

**BY ORDER OF THE COMMANDER  
JOINT BASE ELMENDORF-  
RICHARDSON**

**JOINT BASE ELMENDORF-  
RICHARDSON INSTRUCTION 91-201**



**12 APRIL 2023  
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Safety**

**ADVERSE WEATHER  
NOTIFICATION PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. This instruction prescribes adverse weather notifications, reporting, and release procedures. It applies to all military and civilian personnel assigned to, residing on, or visiting Joint Base Elmendorf-Richardson (JBER) to include members of the Air National Guard, Air Force Reserves, and Army. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with (IAW) the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*. Route the DAF Form 847 through the appropriate chain of command. See **Attachment 1** for a Glossary of References and Supporting Information. This publication may not be supplemented or further implemented/extended. 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 revised and must be reviewed. Minor updates to procedures and points of contact. Addition of templates for Public Affairs messaging and a process diagram.

## 1. Procedures:

1.1. The 673d Security Forces Squadron (SFS) Base Defense Operations Center (BDOC), 773d Civil Engineer Squadron (CES) Snow Barn, 3d Operations Support Squadron Airfield Operations (OSS/OSAA), or 3d Operations Support Squadron Weather Flight (OSS/OSW) will notify the 673d Air Base Wing Command Post (ABW/CP) when adverse weather conditions affect safe travel on, to, or from JBER. Though not weather-related, other adverse conditions, such as earthquakes, volcanic eruptions, or acts of nature, may also trigger the notification procedures described in this document. **Note:** Notification will be accomplished when conditions warrant. The 673 SFS BDOC has primary responsibility for notifying the 673 ABW/CP of adverse driving conditions.

1.2. The 673 ABW/CP will notify the 673d Mission Support Group Commander (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 by the 673d Air Base Wing Commander (ABW/CC) no later than 0500 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 initially via AtHoc™. Any additional guidance should funnel through their normal chain of command.

1.5. The 673 ABW/CP will contact 673d Air Base Wing Public Affairs (ABW/PA) who, in turn, will contact the local media and initiate changes to the JBER Information Line (552-INFO/4636), JBER web page (<https://www.jber.jb.mil/>), JBER Official Facebook page, and JBER Connect app 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. All other personnel will not report to work but should coordinate with their direct supervisors.

2.1.1. 673d Force Support Squadron (FSS) services provided during Mission Essential Reporting:

2.1.1.1. Dining Facilities (DFACs) – Open, normal hours.

2.1.1.2. Lodging – Open, normal hours.

2.1.1.3. Personnel Services – Closed.

2.1.2. 773 FSS services provided during Mission Essential Reporting:

2.1.2.1. Child and Youth Programs – Open for mission essential childcare only.

2.1.2.2. Morale, Welfare, and Recreation (MWR) Activities – Closed.

2.2. Delayed Reporting. All personnel will report for duty as soon as safely possible, but not later than 1000, unless otherwise directed.

2.2.1. 673 FSS services provided during Delayed Reporting:

2.2.1.1. DFACs – Open, normal hours.

2.2.1.2. Lodging – Open, normal hours.

2.2.1.3. Personnel Services – Open at delayed reporting time.

2.2.2. 773 FSS services provided during Delayed Reporting:

2.2.2.1. Child and Youth Programs – School Age Centers (SACs) and Child Development Centers (CDCs) will open at normal time to meet identified mission essential childcare. For non-mission essential families, SACs and CDCs will open 1 hour prior to delayed reporting time.

2.2.2.2. MWR Activities – Open at delayed reporting time.

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. Roles and Responsibilities:**

3.1. The 673 SFS BDOC, 773 CES Snow Barn, 3 OSS/OSAA, and 3 OSS/OSW 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 4 inches within 12 hours has accumulated (or is anticipated to begin within 4 hours) and poses a hazard to the installation.

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

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

3.1.4. Significant weather warnings by 3 OSS/OSW or National Weather Service (NWS) indicate a hazard to the installation OR hazardous commuting conditions.

3.1.5. Volcanic, earthquake, wildfire, or other acts of nature pose a hazard to the installation.

3.2. The 673 ABW/CP will:

3.2.1. When adverse weather is anticipated, coordinate a conference call between the 673 MSG/CC and the applicable combination of the following organizations: 673 SFS BDOC, 773 CES Snow Barn, 3 OSS/OSAA, and 3 OSS/OSW.

