

III CORPS AND FORT HOOD REGULATION 385-2

SAFETY

**PROCEDURES FOR COLD WEATHER OPERATIONS
AND
HAZARDOUS ROAD CONDITIONS**

10 MAY 2011

SUMMARY OF CHANGE

III Corps and Fort Hood Regulation 385-2
Procedures for Cold Weather Operations

This issue dated 10 May 2011 —

- Changes to leave procedures during delayed reporting, early dismissal and when Fort Hood is closed (table 1-1).
- Adds hazardous road conditions to the title of this regulation.
- Updates references.
- Changes installation commander to senior commander.
- Adds Installation Operations Center as the single source to collect and disseminate severe weather information and status of the installation.
- Provides serials for the staggered release and reporting of units.

Safety
**PROCEDURES FOR COLD WEATHER OPERATIONS AND HAZARDOUS ROAD
CONDITIONS**

History. This revision is a major revision. Portions affected by this revision are listed in the summary of change.

Summary. This regulation sets policy and procedure for cold weather operations and hazardous road conditions.

Applicability. This regulation applies to all personnel including military personnel and units; military Family members; Department of the Army civilian employees, contract personnel; and other personnel and units assigned, attached, or in training at Fort Hood.

Supplementation. Local supplementation of this regulation is prohibited unless specifically approved by the Senior Commander, III Corps and Fort Hood.

Suggested improvements. The proponent of this regulation is the Office of the Garrison Commander, Directorate of Plans, Training, Mobilization, and Security (DPTMS). Send comments and suggested improvements to Commander, USAG, ATTN: IMSW-HOD-PL, Fort Hood, Texas 76544-5016.

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1. Overview

Fort Hood is subject to a wide variety of weather phenomena which may cause injury to personnel, damage property and equipment, and disrupt normal operations. During the months of November through April, the installation may experience cold weather events, particularly freezing rain, that require a change to road conditions and installation operational status.

1-1. Purpose

This regulation establishes a uniform policy for responding to hazardous driving conditions caused by cold weather events, specifically ice and snow conditions. This regulation defines responsibilities and procedures for changing installation road condition status and changes to installation operational status.

1-2. References

Appendix A outlines required and related forms and publications referenced in this regulation.

1-3. Explanation of abbreviations and terms

The glossary explains abbreviations and terms used in this regulation.

1-4. Policy

Installation policy is to continue essential operations to the maximum extent possible consistent with minimizing safety risks to personnel, equipment and facilities. Essential operations include but are not limited to firefighters; security police; command and control; emergency facilities repair; medical personnel; dining facility workers; shift-workers; and personnel assigned to 24-hour work centers. It is the responsibility of commanders and directors and/or supervisors to identify essential personnel and provide them with advance written notification of their designation and requirements to report for duty. The Director, Emergency Services (DES) is responsible for declaring road condition status on the Fort Hood installation. The Garrison Commander is responsible for recommending changes in the operational status of the installation to the Senior Commander (SC). Authority for changing the operational status of the installation is the SC or a designated representative. Road conditions, such as green, amber, red, and black (see Table 1-2) will not be used in any public broadcasting and announcements.

Table 1-1. Installation operational status

Status	What Status Means
1. Fort Hood is open: all personnel are expected to report for work on time.	Military, government civilian, and government contract personnel are expected to report for work on time.
2. Fort Hood is open under a liberal leave policy: Direction to execute a liberal leave policy will be provided by command and operations channels for Fort Hood and its major subordinate commands. Garrison directorates and/or activities and non-garrison tenant activities will be notified through garrison command channels.	<p>Military personnel will report as instructed by their unit commander. Military personnel will usually be on an officially declared training holiday when a liberal leave policy is announced for civilian employees and the duty day is counted as an excused absence from place of duty.</p> <p>When a liberal leave policy is announced, government employees should contact their supervisor to request annual leave, leave without pay, and/or the use of previously earned compensatory time off or credit hours under an alternative work schedule.</p> <p>Government contract personnel will report to work as directed by their appropriate company supervisor in coordination with the government contracting officer representative.</p> <p>Essential personnel are expected to report to work on time.</p>
3. Fort Hood is open under a delayed reporting policy: Personnel should plan to arrive for work no later than _____ and personnel who cannot report for work may take unscheduled leave. Direction to execute a delayed reporting policy will be provided by command and operations channels for Fort Hood and its major subordinate commands. Garrison directorates and/or activities and non-garrison tenant activities will be notified through garrison command channels.	<p>Military personnel should plan to report for duty no later than _____, or as instructed by their unit commander.</p> <p>Government civilian employees should plan commutes so they arrive for work no later than _____. The amount of time declared under delayed reporting is not chargeable to leave but is administrative leave.</p> <p>Personnel who cannot report for work may take liberal leave for their entire scheduled workday. When a liberal leave policy is announced, government civilian employees should contact their supervisor to request annual leave, leave without pay, and/or the use of previously earned compensatory time off or credit hours under an alternative work schedule.</p> <p>Government contract personnel will report to work as directed by their appropriate company supervisor in coordination with the government contracting officer representative.</p> <p>Essential personnel are expected to report to work on time as directed by their commanders or supervisors.</p>

