Department of the Army
Installation Management Command
US Army Garrison Fort Belvoir
Fort Belvoir, Virginia 22060-5929
22 December 2011

Fort Belvoir Directorate of Plans, Training, Mobilization and Security (DPTMS)

CLIMATIC, HYDROLOGICAL AND TOPOGRAPHIC SERVICES ROUTINE AND HAZARDOUS WEATHER CONDITIONS PROCEDURES

Summary. This is a revised Fort Belvoir regulation. It establishes responsibilities and prescribes procedures for furnishing adverse weather warnings and installation operating status at Fort Belvoir. Fort Belvoir will not close its gates due to inclement weather, but may be available to only emergency essential personnel dependent upon the weather emergency. The guidance for these circumstances is set within this regulation.

Applicability. This regulation applies to all units, including partners, assigned or attached to Fort Belvoir and provides guidance to commanders for appropriate action.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Director of Plans, Training, Mobilization and Security, 9820 Flagler Road, Fort Belvoir, Virginia 22060-5929.

Suggested Improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization and Security (DPTMS), US Army Garrison Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Directorate of Plans, Training, Mobilization and Security (IMBV-PLO), 9820 Flagler Road, Suite G2, Fort Belvoir, Virginia 22060-5929.

Distribution. This regulation is distributed solely through the Fort Belvoir Homepage at http://www.nec.belvoir.army.mil/pubs/Belvoir/_PDF_TableofContentsFBmain.html.

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*This regulation supersedes FB Regulation 115-1, dated 1 December 2010

Table of Contents

	Paragraph	Page
Chapter 1		
General		
Purpose	1-1	3
References	1-2	3
Explanations of abbreviations and terms	1-3	3
Records Management	1-4	3
Chapter 2		
Responsibilities		
Policy	2-1	3
Directorate of Plans, Training, Mobilization, and Security	2-2	4
Directorate of Emergency Services	2-3	5
Directorate of Public Works	2-4	5
Public Affairs Office	2-5	6
Directorate of Logistics	2-6	6
Defense Commissary Agency	2-7	6
Fort Belvoir Weather Operations	2-8	6
Commander, Directors, and Supervisors (to include partners)	2-9	7
Fort Belvoir Community Hospital	2-10	7
Chapter 3		
Procedures and Coordination		
Weather Conditions Procedures	3-1	7
Terms Defined	3-2	8
Standardized Watch and Warning Criteria for Fort Belvoir	3-3	8
Standardized Watch and Warning Criteria for Fort Belvoir	3-3	8
Notifications	3-4	9
National Hurricane Center	3-5	9
Winter Weather Condition Procedures	3-6	9
Chapter 4		
Administrative		
Coordinating Instructions	4-1	10
Supply and Service	4-2	10
Command and Control	4-3	10
Appendices		
A. References		11
B. Sample Memorandum for Designation of Emergency Employees		12
C. Local Media Announcements		13
D. Road Condition Categories		15
E. Wet Bulb Global Temperature		16
Glossary		

Chapter 1
Introduction

1-1 Purpose

This regulation establishes responsibilities and prescribes procedures for furnishing adverse weather warnings at Fort Belvoir. It also provides that the Garrison Commander reserves authority at all times to decide the operating status of Fort Belvoir. Supervisors are empowered to use their leave granting authority based on mission. It applies to all units, including partners, assigned or attached to Fort Belvoir and provides guidance to commanders for appropriate action.

1-2. References

Required and related publications, and prescribed and referenced forms, are listed in Appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management

Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of IAW AR 25-400-2, The Army Records Information Management System (ARMIS). Record titles and descriptions are available on the Army Records Information Management System website (https://www.arims.army.mil).

Chapter 2
Responsibilities

2-1. Policy

a. During adverse weather, the Garrison Commander will make decisions concerning the release, dismissal and absences of civilian employees and Soldiers assigned to U.S. Army Garrison, Fort Belvoir. The decision may differ from that announced by the Office of Personnel Management (OPM), who announces the decision for the federal workforce inside the National Capital Beltway. Fort Belvoir is outside OPM's designated announcement area (i.e., inside the Interstate 495 beltway), and weather, traffic, and other conditions at Fort Belvoir may require different status for the installation.

