

Department of the Army
 United States Army Garrison Fort Devens
 Devens, MA 01434-4424
 28 November 2008

Expires 28 November 2010

Climatic, Hydrological, and Topographic Services
SEVERE WEATHER PLAN

HISTORY. This is the third publication of this United States Army Garrison Fort Devens (USAG Ft. Devens) plan.

SUMMARY. This circular describes the actions to be taken during a winter storm or severe weather at USAG Ft. Devens.

APPLICABILITY. This circular is applicable to all personnel, activities, and tenants of USAG Ft. Devens.

IMPACT OF NEW MANNING SYSTEM. This circular contains no information that affects the New Manning System.

SUGGESTED IMPROVEMENTS. The proponent of this publication is the Public Works Directorate. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAG Fort Devens, ATTN: IMNE-DEV-PWO, 30 Quebec Street, Devens, MA 01434-4479.

CONTENTS

CHAPTER	TITLE	PARA	PAGE
1	INTRODUCTION		
	Purpose	1-1	2
	Applicability	1-2	2
	Definition of Terms	1-3	2
	Policy	1-4	2
	Responsibilities	1-5	3
	Priority of Effort	1-6	3
2	RELEASE OF EMPLOYEES/DELAYED OPENING		
	Policy	2-1	4
	Delay Opening Announcements	2-2	5
	Emergency Parking Areas	2-3	5
3	RESPONSE TO A HURRICANE/TORNADO		
	Procedures	3-1	5

CHAPTER 1. INTRODUCTION

1-1. Purpose. This circular prescribes USAG Ft. Devens policy, responsibility, authority, and guidance for providing for the safety of all members of the USAG Ft. Devens community, while maintaining vital installation operations during winter storm or severe weather conditions.

1-2. Applicability. The policy for severe/winter weather applies to all military, civilian employees and contractors working on USAG Ft. Devens, regardless of command or assignment.

1-3. Definition of Terms.

a. **Severe Local Storm:** Any storm front that produces winds measuring in excess of 50 knots or 58 miles per hour (MPH), hail larger than $\frac{3}{4}$ inch, hurricanes/tornadoes, severe thunderstorms, or torrential rains.

(1) **Hurricane/Tornado Watch:** Conditions are favorable for the development of severe thunderstorms and hurricanes/tornadoes in and close to the watch area. The national weather service determines duration and location for a hurricane/tornado watch.

(2) **Hurricane/Tornado Warning:** Strong rotation in a thunderstorm is indicated by Doppler radar or a hurricane/tornado is sighted by skywarn spotters. The national weather service issues these warnings on a county by county basis.

b. **Severe Winter Storm:** Any storm front that produces significant quantities of freezing or frozen precipitation (freezing rain, sleet, or snow), especially when combined with strong winds.

c. **Military Vehicle:** Any government owned or leased vehicle operating on USAG Ft. Devens (e.g. General Services Administration vehicles, Tactical vehicles).

1-4. Road Condition Classifications. Road classifications provide information on general road conditions and inform Fort Devens garrison and tenant organizations on government vehicle operating restrictions. Directorate of Public Works (DPW) emergency crews and Fort Devens Police Services personnel are exempt from the required Commander's approval under AMBER and RED conditions; the senior supervisor on duty for these elements will make vehicle operation decisions in these instances.

a. **GREEN:** No safety threat due to weather conditions. Proceed with normal operations.

b. **AMBER:** Difficult to hazardous road conditions. Drivers must decrease speed and increase stopping and following distances for safe operations. Although roads are icy or snow packed, road-clearing operations are making roads passable. On post, speed limits reduced to 20 MPH, or as posted if already lower than 20 MPH. All operators of military vehicles must receive approval by their commander prior to driving on USAG Ft. Devens during amber conditions.