3.2.2. When directed by the 673 ABW/CC and/or 673 MSG/CC, utilize the AtHoc™ network mass notification system. The 673 ABW/CP will only make AtHoc™ notifications for increases in road condition status. If AtHoc™ is unavailable, notify mission partners and base agencies using the 673 ABW/CP Quick Reaction Checklists.

3.2.3. Notify mission partners [Alaska Command (ALCOM) Chief of Staff, 11th Airborne Division (11 ABN DIV) Chief of Staff, 673 ABW/PA, 3d Wing Commander (WG/CC), 176 WG/CC, Alaska National Guard (AKNG) Chief of Joint Staff, and the Air Force Reserve 477th Fighter Group Commander (FG/CC)] of adverse conditions and implementation of Early Release, Mission Essential Reporting, or Delayed Reporting, as directed.

3.2.4. Notify the Defense Commissary Agency (DeCA) and Army and Air Force Exchange Service (AAFES) Managers of adverse weather conditions and implementation of Early Release or Delayed Reporting of employees.

3.2.4.1. The DeCA and AAFES Managers will each consider Early Release or Delayed Reporting of employees as necessary or directed.

3.2.4.2. The AAFES Manager will consider closure of on-base gas stations, shoppettes, fast food restaurant operations, concession food operations, and the Base Exchange.

3.2.5. Sync base weather status determination information with 673 ABW/PA prior to disseminating to base personnel.

3.3. The 673 SFS will:

3.3.1. Coordinate local road closures with the Anchorage Police Department (APD) and request updates on road conditions affecting the Glenn and Seward Highways.

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

3.3.3. Notify the 773 CES Snow Barn at 552-2994 regarding unsafe road conditions on JBER.

3.3.4. Change road conditions signs at the installation gates when the 673 MSG/CC directs a change in road conditions.

3.4. The 773 CES will:

3.4.1. Dispatch crews and equipment to correct adverse road conditions IAW JBER OPLAN 32-1002, *Snow and Ice Control Plan*, when notified by the 673 SFS or 673 ABW/CP.

3.4.2. Notify 673 ABW/CP regarding unsafe road conditions on JBER.

3.5. The 673 MSG/CC will:

3.5.1. Receive notification from, or initiate contact with, 673 SFS BDOC, 673 ABW/CP, 3 OSS/OSW, and/or 673d Civil Engineer Group Commander (CEG/CC) regarding road conditions.

3.5.1.1. For the purposes of Delayed or Mission Essential Reporting, this notification/contact should occur no later than 0435.

3.5.1.2. For the purposes of Early Release or changing installation road condition status, notification/contact will occur as-needed.

3.5.2. Receive notification from, or initiate contact with, the Anchorage School District (ASD) Chief Operating Officer regarding the district's decision to delay or cancel school due to hazardous road conditions. This notification/contact will occur no later than 0435.

3.5.3. Provide recommendation to the 673 ABW/CC regarding Delayed or Mission Essential reporting. This recommendation will occur no later than 0455 so the 673 ABW/CC can make a decision no later than 0500.

3.5.4. Provide recommendation to the 673 ABW/CC regarding Early Release.

3.5.5. Relay the 673 ABW/CC's decision for Delayed Reporting, Mission Essential Reporting, or Early Release to 673 ABW/CP.

3.5.6. Be responsible for changing installation road condition status.

3.5.7. Notify the 673 SFS BDOC, 673 ABW/CP, and 673 ABW/CC when the installation road condition status is changed.

3.6. The 673 CEG/CC will:

3.6.1. Contact the 673 MSG/CC no later than 0435 to recommend Delayed or Mission Essential Reporting based on the installation's road conditions. If the installation road conditions are deemed safe, the 673 CEG/CC does not need to contact the 673 MSG/CC.

3.6.2. Contact the 673 MSG/CC to recommend changes in installation road condition status and/or Early Release.

3.7. The 773 FSS will:

3.7.1. During duty hours, notify on-base CDCs, SACs, and Youth Centers of adverse conditions.

3.7.2. When Mission Essential Reporting is declared, notify CDCs and SACs of adverse conditions and ensure they open with minimum Child and Youth Program staff to meet the required Air Force ratios for members that have been identified as mission essential personnel. Youth and Teen Programs will be closed as they are not mission essential.

3.7.3. Ensure the CDCs are open 1 hour prior to the Delayed Reporting time. For example, if Delayed Reporting is declared until 1000, the CDCs will open at 0900.

3.7.4. Ensure CDCs, SACs, and Youth/Teen Centers are manned during Early Release until all children have been picked up.

3.7.5. When directed, coordinate food and shelter for personnel remaining on the installation during inclement weather or emergency conditions.

