

4 The UCC and Installation Management Command – Pacific (IMCOM-P) Operations Center for the follow-up Serious Incident Report (SIR), if needed.

5 Tenant organizations such as the Commissary and The Exchange, if needed.

6 The MEDDAC Staff Duty Officer.

7 The USARAK G3 North (will also be notified by the UCC).

8 The USARAK Field Officer of the Day (FOD) (will also be notified by the UCC).

9 The Civilian Payroll Office.

10 The MAC Transit Office (Gold Line).

(d) "PAO will disseminate information via all available means to include the Fort Wainwright webpage, Facebook, Twitter and 353-INFO.

d. Information about curtailment operations will be available through:

(1) NIXLE. Text 99703 to 888-777 for Fort Wainwright information (DES).

(2) Facebook pages including:

(a) Fort Wainwright page (PAO). <https://www.facebook.com/FortWainwrightPAO>

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(b) Fort Wainwright Garrison Operations/DPTMS (DPTMS).

<https://www.facebook.com/pages/Fort-Wainwright-Garrison-OperationsDPTMS/>

(c) Fort Wainwright Current Conditions (DPTMS).

<https://www.facebook.com/FortWainwrightCurrentConditions>

(3) Fort Wainwright webpage (PAO). <http://www.wainwright.army.mil>

(4) Informational phone numbers.

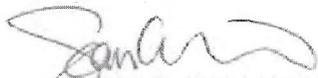
(a) 907-353-INFO (4636) - Fort Wainwright information and road conditions (PAO).

(b) 907-353-7109 - Updated weather by the Detachment 3, 1st Weather Squadron.

(c) 907-353-9757 - Installation Emergency Manager.

e. When possible, a decision about curtailment operations such as delayed reporting or post closures will be made the day prior to ensure timely notification. If it is not possible, the decision will be made no later than (NLT) 0430 the day of the weather event.

9. The point of contact for this SOP is Krista Paul, Emergency Management Specialist, at 907-353-9757 or email at krista.n.paul2.civ@mail.mil.

