

DEPARTMENT OF THE ARMY
 DEVENS RESERVE FORCES TRAINING AREA
 Ayer, Massachusetts 01432-4424
 14 December 2000

Emergency Employment of Army and Other Resources
WINTER STORM PLAN

HISTORY. This is the third publication of this Devens Reserve Forces Training Area (RFTA) Regulation.

SUMMARY. This regulation describes the actions to be taken during a winter storm at the Devens RFTA.

APPLICABILITY. This regulation is applicable to all directorates, activities, and tenants of the Devens RFTA.

IMPACT ON NEW MANNING SYSTEM. This memorandum contains no information that affects the New Manning System.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Directorate of Public Works. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Devens RFTA, ATTN: AFRC-FAD-PW, 30 Quebec Street, Unit 10, Ayer, MA 01432-4479.

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CHAPTER 1. INTRODUCTION

1-1. Purpose. This regulation prescribes Devens RFTA policy, responsibility, authority, and guidance for providing for the safety of all members of the Devens RFTA community, while maintaining installation operations as close to normal levels as possible during winter storm conditions.

1-2. Applicability. The policy for severe/winter weather applies to all military and civilian employees working on the Devens RFTA, irrespective of command or assignment.

1-3. Definition of Terms.

a. **Snow Emergency:** A snow emergency is defined as a situation where weather conditions and/or forecast indicates that a winter storm may persist that may jeopardize the safety of Devens RFTA employees, or inhibit their ability to safely perform their mission.

b. **Delayed Opening:** A delayed opening is defined as a situation where the Devens RFTA Commander determines that conditions exist (either on or off the Devens RFTA), which may jeopardize the safety of Devens RFTA employees in reaching their designated duty stations. Additional time may be required to clear parking lots or to make for safe road conditions.

c. **Early Release:** An early release is defined as a situation where the Devens RFTA Commander determines that weather conditions and/or forecast indicates that a winter storm may persist that may jeopardize the safety of Devens RFTA employees from reaching home. Offices will remain functional commensurate with mission requirements.

1-4. Policy.

a. Seasonal snow storms may hamper installation operations. Severe storms may have extraordinary impact and require extraordinary measures in response.

b. A delayed opening may be announced to allow additional time to clear parking lots and to make for safe road conditions.

c. An early release may be granted if a winter storm persists during duty hours. The purpose of the early release is to allow commuters to reach home safely. In the event an early release is announced, offices will remain functional commensurate with mission requirements, until the end of the work day.

d. **NO ON STREET PARKING IS AUTHORIZED WITHIN THE DEVENS RFTA FROM 1 DECEMBER THROUGH 31 MARCH.**

1-5. Responsibilities.

- a. The Devens RFTA Commander or designated representative will:
 - (1) Make all decisions regarding delayed opening/early release for Devens RFTA.
 - (2) Contact the Massachusetts State Police for information on road conditions, both on and off the Devens RFTA.
 - (3) During normal duty hours, instruct the Directorate of Public Works to notify units and staff of the decision to implement early release.
 - (4) During non-duty hours, notify the 94th Regional Support Command Public Affairs Office to implement notification of radio stations concerning delayed opening and/or cancellation announcements.

- b. The Devens RFTA Director of Public Works will:
 - (1) Notify contractor(s) to implement snow plowing/removal procedures as warranted.
 - (2) During normal duty hours, in coordination with the Massachusetts Finance Development Agency, Director of Public Works, determine recommendations to be made to the Devens RFTA Commander or his designated representative (i.e., early release).
 - (3) During normal duty hours, as directed by the Devens RFTA Commander, will notify directors, staff, or agencies of early release, utilizing the Notification Worksheet at Appendix A.

- c. The 94th Regional Support Command Public Affairs Office (PAO) will during non-duty hours, implement notification of radio stations concerning delayed opening and/or cancellation announcements.