Table 1-1. Installation operational status (continued)

<p>4. Fort Hood is operating under an early dismissal policy: personnel should be dismissed by commanders or supervisors at _____. Direction to execute an early dismissal will be provided by command and operations channels for Fort Hood and its major subordinate commands. Garrison directorates and/or activities and non-garrison tenant activities will be notified through garrison command channels.</p>	<p>Personnel should be dismissed by their commanders or supervisors. Personnel who must leave duty or work earlier than their official dismissal time will not be charged annual leave, leave without pay, and/or the use of previously earned compensatory time off or credit hours under an alternative work schedule from the time of their departure through the remainder of their scheduled duty or work day.</p> <p>Government contract personnel will depart work as directed by their appropriate company supervisor in coordination with the government contracting officer representative.</p> <p>Employees on pre-approved leave for the entire day will not be charged leave for the amount of time declared under early dismissal: administrative leave is allotted.</p> <p>Essential personnel are expected to remain on duty or at work as directed by their commanders or supervisors.</p>
<p>5. Fort Hood is closed: Only essential personnel are required to remain at work or duty.</p>	<p>With the exception of identified essential personnel, all government military and civilian personnel should not report to work according to Article 10 Section 4b of our collective bargaining agreement:</p> <p>When the installation closes or opening is delayed due to inclement weather or hazardous conditions, employees will periodically monitor local radio, and/or television for the latest update on installation reopening and report to work accordingly. When the installation opens, the employer will give consideration to inclement weather or hazardous conditions of any kind, to employees living in outlying commuting areas on a case-by-case basis.</p> <p>Military personnel who are not essential and do not report for duty are on excused absence and will not be charged leave.</p> <p>Government contract personnel will not report to work as directed by their appropriate company supervisor in coordination with the government contracting officer representative.</p> <p>Only government employees who are in a duty status (not on leave) or who are expected to return from leave to duty status by the time the installation closure takes effect are excused without charge to leave.</p> <p>All military and government civilian personnel on pre-approved annual leave will remain in annual leave status for the entire day.</p> <p>Essential personnel are expected to remain on duty or at work as directed by their commanders or supervisors.</p>

Table 1-2. Road conditions

Road Conditions	Status	Criteria	Recommended Courses of Action
Green	Normal level of risk for vehicular traffic.	(1) Pavement dry. (2) Normal traffic patterns.	(1) Maintain all normal post functions. (2) Normal duty day; all employees report to work and depart on schedule.
Amber	Increased risk of vehicular mishap due to weather.	(1) Pavement covered with up to three 3 ¹ inches of unplowed and/or unsanded snow and/or patches of ice on exposed roadway such as bridges and overpasses. (2) Degraded traffic patterns, backed up traffic due to slippery roads. (3) Secondary road closures. (4) Several accidents in various areas, key intersections, or access control points.	<u>Commanders will consider and initiate when appropriate:</u> (1) Maintain all normal post functions. (2) Leader flexibility and discretion advised with regard to reporting times and departure to maximize travel in daylight and avoid peak travel periods or travel on unplowed road surfaces. (3) Late reporting and/or early departures dictated by specific circumstances.
Red	High risk of vehicular mishap due to weather.	(1) Accumulation of ice over bridges and roadways and/or accumulation of 3 ¹ to 6 ² inches of unplowed or unsanded snow on roadways. (2) Continuous accumulation of ice and snow, regardless of cleaning and sanding efforts. (3) Limited mobility without four wheel drive or traction devices. (4) Primary road closures. (5) DES assets restricted to main cantonment area.	<u>Commanders will consider and initiate when appropriate:</u> (1) Only essential personnel remain at work. (2) Delayed reporting and/or early departure of personnel posted upon circumstances at commander and/or supervisor discretion. (3) DES responds to emergencies only. (4) Curtail all but mission essential NTV and tactical vehicle movement.
Black	Extreme risk of vehicular mishap.	(1) Sheet ice or freezing rain occurring. (2) Continuous accumulation of snow over 3 ¹ inches regardless of sanding or plowing efforts. (3) Limited mobility even with four-wheel drive or traction devices. (4) Primary road closures. (5) Stranded motorists. (6) Interrupted traffic flow, stalled traffic, numerous accidents.	<u>Commanders will consider and initiate when appropriate:</u> (1) Only essential personnel remain at work. (2) Delayed reporting or early departure of personnel recommended based upon weather specifics and mission requirements at commander or supervisor discretion, or by direction of the Senior Commander. (3) DES responds to emergencies only. (4) Curtail all but emergency NTV and tactical vehicle movement.