(1) The Garrison Commander retains authority for individual/group dismissals of the Garrison at all times, both before and during workday disruptions such as weather emergencies. The decisions are based on such circumstances as mission, weather forecasts, traffic, and road conditions. Partner organizations will inform the

Installation Operations Center (IOC) when their duty status differs from that of the Garrison's.

(2) The Garrison Commander will make the decision as early as practicable in order for the workforce and organizations to plan accordingly. The decision will be based on consideration of Fort Belvoir's infrastructure status (e.g. roads, power) and Director of Public Works' (DPW) capability to maintain acceptable status under existing conditions; weather forecasts; Director of Emergency Services' (DES) observation of road conditions; commuter road conditions; and the OPM announcement, if one is made.

b. The Garrison Commander will determine road conditions and may delegate this authority to the Director of Plans, Training, Mobilization and Security (DPTMS). The IOC will gather pertinent data from the Fort Belvoir DES and DPW and make a recommendation on analysis of that information. The road condition will be posted at all access control points and the Transportation Motor Pool (TMP) dispatch office.

c. Continued operation of medical facilities, public safety facilities, national defense or other crucial operations is essential. Garrison personnel designated as emergency employees must report to and remain at their work sites in emergency situations.

d. In recognition of the growing importance of teleworkers in maintaining the continuity of Government operations, organizations may require teleworkers to work when their office is closed. Any requirement that a teleworker continue to work if the organization closes (or dismisses employees early) on his or her telework day or on any of his or her regularly scheduled workdays should be included in the employee's written telework agreement.

e. The designation of mission essential activities and services is a command prerogative. In the absence of specific guidance on each occasion, activities and/or services that normally operate on a holiday schedule will remain operational. Activities are required to identify and designate in writing emergency employees (civilian and/or military personnel). A sample designation form is at Appendix B.

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

a. Maintain installation status, coordinate response requirements, initiate actions for additional resources as requested by response agencies (e.g. DES, DPW) and execute command and control operations as directed by and on behalf of the Garrison Commander.

b. Receive adverse weather warnings during duty hours from Fort Belvoir Weather Operations (FBWO), or during non-duty hours from Base Operations, Davison Army Airfield (DAAF), and disseminate by E-mail to the Public Affairs Office (PAO) and partner organizations' operations center/operations personnel.

c. Keep the Fort Belvoir Garrison Commander and key members informed of applicable emergency plans.

d. Notify Joint Force Headquarters – National Capital Region (JFHQ-NCR) and the Installation Management Command (IMCOM) when Fort Belvoir will be operating under curtailed manning conditions.

e. Evaluate adverse weather conditions on Fort Belvoir (i.e., hot weather conditions, winter weather conditions, or weather warning conditions), and determine the degree to which they apply to elements of the command (to include community services, night shifts, etc.).

f. If required, the Fort Belvoir IOC will contact the weather forecaster at Scott AFB (618) 256-9690/9755, DSN 576-9690/9755 to obtain weather forecast/warnings about severe weather patterns expected to affect the Fort Belvoir area.

g. Keep the Command Group and the PAO informed on all developments as they occur.

h. Establish procedures for notifying installation activities when severe hazardous weather conditions exist and operational restrictions have been imposed by the Garrison Commander, Fort Belvoir.

i. Assist in providing communications, via hand held radios, in support of continuing Fort Belvoir operations during periods of severe weather.

j. Receive Wet Bulb Globe Temperature (WBGT) from the Fort Belvoir Community Hospital (FBCH) and disseminate to partner organizations and directorates.

k. Ensure the primary and alternate points of contact lists for non-duty hour emergency notifications are kept current.

l. Operate the mass notification system (i.e., giant voice towers, telephone alert system, AM alert radio) when appropriate to ensure widest dissemination of weather notifications and/or actions to be taken.

m. Manage weather recovery actions (e.g., snow removal) actions from the IOC.