c. **RED:** Road Conditions are extremely hazardous, often presenting vehicle operators with difficult or no stopping conditions. Road clearing operations are not able to keep Priority 1 through Priority 3 roads easily passable. Only mission essential vehicle operations permitted. During RED conditions, all on post driving speeds are limited to 10 MPH. All military vehicle operators must have written, signed permission by the first LTC in their chain of command in order to drive on USAG Ft. Devens. Detachments or other organizations without a LTC on duty may receive written approval from the Garrison Commander on a case-by-case basis. In the event the Garrison Commander is unavailable, the Garrison Executive Officer (XO) has delegation authority for this action. Failure to have written authorization on hand while operating a military vehicle during RED conditions is a traffic offense and the Fort Devens Commander will inform the offender's Chain of Command. Repeat offenders may lose all civilian and military driving privileges on USAG Ft. Devens.

d. **BLACK.** Despite road clearing operations, roads are nearly impassable. Often a local state of emergency exists and road-clearing operations may have ceased. Only DPW road crews and USAG Ft. Devens Police Services may operate a military vehicle on USAG Ft. Devens during BLACK conditions. Any exceptions must receive written approval from the Garrison Commander. In the event the Garrison Commander is unavailable, the Garrison XO has delegation authority for this action. Failure to have written authorization is a traffic offense and the USAG Ft. Devens Commander will inform the offender's chain of command. Unauthorized operation of a military vehicle during BLACK conditions will result in automatic suspension of all civilian and military privileges on USAG Ft. Devens.

1-5. Responsibilities.

a. The USAG Ft. Devens Command Group will:

(1) Make all decisions and direct the notification of units and staff regarding delayed opening/early release or base closure for USAG Ft. Devens.

(2) Contact the Massachusetts State Police for information on road conditions, both on and off USAG Ft. Devens.

(3) Change the delayed openings, early release, or closure message established on the USAG Ft. Devens "Inclement Weather Line" as required.

(4) Executive Officer acts as primary action office for updating the Weather Hotline, the website, and transmitting email broadcasts with severe storm and base operating guidance updates.

(5) Determine when roads will be classified **BLACK**.

b. The USAG Ft. Devens Police Services will:

(1) Assist the DPW snowplow crews with notification to owners/operators of GSA and Privately Owned Vehicles (POV) that restrict plow operations.

(2) Issue Armed Forces Traffic Tickets as necessary to vehicles that violate snow removal parking restrictions.

(3) Coordinate with state and local emergency services; make determination of GREEN, AMBER, or RED road condition classifications.

(4) Provide input to Command Group reference BLACK road classification decisions.

(5) Post current road classifications at access control points (ACP) and on the USAG Ft. Devens website.

(6) Act as the second alternate action office for updating the Weather Hotline, the website, and transmitting email broadcasts with severe storm updates and base operating guidance.

(7) Implement the emergency broadcast system as needed.

c. The USAG Ft. Devens DPW will:

(1) Implement snow plowing, snow removal and salt and sand procedures as warranted.

(2) During normal duty hours, provide recommendations to the Commander, USAG Ft. Devens regarding early release.

(3) Act as the alternate action office for updating the Weather Hotline, the website, and transmitting email broadcasts with severe storm updates and base operating guidance.

(4) Provide input to the USAG Ft. Devens Police Services for determining GREEN, AMBER, or RED road condition classifications; provide input to Command Group reference BLACK road condition classifications.

d. USAG Ft. Devens Safety Office will:

(1) Provide input to the Fort Devens Police Services for determining GREEN, AMBER, or RED road condition classifications; provide input to Command Group reference BLACK road classifications.

(2) Act as the alternate action office for notifying regional television channels 4, 5, and 7 of early release, delayed opening, and base closure decisions when necessary.

e. Public Affairs Officer (PAO), 99th RSC (EAST) will be the primary action office for notifying regional television channels 4, 5, and 7 of early release, delayed opening, and base closure decisions.

f. Range Control will notify all units training on the Range Complex of severe local storms, severe winter storm watches and warnings.

g. Managers and supervisors of USAG Ft. Devens :

- (1) Identify by position and name those individuals whose services are necessary to maintain mission essential garrison operations, and health and safety support capabilities.
- (2) Notify these mission essential individuals in writing that their positions are critical and that they will work their full regular hours of duty during inclement weather, unless specifically excused.
- (3) Provide the Directorate of Plans and Training (DPT) Emergency Operations Center (EOC) and the USAG Ft. Devens Police Services with the lists of mission essential personnel.
- (4) Post copies of this regulation on available bulletin boards.
- (5) Post current road conditions in a visible location within the staff section area.

h. USAG Ft. Devens Tenants.