Table 1-2. Road conditions (continued)

Legend:

DES – Directorate of Emergency Services

NTV – Non-tactical vehicle

Notes:

¹ 3 inches is equivalent to 7.62 centimeters

² 6 inches is equivalent to 15.24 centimeters

2. Responsibility

2-1. Senior Commander (SC)

The SC is responsible for making decisions regarding change in operational status of the installation based upon recommendations provided by the Garrison Commander.

2-2. Garrison Commander

The Garrison Commander is responsible for making recommendations concerning installation operational status to the SC based upon weather information provided by 3rd Weather Squadron; DES and, when time permits after direct or telephonic consultation with G-3, MSE; Army and Air Force Exchange Services (AAFES); Defense Commissary Agency (DECA); Civilian Personnel Advisory Center (CPAC); Directorate of Public Works (DPW); Directorate of Logistics (DOL); and Public Affairs Office (PAO).

2-3. 3rd Weather Squadron

The 3rd Weather Squadron provides weather forecasting support to III Corps and Fort Hood twenty-four hours per day, seven days per week. Report any potential hazardous weather events to the Installation Operations Center (IOC) and DES as conditions occur or forecasting warrants.

2-4. Directorate of Emergency Services (DES)

a. Collects road hazard information from police patrols and local law enforcement agencies (for example, Texas Department of Public Safety, Bell and Coryell County Sheriffs, etc.), determines road condition for Fort Hood installation and provides this information to the IOC and Garrison Commander.

b. Coordinates road sanding operations with DPW.

c. Conducts continuous road condition assessment and provides updates to IOC as changes occur.

2-5. Directorate of Plans, Training, Mobilization, and Security (DPTMS)

a. Within DPTMS, the IOC receives road condition reports from DES and forwards along with current weather and forecast data, from the 3rd Weather Squadron/Staff Weather Office (telephone numbers listed in Table 2-2), to the Garrison Commander, Deputy Garrison Commander, or Director, DPTMS

- b. Receives SCs decision from Garrison Commander, Deputy Garrison Commander, or DPTMS.
- c. If the decision is to continue normal operations, notify Chief, Operations Division, MSE (CHOPS), and DES.
- d. If the decision is to curtail operations or delay reporting, IOC initiates notification by contacting, in order, the following: CHOPS, DES, PAO, Carl R. Darnall Army Medical Center (CRDAMC) and units, organizations and agencies. Notifies United States (US) Army Forces Command and Installation Management Command West Region Operations Centers of the decision. Updates changes to installation status on the Fort Hood page and the severe weather hotline listed in Table 2-2.

2-6. Public Affairs Office (PAO)

The PAO

- a. Completes notification to news media as soon as possible to ensure timely distribution of changes to the installation's operational status.
- b. Posts latest operational and/or activity status on the command information channel.
- c. Severe weather closure statements for local radio and television announcements are listed at Appendix B. However, the statement must always be reviewed by appropriate authorities (Garrison Commander or Deputy Garrison Commander) prior to release for public broadcasting.

2-7. Coordinating instructions

- a. Based upon declared road conditions and installation operational status, commanders and supervisors at all levels are responsible for conducting their own risk assessments and directing appropriate safety measures.
- b. Commanders and supervisors are responsible for identifying essential personnel as defined in the glossary. These personnel should be notified and reminded annually, in writing, of the requirements to report to or remain at their place of duty or worksites to keep critical post activities functioning when hazardous road conditions and changes in installation status occur. The intent is to establish a single conduit (IOC) that collects severe weather data and upon receiving guidance or courses of action from the SC will disseminate the decision in a timely manner.