2-3. Directorate of Emergency Services (DES) will:

a. Evaluate and provide recommendations on road conditions on Fort Belvoir to the IOC (Green, Amber, Red, or Black). During active inclement weather events, provide updates to the IOC no less than once per hour.

b. Maintain law and order during emergency situations, provide first response to incident scenes, and provide the IOC an initial, then follow-up status by Standing Operating Procedure (SOP).

2-4. Directorate of Public Works (DPW) will:

a. Manage public works resources and directs public works operations (i.e., water supply/treatment, road maintenance, road treatment and pretreatment, debris removal, manages damage assessment activities).

b. Execute response and recovery activities; i.e., snow, tree, and debris removal, in accordance with the priorities established by the Garrison Commander and managed by the IOC.

c. Coordinate with private sector utilities (i.e., power and gas) on shut down and service restoration as required.

d. Coordinate with the Army Corps of Engineers for use of resources in public works-related operations.

e. Coordinate with private sector utilities and contractors for use of private sector resources in public works-related operations.

f. Verify the structural safety of routes (roads, bridges, railways, waterways, airstrips, etc.).

g. Coordinate the restoration, repair, and other civil engineer emergency support.

2-5. Public Affairs Office (PAO) will:

a. Periodically disseminate the information in this regulation through command and public information channels to ensure the post community understands the procedures for adverse weather warnings.

b. Publish annually in the "Belvoir Eagle" newspaper a current list of media to be used to notify personnel.

c. Provide timely information to the installation through Global E-mail, Belvoir AM 1610 Alert Radio station, Belvoir Facebook, Twitter, the civilian broadcast media, Belvoir Information Hotline at (703) 805-3030, and Belvoir Online at http://www.belvoir.army.mil.

2-6. Directorate of Logistics (DOL) will:

a. During duty and non-duty hours obtain road conditions from the Fort Belvoir IOC and post them at the TMP dispatch office.

b. Ensure availability of personnel to transport trainees, operate the dining facility and refuel diesel powered generators.

c. During adverse road conditions, determine dispatch availability for TMP vehicles. Four-wheel drive vehicles will be prioritized for use. Priority will be for essential services (i.e., public safety and medical services).

2-7. Defense Commissary Agency (DeCA) will keep the Fort Belvoir Commissary open for business one hour after receiving notification from the Garrison Commander that the Installation is curtailing operations.

2-8. Fort Belvoir Weather Operations (FBWO) will:

a. Provide weather support in accordance with applicable directives and regulations.

b. Collect and interpret meteorological information and make recommendations to the Garrison Commander through the Director, DPTMS (IOC) on meteorological factors and their effects on personnel, equipment and operations.

c. Provide weather information to DPTMS concerning adverse weather conditions affecting Fort Belvoir and the surrounding area.

d. Provide or arrange for technical information, climatic studies, analyses, and other assistance in preparation of written correspondence, exercises, operations plans, reports, or other staff work relating to weather or weather support data requirements for United States Army Garrison Fort Belvoir.

e. Provide or arrange for weather briefings to the Garrison Commander or other units upon request.

f. Provide training on weather watch and warning notification procedures to Fort Belvoir Garrison personnel upon request.

g. Provide recall and standby duty rosters to the Director, DPTMS.

2-9. Commanders, Directors, and Supervisors (to include Partner organizations) will:

a. Disseminate adverse weather warnings to subordinate elements.

b. Ensure primary and alternate points of contact lists for non-duty emergency notifications are current, provided to and on file with the DPTMS.

c. Ensure mission essential functions are identified, managed, and executed prior to and during periods of severe weather. This includes personnel who perform functions vital to their operation. This includes, but is not limited to medical, public safety, public works, law enforcement, national defense, or other critical operations. Organizations should ensure the Director, DPTMS is aware of any special access or mobility requirements.

d. Organizations with General Services Administration (GSA) vehicles will call the TMP during inclement weather to obtain the road conditions prior to moving the vehicle. Organizations with other government vehicles will call the IOC (703) 805-4002 for road conditions.

e. Notify the IOC of activities/services status at 703-805-4002, or via email dptmsbelvoirioc@us.army.mil.