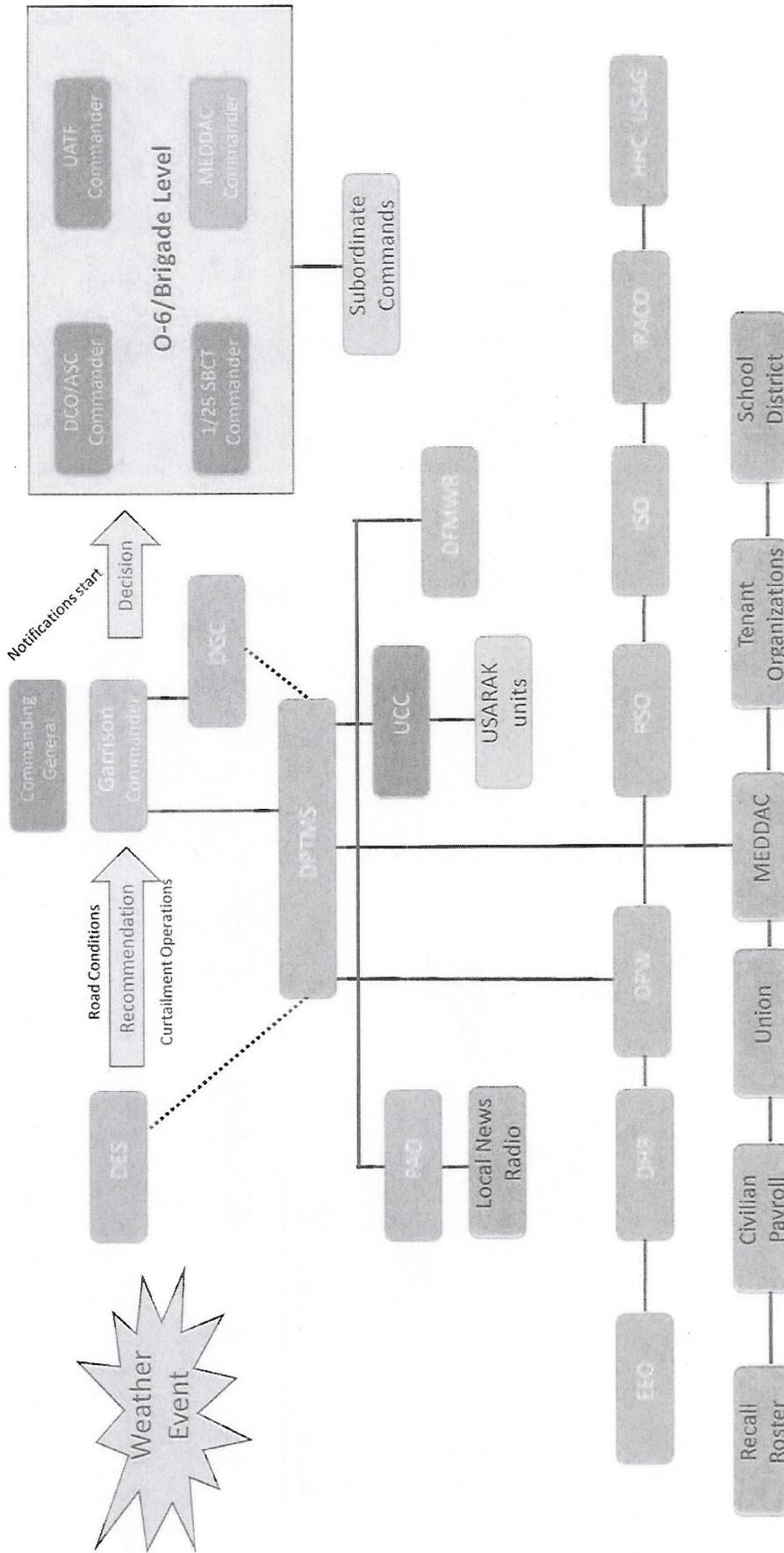

SEAN C. WILLIAMS
COL, SF
Commanding

Annex A: Road Condition Matrix

Annex B: Notification Matrix

Annex C: Commanding General Delegation of Authority Memorandum

Category	Conditions	Obstructions	Precautions	Dispatch Authority
GREEN Unrestricted	Unrestricted vehicle dispatches are authorized. Ideal road, visibility, and temperature conditions exist.	None	Drivers will observe normal precautions and speed limits	Normal procedures according to SOPs
AMBER Hazardous Road Conditions	Ideal road, temperature, and visibility conditions do not exist. Motorcycles are prohibited from operating on installations roadways due to gravel.	<ul style="list-style-type: none"> - 3 inches or less of snow/water - Icy Patches - Visibility to 200 meters - Winds 15-20 mph 	Increased driving times, hazardous road conditions, and driver experience will be considered in dispatching vehicles under amber conditions.	Commanders and primary staff will authorize dispatches under amber conditions.
RED Mission Essential Vehicles	Road, temperature, and visibility conditions are equal to or worse than those noted in amber condition status characteristics.	<ul style="list-style-type: none"> - 3-6 inches of snow/water - Visibility from 50 to 200 meters - Winds 20-30 mph 	Drivers should use extreme caution and limit operating POVs on roads if possible.	The dispatch record for mission essential vehicles will be marked "mission essential." Battalion-level commanders (or designated representative) and division chiefs will authorize dispatches of mission essential vehicles.
BLACK Emergency Essential Vehicles	Road, temperature, and visibility conditions are equal to or worse than those noted in RED road condition status characteristics.	<ul style="list-style-type: none"> - 6 or more inches of snow/water - Sheet Ice - Visibility is 0 to 50 meters - Winds exceeding 30 mph 	Only emergency essential non-tactical and mission essential tactical vehicle dispatches are authorized. POV use is not recommended, except for emergencies.	The dispatch record for emergency vehicles (police, fire, ambulance, and emergency engineer) will be marked "emergency essential." Brigade level commanders (or designated representative) and directors will authorize dispatch of emergency vehicles.



All agencies are responsible for contacting their subordinate commands/agencies



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
724 POSTAL SERVICE LOOP #5000
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APVR-CG

JUL 17 2015

MEMORANDUM FOR Commander, U.S. Army Garrison, Fort Wainwright, 1060 Gaffney Road #6000, Fort Wainwright, AK 99703-6000

SUBJECT: Delegation of Command Authority

As the senior commander for U.S. Army Alaska, I hereby delegate my installation command authority to the Commander, U.S. Army Garrison, Fort Wainwright, for all matters pertaining to the day-to-day management of Fort Wainwright except where law, regulation or policy prohibits delegation. This delegation includes, but is not limited to, suspending and revoking installation driving privileges, approving random gate inspections, granting and denying access to the installation, approving law enforcement and fire protection activities including those involving other federal, state, and local law enforcement and fire protection agencies, approving or denying applicants to serve as Family Child Care providers, approving early and advance return of dependents, adjudicating juvenile misconduct proceedings, representing the command in Armed Forces Disciplinary Control Board proceedings, managing the installation Vehicle Utilization Review Board (VURB), managing the use and operation of real estate and facilities, handling requests to conduct commercial solicitation on the installation, conducting community relations activities with local civic leaders and organizations, granting or denying authorization to conduct fundraising activities on the installation, granting or denying authorization for private organizations to operate on the installation, and providing logistical support to private organizations. I reserve the right to withdraw installation commander authority on any particular matter that I deem appropriate.


BRYAN R. OWENS
Major General, USA
Commanding