

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER
AND SCHOOL AND FORT SAM HOUSTON
FORT SAM HOUSTON, TEXAS 78234-5014

AMEDDC&S & FSH Regulation
No. 500-1

15 October 2003

Emergency Employment of Army and Other Resources
LIMITED OPERATIONS DURING ADVERSE WEATHER CONDITIONS

Issue of supplements to this regulation by subordinate commanders is prohibited, unless specifically approved by the Commander, U.S. Army Medical Department Center and School and Fort Sam Houston.

1. **PURPOSE.** To establish policies, responsibilities, and procedures in the event extreme weather conditions cause hazardous conditions which may require the reduction or curtailment of certain installation activities.
2. **APPLICABILITY.** This regulation is applicable to all personnel assigned to Fort Sam Houston (FSH), Camp Bullis, Canyon Lake, and all tenant units assigned to the installation. Government employees are also governed by FSH Regulation 690-14, Leave and Absences.
3. **REFERENCES.**
 - a. FSH Reg 115-1, Climatic, Hydrological and Topographic Services-Weather Warnings.
 - b. FSH Reg 690-14, Leave and Absences
4. **EXPLANATION OF TERMS**
 - a. **Duty Station.** The physical location of employment or assignment.
 - b. **Mission Essential Personnel.** Personnel, as determined by the applicable Commander, who perform duties which are vital to the continuity of medical facilities, public safety, national defense, or other crucial operations, and who are required to report to work regardless of emergency situations or any general dismissal authorizations.
 - c. **Hazardous Weather Conditions.** Weather conditions such as snow, rain, icy conditions, flooding, earthquakes, high winds or fog, which make travel unsafe or inadvisable.
 - d. **Administrative Dismissal, Administrative Leave, or Excused Absence.** These terms mean that personnel will be excused or released from duty without charge to annual or military leave, and without loss of pay.
 - e. **Emergency Situation.** An emergency situation is one that prevents most personnel from reporting for work or which may necessitate the reduction of federal activities in whole or in part. The emergency situation must be general rather than personal in scope and impact. It may be caused by such developments as snow, icy conditions, flooding, earthquakes, hurricanes or other natural disasters; air pollution; massive power or other utility or equipment failures; major fires; severe interruptions to public transportation

caused by a serious accident or such incidents as strikes by local transit employees or any other conditions which make habitation of the work area a serious hazard to the health and well being of those located therein.

f. Weather Warning. Warnings provided to forecast weather conditions hazardous to personnel, the installation, equipment or operations, and which permit measures to be taken in order to minimize possible injury and damage.

5. **POLICIES.** At various times during the year, existing or imminent weather conditions may cause adverse hazardous conditions in and around the FSH area. It is within the administrative discretion of the Commander, with approval of the Installation Commander, to reduce staffing for all or part of the post or to curtail activities of the post.

6. **PROCEDURES**

a. FSH will conduct minimum essential operations during severe and hazardous weather conditions. Priority will be given to those operations identified by activity commanders as mission essential.

b. The evaluation of existing and projected emergency conditions must usually be done in a short time span. When work schedules are affected, resulting decisions must be communicated to a widely scattered work force promptly. The Operations Branch, Readiness and Logistics Business Center (RLBC), will initiate a notification scenario using DIALOGIC.

c. Although adverse weather normally dictates a need for reduction of post operations, the need for continuation of the installation's support activities to provide service to those individuals living on post and to transients, will remain a viable and necessary mission. FSH will continue to maintain the post in a reduced support posture through the use of minimum essential personnel identified in this regulation.

7 **RESPONSIBILITIES**

a. The Commander, USAG, will, in the event of hazardous weather conditions or upon receipt of weather warnings of hazardous conditions, propose early release or excused absence of personnel to the Installation Commander who will determine what, if any, activities are to be reduced. Determination as to the release of military and civilian employees of tenant activities will be coordinated with the appropriate activity commander.

b. Directorates/activities and unit commanders will:

(1) Identify mission essential positions in the directorate or activity and maintain a current listing of those positions deemed mission essential. Personnel assigned to these positions are those who perform duties vital to the continuity of medical facilities, public safety, national defense, or other crucial operations. Management will adhere to this definition.

(2) Inform personnel that they have been identified as mission essential in support of reduced staffing operations.

(3) Establish a system to recall personnel identified as mission essential

(4) Coordinate with the Installation Operations Center (IOC) for transportation requirements for personnel who have been identified as mission essential and due to hazardous road conditions do not have adequate transportation to and from work.

(5) Provide the FSH USAG SDO/Noncommissioned Officer (NCO) and the IOC with a list of the activities that will remain operational, their hours of operation, telephone number, and a point of contact (POC).

