

**BY ORDER OF THE COMMANDER
673D AIR BASE WING (PACAF)**

**673D AIR BASE WING INSTRUCTION
91-201**



13 APRIL 2011

Certified Current on 21 May 2015

Safety

**ADVERSE WEATHER
NOTIFICATION PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 673 MSG/CD

Certified by: 673 MSG/CC
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Supersedes: 3WGI 91-201,
22 October 2003

Pages: 6

This instruction implements AFPD 91-2, *Safety Programs*, and prescribes adverse weather notifications, reporting, and release procedures for military and civilian personnel assigned to Joint Base Elmendorf-Richardson. This publication does not apply to the US Air Force Reserve or Air National Guard units and members. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Route the AF Form 847 through the appropriate chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See **Attachment 1** for a Glossary of References and Supporting Information. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Redefined procedures with the standup of the Joint Base and merged Elmendorf Air Force Base and Fort Richardson adverse weather notification procedures.

1. Procedures:

1.1. The 673d Security Forces Squadron (673 SFS) Desk Sergeant, 773 CES Snow Barn, 3 OSS Base Operations, and 3 OSS weather will notify the 673 ABW Command Post when adverse conditions affect safe travel to or from Joint Base Elmendorf-Richardson (that is, earthquakes, volcano eruptions, adverse weather, or acts of nature). **NOTE:** Notification will be accomplished when conditions warrant. The 673 SFS Desk Sergeant has primary responsibility for notifying the 673 ABW/CP of adverse driving conditions.

1.2. The 673 ABW/CP will notify the 673 MSG/CC who will notify the 673 ABW/CC and recommend one of the following:

1.2.1. Mission Essential Reporting.

1.2.2. Delayed Reporting.

1.2.3. Early Release.

1.3. The decision of Mission Essential Reporting or Delayed Reporting should be made no later than 0500 in the morning in order to inform the vast majority of the base population before they begin their drive to work.

1.4. Once the decision is finalized, the 673 MSG/CC will instruct the 673 ABW/CP to implement the appropriate checklist for one of the options noted above. Personnel will be notified through their normal chain of command.

1.5. The 673 MSG/CC will also contact 673 ABW/PA (through the 673 ABW/CP) who, in turn, will contact the local media and initiate changes to the Joint Base Elmendorf-Richardson Information Line (552-INFO/4636), Joint Base Elmendorf-Richardson web page, Facebook (®), and Twitter ® sites with the latest reporting instructions.

2. General Instructions:

2.1. **Mission Essential Reporting.** Unit commanders and supervisors must brief personnel, before adverse weather conditions occur, whether or not they are required to report as mission essential.

2.2. **Delayed Reporting.** All personnel will report for duty by 1000.

2.3. **Early Release.** Unit commanders are responsible for managing early release within their organizations; however, this action may only be initiated at the direction of the 673 ABW/CC. The intent is a staggered departure to alleviate congestion leaving the base and to allow those who live farthest from base to leave first. Unless the circumstances are highly unusual, personnel residing on base should not be released early. If so, they should be the last released.

3. Tasks:

3.1. The 673 SFS Desk Sergeant, 773 CES Snow Barn, 3 OSS Base Operations, and 3 OSS weather will notify the 673 ABW/CP anytime adverse weather conditions pose a significant impact to the installation including when:

3.1.1. Snow greater than 10 inches has accumulated and poses a hazard to the installation or is anticipated within 4 hours.

3.1.2. Ice has formed on roadways and taxiways and poses a hazard to the installation or is anticipated within the next 4 hours.

3.1.3. Volcanic or earthquake activity on or near the installation.

3.2. The 673 ABW/CP will:

3.2.1. Confirm adverse conditions with 673 SFS Desk Sergeant, 773 CES Snow Barn, 3 OSS Base Operations and 3 OSS weather, and notify 673 MSG/CC when one of the aforementioned conditions are present.

3.2.2. Implement notifications through instantaneous telephone alerting system (ITASS), AtHoc network mass notification system and advise base agencies and 24-hour unit control centers of adverse conditions, or implementation of early release, mission essential reporting, or delayed reporting, as directed.

3.2.3. Push updated road condition information to the wireless road condition signs and across the AtHoc network mass notification system.

3.2.4. Patch the 673 MSG/CC through to the Anchorage School District Superintendent, who, in turn, will advise on-base school officials of adverse weather conditions effecting roadways.

3.2.5. Notify the 176 WG/CC, 3 WG/CC, Air Force group commanders, and the US Army Alaska Command Center to request that they implement pyramid notification to advise assigned personnel of adverse weather conditions, implementation of early release, mission essential reporting, or delayed reporting.

3.2.6. Notify the Defense Commissary Agency (DeCA) and the Army and Air Force Exchange Service of adverse weather conditions and implementation of early release or delay reporting of employees. The DeCA and Base Exchange Manager will each consider early release or delayed reporting of employees as necessary or directed. The Base Exchange Manager will consider closure of on-base gas stations, shoppettes, and the Base Exchange.

3.3. The 673 FSS will:

3.3.1. During duty hours, notify on-base child development centers (CDC) of adverse conditions.

3.3.2. Ensure the CDCs are open 1 hour prior to the delayed reporting time. Therefore, if delayed reporting is declared until 1000, the CDCs will open at 0900.