2-10. Fort Belvoir Community Hospital (FBCH) will:

a. Provide emergency health care during emergencies.

b. Provide the WBGT index and updates to the Fort Belvoir IOC at (703) 805-4002, from May through September. The WBGT will be reported to the Fort Belvoir IOC upon reaching an index of 85 degrees Fahrenheit Heat Category III and reported until the WBGT falls below that level. See Appendix E for specific Web Bulb information.

Chapter 3
Procedures and Coordination

3-1. Weather Conditions Procedures

a. Fort Belvoir Weather Operations is responsible to make notification to the Fort Belvoir IOC during duty hours. The 15th Operational Weather Squadron (OWS), Scott AFB, IL is responsible for the issuance of all required notifications to the Fort Belvoir IOC during non-duty hours.

b. DAAF Base Operations. Unless otherwise indicated, the normal lead-time is two hours in advance of inclement weather occurrence. All weather notifications will be disseminated by the Fort Belvoir IOC.

c. Weather Watches and Warnings. Weather watches and warnings are special notices provided to supported agencies when an established weather condition of such intensity as to pose a hazard to life or property is occurring or is expected to occur. Furthermore, these notices usually require the supported agency to take protective actions. The 15th OWS issues weather watches and warnings for Fort Belvoir and DAAF on a 24/7 basis.

d. Weather watches/warnings issued by the 15th OWS are valid for a five nautical mile radius from the center of the airfield. Watches and warnings are referenced by month, shift, and a number to sequentially identify them by month (e.g., WW 08-A07 would be the seventh weather warning issued by the "A" shift during August). Weather watches/warnings will include criteria and a valid time in both Universal Time Coordinated (UTC)/(Zulu) and local time. Only one watch or warning will be in effect at any time. If warnings need to be upgraded or downgraded, a new warning will supersede the current warning. Weather warnings may be extended without issuing a

new warning provided no other changes are required. If a warning is in effect and the threat ceases to exist, the warning will be canceled.

3-2. Terms Defined

a. Weather Watch. A weather watch is a special notice provided to supported customers that alerts them of a potential for weather conditions of such intensity as to pose a hazard to life or property for which the customer must take protective action.

b. Weather Warning. A weather warning is a special notice provided to supported customers that alert them to weather conditions of such intensity as to pose a hazard to life or property.

c. Desired Lead-Time. The advance notice a supported agency requires before the onset of a particular weather phenomenon. It does not apply to weather watches, with one exception: there is a desired lead time requirement of 30 minutes from the time a Lightning Watch is issued until the Lightning Warning is required/issued.

3-3. Standardized Watch and Warning Criteria for Fort Belvoir

CRITERIA	WATCH	WARNING
1. Tornado*	As potential warrants	10 min
2. Hail ≥ ½ in *	As potential warrants	120 min
3. Surface winds ≥ 50 Knots *	As potential warrants	120 min
4. Surface winds 35-49 Knots *	N/A	60 min
5. Freezing Precipitation	As potential warrants	60 min
6. Snow/Rain accumulation ≥ 2 in 12 hours or less *	As potential warrants	120 min
7. Lightning w/in 5 NM of the Fort Belvoir	30 Min	N/A

Note* The 15th OWS will specify the magnitude of each event. For example, the operational threshold for a wind event is ≥ 50 knots; the OWS will issue a watch/warning and specify the peak wind speed for the event, such as peak gust 65 knots. Likewise, the OWS will specify maximum hail size and rain/snow accumulations meeting or exceeding the threshold.

a. FBWO may issue weather warnings for forecast phenomena when imminent weather conditions pose a hazard to life and property, and notification to the 15th OWS is not practical or communications do not allow.

b. The FBWO Site Manager and/or Assistant Site Manager will contact the IOC and DAAF Base Operations personnel when the Severe Weather Action Plan is implemented and keep them informed of all pertinent weather changes until the severe

weather threat has passed. The FBWO defines a Severe Weather Action Plan is when certain weather conditions endanger life, or property, pose a safety hazard, or adversely impact mission operations.