- d. Managers and supervisors of the Devens RFTA will :
 - (1) Identify by position and name those individuals whose services are needed to maintain essential RFTA operations, health and safety.
 - (2) Notify these individuals in writing that their positions are essential to RFTA operations, health and/or safety and that consequently they will work their full regular tours of duty during inclement weather, unless specifically excused.
 - (3) Post copies of this regulation on bulletin boards in advance of each winter season.

- e. The Massachusetts State Police and the Massachusetts Finance Development Agency Directorate of Public Works are requested to monitor road conditions and declare when hazardous conditions exist due to snow and/or ice.

CHAPTER 2. MEDICAL TREATMENT AND EVACUATION

2-1. Ambulance Service. The Devens RFTA primary means of medical evacuation is by Patriot Ambulance service at 978-772-4500.

2-2. Emergency Service. The Massachusetts State Police, the Massachusetts Finance Development Agency (Nation Wide Security, Inc.) will assist in the evacuation of people in need of emergency medical care when conditions are such that evacuation by commercial ambulance is not possible. Telephone numbers for the Massachusetts State Police, 508-772-9000 and Nation Wide Security, Inc., 978-772-7200.

2-3. Emergency Assistance. The Devens Fire Department will assist in medical emergencies (Emergency Medical Treatment evacuation assistance). Call extension 978-796-2117.

CHAPTER 3. RELEASE OF EMPLOYEES/DELAYED OPENING

3-1. Policy.

a. The Devens RFTA will normally remain operational during inclement weather. However, should weather conditions develop which are severe enough to jeopardize safety and/or require commuting under unduly hazardous driving conditions, the Devens RFTA Commander may authorize non-essential personnel to report to work later than normal or leave work earlier than normal.

b. During normal duty hours, as directed by the Devens RFTA Commander, the Directorate of Public Works will notify directors, staff, or agencies of early releases or cancellation of planned activities.

c. During non-duty hours, the primary means of notification will be by commercial radio and television notices. The Public Affairs Office will notify stations as directed by the Devens RFTA Commander.

d. Subject to prior notification to the Devens RFTA Commander, tenant commanders/directors who have non-standard tours of duty or second/third shifts may delay reporting or authorize early release when the need arises during Devens non-duty hours. Implementing instructions and notification are the tenant commanders/directors responsibilities.

e. When the Devens RFTA Commander authorizes a late opening, or an early release, non-essential employees will receive administrative leave for the absence. Supervisors, however, need to observe the following:

(1) Only the Devens RFTA Commander or his representative may fix the times for late reporting and early release.

(2) Administrative leave may be granted only to non-essential employees who report to work (delayed opening) or are on duty or scheduled to report to work after an initial period of leave (early release).

(3) Employees who leave work with permission prior to the official announcement of an early release must be charged annual leave and/or Leave Without Pay (LWOP) for the entire absence.

(4) Employees who leave work with permission after the announcement of an early release, but before the established release time, must be charged annual leave and/or LWOP from the time of their departure until the official release time.

3-2. Delayed Opening Announcements.

Delayed reporting times will be initially announced between 0430 and 0600 hours on the radio and TV stations listed below. These notices are the primary means of notification. Stations will repeat notices throughout the morning hours. The announcement of a delayed reporting time must specifically identify Devens Reserve Forces Training Area. If it does not, personnel are expected to make every effort to report for duty at regular reporting time.

In addition to media announcements, delayed openings/early release information can be obtained by calling the Devens RFTA “Inclement Weather Line”, (978)796-3711, toll free 888-871-5638, extension 3711, for individuals who live outside the 978 area code. The “Inclement Weather Line” will have a recording advising of weather related delayed opening/early release, if applicable.