(6) Ensure ice/snow removal, as appropriate, or mitigation of the emergency situations within unit/activity area.

c. Public Affairs Office (PAO). Once a decision to reduce activities on the post has been made, the PAO will prepare a message that will be delivered via radio and television to inform military and civilian personnel of the decision.

d. RLBC. The Director, RLBC, will appoint an Operations Watch Officer to monitor weather conditions and provide guidance to the Commander, USAG. An initial weather update/briefing will be provided to the Garrison and Installation Commanders at 1600 of the duty day pending the start of hazardous weather conditions. As necessary, an update/recommendation will again be provided at 2100/2400/0400 hours. At such time it is determined that work arrival delay or post closure is imminent, the Operations Watch Officer will inform the PAO and take all steps necessary for notification of Installation Commands/Staff via the DIALOGIC System.

(1) The Operations Branch, RLBC, will monitor reports and provide the Commander, USAG with current weather information as required to support the decision-making process. Upon direction by the Commander, USAG will open and operate the Garrison IOC 24 hours a day until conditions are no longer hazardous.

(2) The Operations Branch, RLBC, will assist staff/units with procurements/obtaining on-post/off-post emergency transportation.

(3) The Maintenance Division, RLBC, will provide priority maintenance support to emergency vehicles.

(4) The Supply and Services Division, RLBC, will coordinate with the Commissary Officer for the sustainment of food sales during the period of adverse weather. Coordination will be made for the provision of food service support for essential personnel as required.

e. Provost Marshal's Office (PMO).

(1) The PMO will keep the commander and IOC informed of road conditions in and around the installation.

(2) The PMO will ensure uninterrupted flow of traffic, to include removal of vehicles and routing of traffic as required, and realign gate operations, opening and closing in accordance with weather conditions and scope of directorate, activity, and unit curtailment.

f. Public Works Business Center (PWBC)

(1) The PWBC will issue available sand and equipment to assist in sanding icy surfaces.

(2) The PWBC will determine work priorities for engineer assets after receiving the Commander's guidelines.

(3) The PWBC will provide or coordinate emergency repair and road clearance crews as needed.

g. The Community Activities Business Center (CABC) will coordinate the participation of Army and Air Force Exchange Service (AAFES) facilities, as may be required, to support operations during adverse conditions.

h. The Civilian Personnel Advisory Center (CPAC) will submit a recommendation to the Commander, USAG for a decision to excuse civilian personnel from work. If the Installation Commander's decision is to close the installation and release employees, the concerned union officials will be notified as appropriate.

i. Installation Staff Chaplain's Office

(1) In the event or forecast of hazardous weather conditions, the Chaplain's Office will determine which religious activities will be affected.

(a) Public worship, pastoral counseling, religious education, and parish fellowship activities will be canceled for the safety of the participants.

(b) Scheduled weddings will be canceled at the discretion of the officiating clergy in consultation with the bridal party.

(c) Funerals will be postponed or canceled in coordination with the FSH National Cemetery.

(2) The Installation Staff Chaplain's Office will coordinate with the Operations Watch Officer for media announcements of services/appropriate notifications.

j. FSH SDO.

(1) During non-duty hours, the SDO will disseminate hazardous weather data to assigned units in accordance with FSH Reg 115-1. If no receipt of a hazardous weather warning is received, and it is evident hazardous weather or conditions exist, contact the Commander, USAG or Deputy to the Commander, USAG for a decision.

(2) Receive notice of implementation of this regulation from the Commander, USAG or Deputy to the Commander, USAG and disseminate to all commands and Garrison staff, as appropriate.

(3) During non-duty hours, coordinate with RLBC (IOC Representative) or On-call Officer for transportation of essential personnel, as required.

(4) Provide the post telephone operator a listing of operational activities.

k. Commander, Special Troops Battalion (STB).

(1) The STB will ensure subordinate commanders are aware of their responsibility for snow/ice removal and sanding within their respective areas

(2) The STB will provide detail personnel when tasked by the IOC for ice/snow removal of common areas.

1. Commander, Camp Bullis. Range Control will broadcast weather warnings over the net to all units training at Camp Bullis.

8 COORDINATING INSTRUCTIONS.

a. This regulation is effective for planning and execution upon receipt of order.

b. Commanders, directors, and staff office chiefs will:

(1) Determine those functions that must continue, regardless of weather conditions.

(2) Establish telephone notification procedures to inform individuals that certain activities have been curtailed, or have resumed operation and if they are required to report for duty.

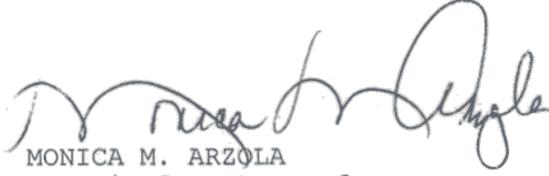
(3) Provide the SDO/IOC with a list of the activities that will remain operational, their hours of operation, telephone numbers, and POCs.

*AMEDDC&S & FSH Reg 500-1

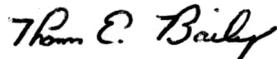
The Proponent of this regulation is the Readiness and Logistics Business Center. Users are invited to send Comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, U.S. Army Garrison, ATTN: MCCS-BRL-OP, Fort Sam Houston, TX 78234-5002.

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