3-4. Notification

a. The Fort Belvoir IOC will disseminate weather notifications by mass e-mail immediately upon receipt from the weather station. Notification will include the Operation Centers of Fort Belvoir major partner organizations.

b. The mass warning notification (MWN) systems, giant voice, telephone alert system (TAS) and alert AM alert radio station will be used to notify installation employees and the Fort Belvoir community when adverse weather conditions will require protective actions.

c. Commanders, directors, and chiefs of activities will rapidly disseminate weather notifications to all elements within their chain of command and will take necessary actions to reduce or eliminate severe weather damage to the facilities and equipment.

d. Whenever a tropical storm or hurricane is within 1000 nautical miles of Washington DC, FBWO will generate an e-mail advising Fort Belvoir IOC of the location, intensity and movement of the system. Daily e-mails will continue during normal working hours or until the storm is no longer a threat. Hurricane conditions (HURCON) recommendations will be made to the Director of Fort Belvoir DPTMS. Once the Fort Belvoir Garrison Commander has set a HURCON, garrison staff and partners will be briefed for potential closure and evacuation.

3-5. National Hurricane Center (NHC)

a. The National Hurricane Center (NHC) issues official hurricane forecasts and related information for tropical depressions, tropical storms and hurricane intensities. These forecasts are issued in the form of marine and public advisories. Official track forecasts are relayed verbatim to supported agencies. Hurricane wind forecasts are provided by the 15th OWS and FBWO relays this forecast to our customers for HURCON consideration. The 48 hour and 72 hour forecast position and wind forecast contain a high degree of uncertainty and are subject to change.

b. HURCONs report the onset of winds of 50 knots or greater at specific time intervals. Table Drops below, increases to equal, or rises above:

HURCON	WINDS	TIME PERIOD
4	Winds greater than 50 knots are possible	Within 72 hours
3	Winds greater than 50 knots are possible	Within 48 hours
2	Winds greater than 50 knots are expected	Within 24 hours
1	Winds greater than 50 knots are expected	Within 12 hours

3-6. Winter Weather Condition Procedures

a. In the event of a severe snow, ice, or rain storm, the IOC will gather all pertinent data on the weather conditions in the Fort Belvoir area and provide the Garrison Commander with a recommendation on various courses of action. Upon the Garrison Commander's decision on the course of action for Fort Belvoir, IOC will advise PAO immediately so the information can be disseminated immediately. The phone information hotline at (703) 805-3030 will be the first outlet updated, followed by global E-Mail, notification to media, AM alert radio station, Belvoir Facebook, Twitter, and update to Belvoir Online. Ideally, all updates will be completed within a half-hour of decision.

b. Supervisors are responsible for mission accomplishment as well as the time and attendance policy in the work place. Through their leave granting authority, supervisors may dismiss employees based on personal travel requirements or other matters, as missions allow.

Chapter 4
Administrative

4-1. Coordinating Instructions

a. Duty uniform for military personnel during snow emergency operations will be the Army Combat Uniform (ACU) with an authorized outer military jacket, gloves, and cold weather gear, as appropriate. Uniform can be adjusted by the Chain of Command for uniformity and prevention of overheating during heavy work cycles.

b. Civilian employees will wear appropriate clothing for weather conditions.

c. Requests for emergency wrecker service for GSA vehicles may be obtained by calling the TMP at (703) 805-2280. All other requests for emergency wrecker service

must be directed through the Fort Belvoir IOC for tasking. During non-duty hours, all requests will be directed through the Fort Belvoir IOC.

4-2. Supply and Service. Requests for emergency supplies and services will be requested through the IOC. The Fort Belvoir IOC will in turn coordinate for support.