3. Procedures

- a. The 3rd Weather Squadron provides weather updates and predictions to the Garrison Commander, IOC, and DES as conditions change and weather is forecasted to become severe, or deteriorate to the degree that safety is compromised.
- b. DES notifies the IOC of changes to on-post road conditions. As needed, DES provides off-post and surrounding community road conditions for consideration in delayed arrival and/or early departure decision to the Garrison Commander.
- c. DES provides current road information to the Garrison Commander, Deputy Garrison Commander; Director, DPTMS; and IOC. The Garrison Commander consults with G3, MSE, and Director, DPTMS, for recommendations concerning the installation operational status to the SC or a delegated representative.

- d. Once the SC reaches a decision, it is passed to the IOC
 - (1) If there is no change to the installation status, IOC notifies DPTMS Operations and CHOPS.
 - (2) If an operational status change is decided, the IOC initiates notification of curtailment to PAO, DES, CHOPS , DOL, DPTMS Operations and updates the DPTMS home page.
- e. Director, DPTMS through IOC, continues dissemination of operational status change notification to G-3, MSE and garrison directorates and/or activities and non-government organizations operating on the installation.
- f. PAO issues news releases to news media (e.g., television and radio) of the change in installation operational decision.
- g. During duty hours, change of installation operational status is executed through the IOC and CHOPS and its major subordinate commands. US Army Garrison executes a change of status through the IOC and DPTMS Operations to directorates, agencies and non-garrison organizations.
- h. During non-duty hours for a delay in reporting for duty or post closure, the notification process is disseminated through unit, directorate, or activity telephone notification rosters.
- i. During non-duty hours, the decision to change installation operational status should be made by the SC or a designated representative and provided to the IOC no later than 0400 hours to ensure timely telephonic dissemination of the notification.
- j. When the SC elects to change the operational status due to weather conditions, staffing is limited to those military and civilian personnel conducting essential post operations. A dismissal order will cover the period of time from the official notice to the end of the affected employee's normal tour of duty and will address staggered reporting and staggered release in order to alleviate congestion at gates and on roads.
- k. Units are released by serials with 30 minutes between each serial. Table 2-1 provides the serials:

Table 2-1. Release by serial

Serial	Unit
1 - West	1st Cavalry Division (less 41st FIB)
2 - East	41st FIB, 3d ACR, 36th EN BDE
3 - West	13th ESC, 504th BfSB
4 - East	69th ADA, Div West, 89th MP BDE
5 - West	1st MED BDE, 48th Chem BDE, 20th SUPCOM
6 - All Other	All Other

Legend

Div West	1st Army Division West
1st MED BDE	1st Medical Brigade
3d ACR	3rd Armored Cavalry Regiment
13 ESC	13th Expeditionary Support Command
36 EN BDE	36th Engineer Brigade
41st FIB	41st Fires Brigade
48 CHEM BDE	48th Chemical Brigade
69th ADA	69th Air Defense Artillery
89th MP BDE	89th Military Police Brigade
504th BfSB	504th Battlefield Sustainment Brigade

I. Staggered reporting is in the same sequence as the table above with 30 minutes between each serial.

Table 2-2. Telephone numbers

Activity	Telephone number
Severe weather hotline	254-287-6700
3rd Weather Squadron/Staff Weather Office	288-9620 or 288-9400

Appendix A References

Section I Required references

This section not used.

Section II Related references

Fort Hood Regulation 115-1
Weather Support to III Corps and Fort Hood

Fort Hood Regulation 350-16
Prevention of Heat and Cold Injury

III Corps Policy Number G1-SAFE-01
III Corps Command Risk Management and Accident Prevention Program

Section III Referenced forms

Fort Hood Form 1853
Distribution Scheme

APPENDIX B

Examples of Public Announcement

B-1. Public announcements are intended to inform personnel (military, civilian, and their dependents) of the installation status when a weather event affects normal operations. Information on delay reporting or closure will be posted on an appropriate command channel: Phantom Distro; taped telephone hotline (see Table 2-2); scroll-on banner on Fort Hood Channel 10; local media releases, and the Fort Hood Homepage.