- (1) Identify by position and name those individuals whose services are necessary to maintain or provide essential operations, and provide health and safety support.
- (2) Provide the DPT EOC and the USAG Ft. Devens Police Services with the lists of mission essential personnel.
- (3) Post copies of this regulation on unit bulletin boards.
- (4) Post current road conditions in a visible location in the unit area.

1-6. Winter Storm Parking Restrictions.

- a. Overnight on-street parking is prohibited within Fort Devens from 15 November through 15 April. This applies to all military and privately owned vehicles.
- b. Parking is prohibited in any of the lined parking spaces on Lafayette Street during declared winter storms. This applies to all military and privately owned vehicles.
- c. During a declared winter storm all USAG Ft. Devens organizations must move their military vehicles to one of the three designated military vehicle-parking areas (see enclosed Severe Weather Parking Plan map). Military vehicles of all organizations within the confines of USAG Ft. Devens must execute this parking plan within 2 hours of notification or be subject to ticketing and / or loss of privileges. The purpose of this policy is to enhance snow clearing operations, increase safety, and decrease military vehicle damages.
- d. Units and individuals may address questions on winter storm parking restrictions to the USAG Ft. Devens DPW, (978)796-3777.

1-7. Priority of Effort - Snow Plowing/Removal Operations. The priority for snow plowing/removal efforts ensure Devens tenants and units conducting training operations can continue unimpeded as much as possible by the storm. Based upon resources and storm severity, DPW road-clearing crews will execute some priorities simultaneously.

a. Priority 1: Queenstown Street, Quebec Street, Saratoga Street, Lafayette Street, MacArthur Street, and Lexington Street.

b. Priority 2: Primary parking lots and sidewalks on the main cantonment area.

c. Priority 3: P3400 area, the regional Training Site complex, and the Range Complex to include access points to ranges and training areas.

d. Priority 4: DPW and Directorate of Logistics (DOL) areas on Feinburg Street.

e. Priority 5: P697 and Pine Street parking lots.

f. Priority 6: Motor pools, general storage areas, common areas and any area deemed essential.

CHAPTER 2. EARLY RELEASE, DELAYED OPENING, AND BASE CLOSURE

2-1. Policy. USAG Ft. Devens will normally remain operational during inclement weather. However, should the weather forecast or existing weather conditions develop which are severe enough to jeopardize safety or require commuting under unduly hazardous driving conditions, the Commander may adjust operations accordingly.

a. **Delayed Opening:** This is a situation where the Commander determines that internal or external conditions exist which may jeopardize the safety of soldiers and employees in reaching their designated duty stations. In addition snow plow crews may require additional time to clear parking lots and roads prior to the arrival of assigned personnel. Under a delayed opening access is restricted to mission essential personnel previously identified. Activities that require personnel to access USAG Ft. Devens during this delayed opening can contact the headquarters at (978)796-2161.

b. **Early Release:** This is a situation where the Commander determines the weather conditions or forecast indicates that a storm may jeopardize the safety of assigned personnel while they are traveling home or impact the snow crews from performing essential operations. All assigned personnel will evacuate the installation with the exception of previously identified mission essential personnel.

c. **Base Closure:** This indicates that a storm and/or forecast is so severe as to threaten the safety of assigned personnel. With the exception of emergency personnel and those critical to support ongoing missions all personnel will evacuate the installation. Food Service contractors

may enter the installation to conduct essential operations. USAG Ft. Devens Law Enforcement officers will confirm mission essential status at the gate for all individuals attempting to gain access to the installation during a base closure.

2-2 Notification.

a. Adjusted installation operating hours or base closure.