<u>STATION</u>	<u>FREQUENCY</u>	<u>LOCATION</u>
WSRS	96.1 FM	Worcester, MA
WKLB	96.9 FM	Boston, MA
WROR	105.7 FM	Boston, MA
WTAG	580 AM	Worcester, MA
WRKO	680 AM	Boston, MA
WCAP	980 AM	Lowell, MA
WEIM	1280 AM	Fitchburg, MA
WSMN	1590 AM	Nashua, NH
WCVB	Channel 5 TV	Boston, MA
WHDH	Channel 7 TV	Boston, MA
WHOB-FM	106.3 FM	Nashua, NH
WXLO	104.5 FM	Fitchburg-Worcester
WMEX	1060 AM	Natick-Boston

3-3. Emergency Parking Areas. To facilitate snow removal from streets and parking areas, employees may be required to relocate their privately owned vehicles to an alternate parking area:

- a. Pine Street Parking Lot “D” - front of building 697.
- b. Large Parking Lot corner of Pine Street and Quebec Street.

FOR THE COMMANDER:

OFFICIAL:

GRACUS K. DUNN
LTC, TC
Installation Commander

JON BENNETT
Information Management Officer

DISTRIBUTION:
A through D

APPENDIX A

WINTER STORM NOTIFICATION WORKSHEET DURING DUTY HOURS

DATE: _____

EFFECTIVE TIME: _____

<u>UNIT/AGENCY</u>	<u>TELEPHONE #</u>	<u>PERSON NOTIFIED</u>	<u>TIME</u>	<u>INITIAL</u>
Commander	796-2126/3053	_____	_____	_____
Command Sergeant Major	796-3043	_____	_____	_____
Executive Officer	796-3514	_____	_____	_____
Directorate of Reserve Component Support	796-3950/3951	_____	_____	_____
Directorate of Contracting	796-2430	_____	_____	_____
Directorate of Logistics	796-2104	_____	_____	_____
Directorate of Public Works	796-2224	_____	_____	_____
BRAC Environmental	796-3114/ex311	_____	_____	_____
ACS	796-2107	_____	_____	_____
Customer Service Rep	796-3075	_____	_____	_____
Information Management Office	796-3507	_____	_____	_____
Legal Advisors	796-2255	_____	_____	_____
Physical Security/ Law Enforcement	796-3512	_____	_____	_____
94 th RSC Public Affairs Office	796-3307	_____	_____	_____
Resource Management Office	796-2031	_____	_____	_____

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<u>UNIT/AGENCY</u>	<u>TELEPHONE #</u>	<u>PERSON NOTIFIED</u>	<u>TIME</u>	<u>INITIAL</u>
Safety Office	796-2441	_____	_____	_____
First Brigade, First ROTC Region	796-2650	_____	_____	_____
94 th Regional Support Cmd.	796-2240	_____	_____	_____
3 rd Brigade (FE), 78 th Div (EX)	796-2600	_____	_____	_____
Army Criminal Investigation Command	796-3753	_____	_____	_____
Boston Fraud Field Office	796-3123/3637	_____	_____	_____
Reserve Intelligence Program Office	796-2801	_____	_____	_____
Defense Security Service	796-2853	_____	_____	_____
New England Military Intelligence Detachment	796-2001	_____	_____	_____
Regional Training Site-Maint	796-2916	_____	_____	_____
TMDE Support Center	796-2269	_____	_____	_____
Ordnance Contact Team 1, Marines	796-2982	_____	_____	_____
1 st BN, 25 th Marines, 4 th Marine DIV	796-2827/2825	_____	_____	_____
North East ARISC – Army	796-2030	_____	_____	_____
North East Information Op. Center	796-2969	_____	_____	_____

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TRADOC Regional Coordinating Element, Reg. A	796-3473	_____	_____	_____
U.S. Army Corps of Engineers, NY District Real Estate Office	796-2615	_____	_____	_____
Hanscom Federal Credit Union	772-5451	_____	_____	_____
AAFES Clothing Sales	772-6838	_____	_____	_____
AAFES Class VI	772-7409	_____	_____	_____
Federal Bureau of Prisons	796-1105	_____	_____	_____
MassDevelopment	772-6340	_____	_____	_____
U.S. Army Corps of Engineers New England Field Office	796-2864	_____	_____	_____