B-2. The accuracy of weather information must be verified because weather conditions change rapidly. Personnel are further advised to consult local weather forecast for areas in which they will travel. The following statements will be reviewed for accuracy and authorized for broadcasting by the Garrison Commander:

(a) Effective ___/___/___, _____ hours, due to icy road conditions, delayed reporting for military personnel: _____ hour(s), and for civilian employees: _____ hour(s). Expect some government servicing agencies to be also affected by the delay, except for emergency services. For school delay, the Killeen Independent School District (KISD) normally posts its delay or closure announcements on local television channels or via radio broadcast. Please, stay tuned for further notice.

(b) Effective ___/___/___, _____ hours, due to accumulation of ice, freezing rain, and/or snow, delay reporting or early release of personnel has been authorized by the installation/senior mission commander. Training activities and military vehicle movement are curtailed. Only mission essential and emergency vehicles are authorized on roads. This advisory is in effect and will be updated as conditions improve and/or crews have cleared the roadways. Liberal leave is authorized for civilians who wish to stay home for the rest of the day. Please contact your supervisor and inform him or her of your decision. Some commercial activities remain open to facilitate their patrons. AAFES shoppette and/or gas station at _____ road/street/avenue will remain open until _____ hours. The commissary at _____ road/street/avenue will remain open until _____ hours. Monitor local television and radio broadcast.

(c) Effective ___/___/___, _____ hours, due to heavy accumulation of ice and/or snow, delay reporting and/or early release of personnel has been authorized by the installation/senior mission commander. Training activities are suspended and military vehicle movement restricted to mission essential and emergency vehicles only. Government servicing facilities are closed, except for emergency services. All commercial activities are closed, including AAFES, shoppettes, and commissaries. Liberal leave is in effect: Contact your supervisor and inform him or her on plans to take leave. Please stay tuned for further announcements. If feasible, continue to monitor your local television broadcasts and the Fort Hood Homepage.

GLOSSARY

Section I Abbreviations

AAFES

Army and Air Force Exchange Services

ATTN

Attention

CHOPS

Chief, Operations Division MSE

CID

Criminal Investigation Division

CPAC

Civilian Personnel Advisory Center

CRDAMC

Carl R. Darnall Army Medical Center

DECA

Defense Commissary Agency

DES

Directorate of Emergency Services

DOL

Directorate of Logistics

DPTMS

Directorate of Plans, Training, Mobilization and Security

DPW

Directorate of Public Works

FH

Fort Hood

IAW

In accordance with

IOC

Installation Operations Center

KISD

Killeen Independent School District

MSE

Mission Support Element

NTV

Non-tactical vehicle

PAO

Public Affairs Office

PMO

Provost Marshal Office

REG

Regulation

SC

Senior Commander

TMP

Transportation Motor Pool

TV

Television

US

United States

USAG

US Army Garrison

Div West

1st Army Division West

1st MED BDE

1st Medical Brigade

3d ACR

3d Armored Cavalry Regiment

13th ESC

13th Expeditionary Support Command

36 EN BDE

36th Engineer Brigade

41st FIB

41st Fires Brigade

48 CHEM BDE

48th Chemical Brigade

69th ADA

69th Air Defense Artillery

89th MP BDE

89th Military Police Brigade

504th BfSB

504th Battlefield Sustainment Brigade

Section II**Terms****Essential Personnel**

Employees required to keep critical installation activities functioning. This includes, but is not limited to, such individuals as firefighters, security police, command and control, emergency facilities repair, medical personnel, dining facility workers, shift-workers, and personnel assigned to 24-hour work centers. Essential personnel report for duty at normal times when the post is closed or under delayed reporting and remain on duty. Based on mission requirements, commanders and directors designate positions as essential and give notifications of such to incumbents of each position. In general, identification of essential personnel should be related to the installation operational status (see Table 1-1). When the installation is closed, only essential personnel would normally be expected to report for duty. Essential personnel may or may not be required to report for duty, depending on the reason for closure of the installation. These employees should be notified and reminded annually, in writing, of the requirement to report to or remain at their place of duty or worksites to keep critical post activities functioning.

Non-Essential Personnel

Employees who could be relieved or delayed for short periods of time (hours to days) without serious garrison mission impact. In general, identification of non-essential personnel should be related to the installation operational status. Circumstances can

change in a matter of minutes or hours requiring mission essential manning to change, which may result in some employees who are normally non-essential being designated as essential for a particular time or situation. Commanders and directors must notify each affected employee that he is required to remain at or report to their place of duty or work, and the mission requirement necessitating the change. When the mission requirement is completed, the employee returns to non-essential status.