4-3. Command and Control

a. The Garrison Commander retains command and control of Fort Belvoir from the Fort Belvoir Post Headquarters.

b. The Fort Belvoir IOC is the Command and Control Center for the Garrison Commander and Fort Belvoir.

FOR THE COMMANDER:

JOHN J. STRYCULA
Colonel, USA
Commanding

OFFICIAL:

JOSEPH PANTELOGLOUS
Director of Human Resources

Appendix A
References

Section I
Required Publications

FB Reg 420-12 - Operations, Ice and Snow Removal and Road Sanding

TB Med 507 - Heat Stress Control and Heat Casualty Management

Davison Army Airfield Weather Support Plan for Fort Belvoir, VA

United States Office of Personnel Management - Federal Employees Emergency Guide

Section II
Related Publications

This section contains no entries.

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

This section contains no entries.

Appendix B
Sample Memorandum for Primary or Alternate Emergency Employee

(OFFICE SYMBOL) Date

MEMORANDUM FOR Primary or Alternate Emergency Employee

Subject: Emergency Employees – Hazardous Weather

1. Reference: A Federal Employee's Emergency Guide.

2. In accordance with the reference, your position, _____, located in _____, has been designated as an emergency employee. This means that if there is a general dismissal authorization due to adverse weather conditions or other curtailment of operations, and/or should your presence be required by Fort Belvoir contingency plans, you will be required to remain on duty or to report for duty, unless released by your supervisor.

3. Announcements of unscheduled leave/unscheduled telework, delayed arrival, early departure, or federal office closures to the public does not apply to emergency employees unless instructed otherwise.

4. You are requested to acknowledge receipt of this memorandum by signing and returning a copy to _____.

(Signature Block)

Appendix C
Local Media Announcements

a. The IOC will notify the Public Affairs Office on inclement weather conditions and the Garrison Commander's guidance on weather and emergency situations. Upon receipt of this information the PAO will post notices to the Belvoir Information Hotline at (703) 805-3030 to inform personnel of the installation's response to hazardous weather or other emergency situations. Such notices will clearly distinguish information intended for military audiences from that intended for civilian audiences, and will distinguish between information for the Garrison's work force and that of the installation's partner organizations.

b. The Garrison Commander may designate the installation in one of the below operating conditions based on OPM guidance and the current situation at Fort Belvoir. The following paragraphs will be the basic messages used as circumstances warrant.

(1) Before the Duty Day begins:

(a) Fort Belvoir is OPEN; employees are expected to report for work on time.

(b) Fort Belvoir is OPEN under an UNSCHEDULED LEAVE policy. Employees who cannot report for work may request unscheduled leave for their entire scheduled workday. Employees must notify their supervisors of their intent to take unscheduled leave. Emergency employees are expected to report for work on time. Customers may experience reduced staffing and therefore reduced services in such organizations as Child, Youth and School Services, ID Card Section, SJA Services, etc. Customers should call ahead to determine availability of services.

(c) Fort Belvoir is OPEN under a DELAYED-ARRIVAL policy. Employees should plan their commutes so that they arrive for work no more than xx hours later than they would normally arrive. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Teleworkers and emergency employees are expected to report for work on time. Customers may experience organizations such as Child, Youth and School Services, ID Card Section, SJA Services, etc, to open XXX hours later than normal business hours.

(d) Fort Belvoir is OPEN under a DELAYED ARRIVAL/UNSCHEDULED LEAVE policy. Employees should plan to arrive for work no more than xx hours later than they would normally arrive, and employees who cannot report for work may take unscheduled leave. Employees who arrive for work more than xx hours later than their normal arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Employees must notify their supervisors of their intent to take unscheduled leave. Teleworkers and employees are expected to report for work on time. Customers may experience organizations such as Child, Youth and School Services, ID Card Section, SJA Services, etc, to open XXX hours later than normal

business hours and have reduced services due to reduced staffing. Customers should call ahead to determine availability of services.