3.8. The 673 ABW/PA will:

3.8.1. Update the JBER Information Line (552-INFO/4636), JBER web page (<https://www.jber.jb.mil/>), JBER Official Facebook page, and JBER Connect app with the latest road conditions and reporting instructions (Delayed Reporting, Mission Essential Reporting, or normal reporting).

3.8.2. Ensure the digital marquees owned and operated by Public Affairs are encouraging personnel to visit the JBER web page and download the JBER Connect App to receive the latest road conditions and reporting instructions.

3.8.3. Notify the local news media when the joint base implements Delayed Reporting or Mission Essential Reporting, as needed.

3.8.4. Coordinate messaging with 11 ABN DIV Public Affairs Office and ALCOM Public Affairs.

3.8.5. In the event of an Early Release, 673 ABW/PA will develop a JBER Commander's and Senior Enlisted Leader's email notification and coordinate with 11 ABN DIV Public Affairs Office to push an Army exclusive email notification.

3.9. Unit Commanders will:

3.9.1. Notify off-duty members of Mission Essential Reporting, Delayed Reporting, or Early Release.

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

3.9.3. Identify childcare requirements for mission-essential employees with children enrolled full-time in a CDC or SAC.

3.9.3.1. Mission-essential childcare requires that both parents are mission essential employees, the mission essential employee is a single parent, or the military spouse is deployed with a full-time working spouse (requires copy of the orders).

3.9.3.2. Squadron/unit commanders shall sign and submit the mission essential childcare memo to the 773 FSS for authorization.

3.9.4. Consider releasing military members whose dependents are affected by ASD, Matanuska-Susitna Borough School District, or Youth Program closures.

3.9.5. Consider excusing individuals from duty when major roads between their home and JBER are closed by the Alaska State Highway Department, such as the Glenn or Seward Highways.

3.9.6. Consider the early release of civilian employees. Civilian absence due to adverse weather or emergency conditions will not be charged as leave and should be coded as Administrative Leave "LN" with the purpose code Weather and Safety Leave "PS". Individuals already on leave will continue to be charged leave for periods of pre-approved leave.

3.9.7. Notify the 673 ABW/CP if base services are expected to be reduced (e.g., specialized clinics, base gyms, or gate restrictions).

3.10. JBER Employees will:

3.10.1. Call the JBER Information Line (552-INFO/4636) and/or check the JBER web page (<https://www.jber.jb.mil/>), JBER Official Facebook page, and/or JBER Connect app for the latest road conditions and reporting instructions. Do not call the 673 ABW/CP or 673 SFS BDOC for adverse weather reporting information.

3.10.2. 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.

3.10.3. Implement their alternate childcare plans during mission essential reporting declaration as the CDCs will not be opening.

#### 4. Road Conditions:

4.1. Approving Authority. The 673 MSG/CC will determine road conditions and coordinate requests for Early Release, Mission Essential Reporting, and/or Delayed Reporting procedures with the 673 ABW/CC.

4.1.1. On-duty security forces and 773 CES Snow Barn may recommend changes in road conditions to the 673 MSG/CC through the 673 ABW/CP. However, any individual may contact the Security Forces Law Enforcement Desk to report adverse or unsafe road conditions.

4.1.2. The on-duty flight chief will then verify these conditions and send a road condition change recommendation 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. Motorcycle riding on JBER is allowed only when road conditions are Green and IAW JBERmendorf-RichardsonI 31-118, *Motor Vehicle Traffic Supervision Program*.

4.3. **Amber.** It has been determined that roads may be slippery due to snow, ice, debris, or reduced visibility. Drivers will exercise caution. Motorcycles may not operate on JBER.

4.4. **Red.** It has been determined that roads may be hazardous due to snow, ice, debris, or reduced visibility.

4.4.1. Drivers will exercise caution and reduce speeds by 10 miles per hour below the posted speed limit in 25 mph zones and higher.

4.4.2. Drivers will exercise caution and reduce speeds by 5 miles per hour below the posted speed limit in 20 mph zones and lower.

4.4.3. Motorcycles may not operate on JBER.

4.5. **Black.** It has been determined that road conditions are extremely hazardous due to ice, snow, debris, or reduced visibility.

4.5.1. Vehicle dispatching is prohibited unless directed by command authority. Only operate mission essential and emergency response vehicles.

4.5.2. Drivers will exercise caution and reduce speeds by 10 miles per hour below the posted speed limit in 25 mph zones and higher.