3.3.3. Ensure CDCs will not open when mission essential reporting is declared.

3.3.4. Coordinate food and shelter for personnel remaining on the installation during inclement weather or emergency conditions.

3.4. The 673 SFS will:

3.4.1. Coordinate road closures with Anchorage Police and request updates on road conditions affecting the Glenn and Seward Highways.

3.4.2. Continuously monitor road conditions and update 673 ABW/CP when roads become impassable, or as closures of off-base highways occur.

3.4.3. Notify the 773 CES Snow Barn at 552-2994 regarding unsafe road conditions on Joint Base Elmendorf-Richardson.

3.5. The 773 CES will dispatch crews and equipment to correct adverse road conditions when notified by the 673 SFS.

3.6. The 673 ABW/PA will:

3.6.1. Notify the local news media when the joint base implements delayed reporting or mission essential reporting, as directed.

3.6.2. Update the Joint Base Elmendorf-Richardson Information Line (552-INFO/4636), website, Facebook ®, and Twitter ® sites with the latest road conditions and reporting instructions (delayed reporting, mission essential reporting, or normal reporting).

3.7. Unit Commanders will:

3.7.1. Use pyramid notification to advise off-duty members of mission essential reporting or delayed reporting.

3.7.2. Advise individuals released early to remain off roadways during snow/ice removal efforts.

3.7.3. Consider releasing military members whose dependants are affected by Anchorage School or CDC closures.

3.7.4. Only operate mission essential vehicles during base closures and extreme weather conditions (that is, emergency response, snow removal).

3.7.5. Consider excusing individuals from duty when major roads between their home and Joint Base Elmendorf-Richardson are closed by the Alaska State Highway Department (that is, Glenn or Seward Highways).

3.7.6. Consider the early release of civilian employees. Civilian absence due to adverse weather or emergency conditions will not be charged as leave. Individuals already on leave will continue to be charged leave for periods of pre-approved leave.

3.8. Joint Base Employees will:

3.8.1. Call the Joint Base Elmendorf-Richardson Information Line (552-INFO/4636), check the Joint Base Elmendorf-Richardson web page, Facebook ®, and Twitter ® sites for the latest road conditions and reporting instructions. Do not call the Command Post for adverse weather reporting information.

3.8.2. Call their unit supervision if the base has not issued delayed reporting instructions but they believe driving conditions from their house are unsafe. Unit supervision can issue specific reporting instructions for individual employees based upon that employee's situation.

3.8.3. Implement their alternate child care plans during mission essential reporting declaration as the CDCs will not be opening.

4. Road Conditions:

4.1. **Approving Authority.** Approving authority for road conditions is 673 MSG/CC. On-duty security forces and 773 CES Snow Barn may recommend changes in road conditions to

673 MSG/CC through the 673 ABW/CP. However, any individual may contact the Security Forces Desk to report adverse or unsafe road conditions. On-duty flight chiefs will then verify these conditions and forward request to the 673 ABW/CP. The road conditions are covered below with definitions and directed actions:

4.2. **GREEN.** Roads are clear and dry. Comply with normal vehicle operating procedures and posted speed limits.

4.3. **AMBER.** It has been determined that roads may be slippery due to snow, ice, or reduced visibility. Drivers will exercise caution.

4.4. **RED.** It has been determined that roads may be hazardous due to snow, ice, or reduced visibility. Drivers will exercise caution and reduce speeds by 10 miles per hour below the posted speed limit.

4.5. **BLACK.** It has been determined that road conditions are extremely hazardous due to ice, snow, or reduced visibility. Vehicle dispatching is prohibited unless directed by command authority. Only operate mission essential and emergency response vehicles. Drivers will exercise extreme caution and reduce speeds by 10 miles per hour, below the posted speed limit.

4.6. **Road Conditions.** The 673 MSG/CC will determine road conditions and coordinate requests for early release, mission essential reporting and/or delayed reporting procedures with 673 ABW/CC. The decision on when motorcycles are allowed to be ridden on Joint Base Elmendorf-Richardson is made by the 673 MSG/CC, base upon a recommendation made by the 673 ABW Ground Safety Office. Motorcycle riding is not linked to specific road condition ratings. The 673 MSG, in cooperation with the 673 ABW Ground Safety Office and 673 ABW/ PA, will provide information to the base populace on motorcycle riding dates.

5. Forms Adopted/Prescribed:

5.1. Adopted

AF Form 847, *Recommendation for Change of Publication.*

5.2. Prescribed

No forms were prescribed by this publication.

ROBERT D.EVANS, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008.

AFMAN 37-123, *Records Disposition Schedule*, 31 August 1994.

OPLAN 32-1, *Disaster Preparedness Operations*, 4 September 2000.

AFPD 91-2, *Safety Programs*, 28 September 1993.

Acronyms and Abbreviations

AFRIMS— Air Force Records Information Management System.

CDC— Child Development Centers.

DeCA— Defense Commissary Agency.

ITASS— instantaneous telephone alerting system.

OPR—Office of Primary Responsibility.

RDS— Records Disposition Schedule.