(2) Disruptions after the Duty Day begins: Fort Belvoir is operating under an EARLY DISMISSAL policy as of [time][date]. Employees should be dismissed by their agencies xx hours earlier than their normal departure time from work. This means employees should be dismissed xx hours earlier than their normal departure time from work. Employees who must leave work earlier than their early dismissal time will be charged annual leave or leave without pay from the time of their departure through the remainder of their regularly scheduled workday. Employees on pre-approved leave for the entire workday or employees who requested unscheduled leave should be charged leave for the entire day. Teleworkers may be expected to continue to work from their telework sites, as specified in their telework agreements. Customers may experience organizations such as Child, Youth and School Services, ID Card Section, SJA Services, etc, to reduce to minimum staffing as quickly as possible and to close as soon as the situation allows.

(3) The above listed announcements are basic announcements. On a case-by-case basis, announcements may include information about services and facilities to remain OPEN for a period of time such as Childcare Centers, Commissary, Post Exchange, Shoppettes and other facilities and other information as appropriate in the interest of life, health, safety and mission.

(4) PAO will also provide information and updates to local commercial media regarding Fort Belvoir's operating status in the wake of adverse weather and other emergency situations. The following media outlets are those to whom Fort Belvoir's notifications will be provided:

Radio
WMAL, 630 AM
WAGE, 1200 AM
WFLS, 93.3
WHUR, 96.3
WTOP, 103.5

Television
NBC, CH 4
FOX, CH 5
ABC, CH 7
News Channel, CH 8
CBS, CH 9

(5) It is important to note that, depending on the impact of a weather event or other contingency in the National Capital Region, local media will be asked to provide status updates for literally hundreds of agencies. For that reason, relying on TV or radio alone for information about Fort Belvoir's status isn't advisable. The Fort Belvoir Hotline at (703) 805-3030, global email provided through the listserv at http://listserv.belvoir.army.mil/, Belvoir Online at http://www.belvoir.army.mil, and other media directly managed by the Fort Belvoir PAO can be more reasonably expected to contain up-to-the-minute information about the installation's operating status.

Appendix D
Road Condition Categories

a. Road conditions: Status for determining the conditions of Fort Belvoir roads during inclement weather will be identified/recommended by DES and upon Installation Commander's direction posted at all access control points and the TMP motor pool using the following color codes:

(1) Green indicates all roads are clear and safe for travel.

(2) Amber indicates road conditions are deteriorating. Drivers should use caution when driving as one or more of the following exists and should eliminate as much unnecessary driving as possible:

(a) Roads are snow packed and/or icy in spots, snow is falling at a rate that is causing accumulation but is being cleared adequately by snow removal assets.

(b) Road conditions would cause moderate and possibly hazardous delays to drivers.

(3) Red indicates road conditions have deteriorated to such a hazardous degree that all non-essential traffic will cease as one or more of the following exists:

(a) Roads are packed or covered or are extremely icy in spots.

(b) Snow is falling at a rate that exceeds snow removal efforts.

(c) High winds and snowfall are causing zero or near zero visibility conditions.

(d) Average snow accumulation on roadways has exceeded 4 inches.

(e) Conditions would cause lengthy and dangerous delays to drivers.

(f) Operating non-essential activities would cause unnecessary hazardous driving conditions to the community.

(4) Black indicates road conditions have deteriorated to such a hazardous degree that only emergency vehicles are authorized to be on the roadways.

Appendix E
Wet Bulb Global Temperature

a. Organizations can obtain the WBGT index by accessing the weather on the Fort Belvoir Home page, http://www.Belvoir.army.mil or by contacting the Belvoir Environmental Health WBGT Hotline at 703-805-0149 during normal duty hours, or after duty hours, the FBCH Staff Duty at 571-231-3066/67.

b. Supervisors will reduce or suspend outdoor activities when the WBGT reaches the following critical levels:

(1) Category 2: When the WBGT reaches 82-84.9 degrees, use discretion in planning strenuous exercise for non-acclimated personnel. Implement work/rest cycles (50 minutes/10 minutes) as required. Encourage water consumption.