4.5.3. Drivers will exercise caution and reduce speeds by 5 miles per hour below the posted speed limit in 20 mph zones and lower.

4.5.4. Motorcycles may not operate on JBER.

DAVID J. WILSON, Colonel, USAF  
Commander

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

AFPD 91-2, *Safety Programs*, 03 September 2019

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

JBELMENDORF-RICHARDSONI 31-118, *Motor Vehicle Traffic Supervision Program*, 02 May 2013

JBER OPLAN 32-1002, *Snow and Ice Control Plan*, 25 October 2020

***Prescribed***

None

***Adopted***

DAF 847, *Recommendation for Change of Publication*

***Acronyms and Abbreviations***

**AAFES**—Army and Air Force Exchange Service

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AKNG**—Alaska National Guard

**ALCOM**—Alaska Command

**APD**—Anchorage Police Department

**ASD**—Anchorage School District

**BDOC**—Base Defense Operations Center

**CDC**—Child Development Center

**DAF**—Department of the Air Force

**DeCA**—Defense Commissary Agency

**DFAC**—Dining Facility

**IAW**—In Accordance With

**JBER**—Joint Base Elmendorf-Richardson

**MWR**—Morale, Welfare, and Recreation

**NWS**—National Weather Service

**OPR**—Office of Primary Responsibility

**SAC**—School Age Center



*Office Symbols*

**ABN DIV**—Airborne Division

**ABW/CC**—Air Base Wing Commander

**ABW/CP**—Air Base Wing Command Post

**ABW/PA**—Air Base Wing Public Affairs

**CEG/CC**—Civil Engineer Group Commander

**CES**—Civil Engineer Squadron

**FG/CC**—Fighter Group Commander

**FSS**—Force Support Squadron

**MSG/CC**—Mission Support Group Commander

**OSS/OSAA**—Operations Support Squadron Airfield Operations

**OSS/OSW**—Operations Support Squadron Weather Flight

**SFS**—Security Forces Squadron

**WG/CC**—Wing Commander

## Attachment 2

## TEMPLATES FOR PUBLIC AFFAIRS AND COMMAND POST MESSAGING

Table A2.1. Templates for Public Affairs and Command Post Messaging.

<b>JBER PA and CP Delayed Report/Early Release Message Templates</b>	
<b><u>Early Release</u></b> (Send to CC's/SELs only; No PA distro.)	“By direction of the Installation Commander, Joint Base Elmendorf-Richardson commanders are authorized an early release of personnel at XXXX local today. Commanders and SEL's will use a disciplined staggered release to reduce congestion. Please use all outbound traffic lanes when exiting the gates. For more information please visit ( <a href="https://www.jber.jb.mil/">https://www.jber.jb.mil/</a> ), the Official JBER Facebook page at ( <a href="https://www.facebook.com/JBERAK">https://www.facebook.com/JBERAK</a> ), and/or call 552-INFO/4636. Please contact your chain of command for additional guidance.”
<b><u>Delayed Reporting</u></b>	“By direction of the Installation Commander, Joint Base Elmendorf-Richardson non-mission essential personnel should report to work NLT XXXX local on MMM DD YYYY. Personnel who are designated as mission essential as assigned by their commander or supervisor will report to work at normal scheduled times. Child and Youth Programs will open 1 hour prior to reporting time. For more information, please visit the JBER Connect App, the JBER website ( <a href="https://www.jber.jb.mil/">https://www.jber.jb.mil/</a> ), the Official JBER Facebook page at ( <a href="https://www.facebook.com/JBERAK">https://www.facebook.com/JBERAK</a> ) and/or call 552-INFO/4636. Please contact your chain of command for additional guidance.”
<b><u>Mission Essential Reporting</u></b>	“By direction of the Installation Commander, Joint Base Elmendorf-Richardson non-mission essential personnel will not report to work on MMM DD YYYY. Personnel who are designated as mission essential as assigned by their commander or supervisor will report to work at normal scheduled times and utilize extra caution. Child and Youth Programs will open at normal operating hours for those members who have identified childcare requirements. For more information, please visit the JBER Connect App, the JBER website ( <a href="https://www.jber.jb.mil/">https://www.jber.jb.mil/</a> ), the Official JBER Facebook page at ( <a href="https://www.facebook.com/JBERAK">https://www.facebook.com/JBERAK</a> ) and/or call 552-INFO/4636. Please contact your chain of command for additional guidance.”

Attachment 3

JBER INCLEMENT WEATHER REPORTING PROCESS DIAGRAM

Figure A3.1. JBER Inclement Weather Reporting Process.