(1) Primary means of notification for adjusted installation operating hours or closure is email broadcast and the accessing the USAG Ft. Devens Weather Hotline, (978)796-3711, or by dialing toll free, 888-871-5638, x3711. The hotline will be updated during the day as weather conditions develop and initially by 5 A.M. each day as dictated by pending weather conditions.

(2) Alternate means of notification for adjusted installation operating hours are the USAG Ft. Devens website, <https://www.devens.army.mil/> and regional television channels 4, 5, and 7.

b. Hurricane and Tornado Watch, Severe Local Storm Watch, and Severe Local Storm Warning.

(1) Primary means of notification is through email broadcasts and through Range Control military radio notification.

(2) Alternate means of notification is the USAG Ft. Devens website and the Weather Hotline.

c. Hurricane or Tornado Warning.

(1) Primary means of notification of a hurricane or tornado warning is through the emergency broadcast system and through the Range Control military radio notification. During a hurricane or tornado the Fort Devens main cantonment area emergency broadcast system will emit a continuous wailing siren.

(2) Alternate means of notification are email broadcasts, updates on the USAG Ft. Devens website and the Weather Hotline.

CHAPTER 3. SEVERE LOCAL STORM RESPONSE

3-1. Hurricanes or Tornadoes.

a. Hurricane or Tornado Watch. Units should monitor local weather channels internally and prepare to respond appropriately in the advent of an actual hurricane or tornado.

b. Hurricane or Tornado Warning.

(1) All individuals within USAG Ft. Devens will seek safe locations inside of permanent structures. Sub-surface or basement areas provide the best protection; otherwise seek interior locations without windows on the first floor.

(2) All individuals working outdoors will:

(a) Get out of their vehicles and enter the nearest building (see 3-1 b.)

(b) If you are unable to move to a building or permanent structure, lie flat in a nearby culvert, ditch, or depression and cover your head with your hands.

(c) Always be aware of the possibility of flying debris.

3-2. Severe Local Storms.

a. Thunderstorms.

(1) All individuals will remain indoors for the duration of the thunderstorm with the exception of USAG Ft. Devens emergency response personnel.

(2) All individuals working outdoors will:

(a) Seek shelter in the closest permanent structure.

(b) If unable to move to a permanent structure, remain in vehicles, removing or lower vehicle radio antennas.

(c) If a permanent structure or vehicle is not available then seek a low ground area, remove all radio antennas, and stack individual weapons a minimum of 100 feet away from soldiers while maintaining constant observation.

(d) Never stand near or under tall objects.

b. Hail.

(1) All individuals will remain indoors for the duration of the hailstorm with the exception of USAG Ft. Devens emergency response personnel.

(2) All individuals working outdoors will:

(a) Seek shelter in the nearest permanent structure.

(b) If unable to move to a permanent structure, remain in vehicles.

(c) If a permanent structure or a vehicle is not available seek cover as available.

c. **Torrential Rains.**

(1) All individuals will remain indoors for the duration of the rainstorm with the exception of USAG Ft. Devens emergency response personnel.

(2) All individuals working outdoors will:

(a) Seek higher ground and move to shelter in a permanent structure.

(b) If unable to use a permanent structure for shelter, seek cover as available.

CHAPTER 4. USAG FORT DEVENS GARRISON CIVILIAN EMPLOYEES

4-1. General Guidance. When the Fort Devens Commander authorizes a late opening, or an early release, non-essential employees will receive administrative leave for the absence.

4-2. Supervisor's Responsibilities.

a. The Commander will identify and set the late reporting and early release times.

b. Administrative leave may be granted to non-essential employees due to a delayed opening if they report to work or who are on duty when an early release is announced or scheduled to report to work after an early release has been announced.

c. Employees who request leave and depart prior to the official announcement of an early release will be charged annual leave for the entire absence.

d. Employees who request leave and depart after the announcement of an early release, but before the established release time, will be charged annual leave from the time of their departure until the official release time.

OFFICIAL:



STEVEN W. NOTT
LTC, IN
Commanding

DISTRIBUTION:

Fort Devens Web Site