(2) Category 3: When the WBGT reaches 85-87.9 degrees, avoid outdoor classes and conducting work details in the sun if possible. If the situation requires training or work in the sun, provide liberal amounts of drinking water and implement work and rest cycles (40/20) to reduce the amount of heat stress. Do not use salt tablets.

(3) Category 4: When the WBGT reaches 88-88.9 degrees, stop all physical training or strenuous work. Acclimated personnel may have limited physical activity for periods not to exceed 6 hours per day. WBGT readings of 88 and above indicate progressively more hazardous situations, and demand extra attention to preventive measures. Water consumption and work/rest cycles (30/30) should be modified accordingly.

(4) Category 5: When the WBGT reaches >90 degrees, stop all strenuous work. Acclimated personnel may have limited physical activity for periods not to exceed 4 hours per day. WBGT readings of >90 indicate a hazardous situation and demand immediate attention to preventive measures. Water consumption and work/rest cycles (20/40) should be modified accordingly.

c. The above restrictions will remain in effect from the time information is announced until the WBGT index falls below the critical levels stated.

d. Directors of activities occupying facilities with high or low temperatures and humidity should emphasize improvement of working conditions. Employees should work if conditions are, in the director's judgment, reasonably adequate, despite minor discomfort. Directors may grant sick leave to those employees whose health may suffer because of high temperatures or humidity. Personnel suffering from the heat, but whose health has not been endangered, may be granted annual leave, provided their absence will not impact mission. Before authorizing group dismissal, (which must be coordinated through the Garrison Commander) directors must establish, by reasonable standards, that working conditions actually prevent work, based on temperature, humidity and physical requirements of the position.

Glossary

Section I
Abbreviations

ACU
Army Combat Uniform

DAAF
Davison Army Airfield

DeCA
Defense Commissary Agency

DES
Director of Emergency Services

DOL
Directorate of Logistics

DPTMS
Directorate of Plans, Training, Mobilization and Security

DPW
Director of Public Works

FBCH
Fort Belvoir Community Hospital

FBWO
Fort Belvoir Weather Operations

GSA
General Services Administration

HURCON
Hurricane Conditions

IAW
In Accordance With

IMCOM
Installation Management Command

IOC
Installation Operations Center

JFHQ-NCR
Joint Force Headquarters – National Capital Region

MWN
Mass Warning Notification

NHC
National Hurricane Center

OPM
Office of Personnel Management

OWS
Operational Weather Squadron

PAO
Public Affairs Office

SOP
Standing Operating Procedure

TAS
Telephone Alert System

TMP
Transportation Motor Pool

UTC/Zulu
Universal Time Coordinated

WBGT
Wet Bulb Globe Temperature

Section II
Terms

Emergency Employees
Employees who are critical to agency operations in dismissal or closure situations. Each agency head has the discretion to identify and designate those employees who he or she judges to be necessary to continue agency operations in any given emergency situation. There are no standard definitions or categories in this regard, and agency heads (or their designees, as applicable) are free to make such determinations based on the agency's unique mission requirements and/or circumstances.

Emergency Essential
A position-based designation to support the success of combat operations or the availability of combat-essential systems in accordance with section 1580 of title 10, United States Code (U.S.C.) (Reference (e)) and will be designated as Key.

Key Employees
DoD civilian employees in positions designated as E-E and/or NCE will be designated Key in accordance with DoDD 1200.7.

Non-Combat Essential
A position-based designation to support the expeditionary requirements in other than combat or combat support situations and will be designated as Key.

Mission-critical emergency employees
Employees who are expected to remain in contact with their agencies at all times during any closure situation and may be called to work during emergencies dealing with national security, extended emergencies, or other unique situations. Agencies must identify the emergency situations in which "mission-critical" emergency employees will be expected to report for work and whether such employees must report for work at their regular worksites or alternative worksites.

Telework
Telework or Teleworking refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work. In practice, "telework" is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center). This definition of telework includes what is generally referred to as remote work but does not include any part of work done while on official travel or mobile work.