

Department of the Army  
Headquarters Fort Monroe  
Fort Monroe, Virginia 23651-6000

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Climatic, Hydrological, and Topographic Services

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**ADVERSE WEATHER OPERATIONS**

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**Summary.** This regulation establishes policies and procedures governing Fort Monroe activities during adverse weather or utility failure and activation of the Fort Monroe Emergency Operations Center (EOC).

**Applicability.** This regulation applies to all military personnel stationed at Fort Monroe, their family members, civilian government employees, and contractors and other civilians who are on Fort Monroe during periods of adverse weather or utility failure.

**Supplementation.** Supplementation is authorized. Send one copy of the supplement to Directorate of the Provost Marshal and Support Operations (DPM&SO), ATTN: ATZG-PMP, Fort Monroe, Virginia 23651-6000.

**Suggested Improvements.** The proponent for this regulation is the Directorate of the Provost Marshal and Support Operations, Plans and Training Division. Send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to DPM&SO, ATTN: ATZG-PMP, Fort Monroe, Virginia 23651-6000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program Proposal).

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\*This regulation supersedes FM Regulation 115-1, 29 Oct 91.

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<b>Chapter 1</b>		
<b>Introduction</b>		

**1-1. Purpose.** This regulation assigns responsibilities to units, organizations, employees, and residents in providing necessary support and cooperation during adverse weather operations. Also, it outlines the functions and relationship of the Training and Doctrine Command (TRADOC) Staff Weather Office (SWO) and the DPM&SO.

**1-2. References.** Appendix H contains the required and related publications.

**1-3. Explanation of abbreviations and terms.** The glossary contains abbreviations and special terms used in this regulation.

**1-4. Responsibilities.** The responsibilities outlined below are essential to preparedness in case of adverse weather conditions. Responsibilities specific to hurricane conditions are published in the Adverse Weather Operations Plan (OPLAN) (Hurricane).

a. Provost Marshal.

(1) Advise the Post Commander of conditions that may warrant operation of the post under adverse weather conditions.

(2) Disseminate the appropriate adverse weather warning, utilizing notification procedures outlined in appendix A.

(3) Initiate coordination with other nearby military installations during any major curtailment decision process, as required by Army Regulation (AR) 690-990-2, Book 610, Subchapter S3 and AR 115-10, paragraph 1-4.

(4) Notify the Directorate of Public Works (DPW) in accordance with (IAW) FM Reg 210-6, when snow, ice or sleet is abnormally heavy on Fort Monroe roads or highways.

(5) Post necessary traffic control points when weather conditions warrant or upon decision to curtail activities and release personnel.

(6) Maintain a priority list of buildings to be sandbagged (appendix B).

(7) Review all internal SOP's IAW paragraph 1-7.

(8) Notify TRADOC EOC, post Public Affairs Office (PAO) and the MP Desk to activate the post notification procedures.

b. Directorate of Logistics (DOL).

(1) Provide storage space for 5,000 serviceable filled sandbags.

(2) Coordinate with Fort Eustis to use 50 ponchos for additional emergency personnel if required.

(3) Provide flashlights, batteries, sanitary supplies, rations, and other items deemed necessary for the family shelter. Review requirements annually.

(4) Provide mobility fuel and packaged class III as required.

(5) On order, execute plans to increase on-hand Class A rations to feed all personnel at Fort Monroe.

(6) Provide a forklift and a flatbed truck with operators to Task Force Alpha (TFA) noncommissioned officer in charge (NCOIC) during emergencies, as directed by the Provost Marshal.

\*FM Regulation 115-1

(7) Provide a 5-ton truck to TFA NCOIC, as required.

(8) Prepare an internal SOP that includes all specified responsibilities.

c. DPW.

(1) Inform Post Commander and Provost Marshal of utility or heating systems failure which may require administrative dismissal of employees.

(2) Plan flood control procedures for Fort Monroe and execute, as required.

(3) Plan to place necessary personnel in a standby status to conduct damage control missions and emergency repairs. Include billet and mess requirements.

(4) Plan to restore power and/or provide emergency power to critical facilities, i.e., EOC, health clinic, commissary, command buildings 37 and 133, troop billets, alternate EOC site, and the offices listed in appendix B.

(5) Maintain an additional 10,000 empty sandbags for issue to task force personnel during emergencies.

(6) Develop a plan to keep residents (Government quarters and Monroe Apartments) apprised of current weather conditions and post operating status. Coordinate with PAO.

(7) Keep Provost Marshal informed of road clearing operations status on post.

(8) Provide telephone numbers of residents (Government quarters and Monroe Apartments) to Provost Marshal.

d. Directorate of Community and Family Activities (DCFA).

(1) Coordinate with the Chamberlin Hotel for emergency use, as required.

(2) Coordinate the operations of the Fort Monroe emergency shelter IAW the Hurricane OPLAN with the ARC and the Salvation Army.

(3) Plan to keep the post exchange (PX) and PX service station open to enable personnel to secure rations and fuel. Post Commander will determine closing time, or the DPW in her/her absence.

(4) Plan to secure and safeguard all community activity and Morale, Welfare, and Recreation (MWR) buildings and property.

(5) Plan to utilize the club and other community facilities for emergency lodging and mess.

(6) Issue jon boats to Provost Marshal upon request.

(7) Coordinate to ensure shelter and welfare assistance, in the event of quarters evacuation, with the ARC representative, bowling center manager, and post theater officer (Army and Air Force Exchange System).

(8) Coordinate food and water supplies issue from the club if requested by EOC.

e. TRADOC EOC. Disseminate adverse weather warnings to all TRADOC deputy chiefs of staff, separate offices and commands during duty hours.

f. HQ TRADOC SWO.

(1) Maintain communication with the Air Combat Command (ACC) Weather Support Unit, Langley Air Force Base (LAFB) (764-2007/2008 or Defense Switch Network 574-2007/2008), for continuous update on weather conditions affecting our area.

(2) Monitor area weather conditions for potential adverse weather affecting Fort Monroe.

(3) Advise the Post Commander and the Provost Marshal of adverse weather conditions within the Hampton Roads area and the effects on Fort Monroe.

(4) Notify the Post Commander and Provost Marshal of any weather warnings and advisories received which may impact Fort Monroe.

(5) Provide weather briefings to HQ TRADOC staff and post staff, as required.

(6) Notify the Post Commander and Provost Marshal when the staff weather officer is on temporary duty, on leave, or otherwise out of the local area for an extended period of time.

\*FM Regulation 115-1

g. Directorate of Information Management (DOIM).

(1) Provide radio communication equipment to task forces, as required.

(2) Ensure adequate provisions to repair damaged communications equipment during adverse weather conditions. Include available personnel and repair parts.

(3) Integrate the Military Affiliated Radio System into the Fort Monroe communications network.

(4) Install emergency phone wiring to the EOC and the alternate EOC site.

(5) Plan to provide emergency electrical power to the telecommunications center, high frequency radio station and the dial control office, in coordination with DPW.

(6) Place personnel necessary to repair and maintain communications in a standby status.

(7) Install emergency phone wiring to building 87 as an alternate EOC site.

h. Fort Monroe Health Clinic (FMHC) and Dental Clinic.

(1) Provide an on-call representative to the EOC.

(2) Maintain the health facility at full operational readiness status.

(3) Dispatch ambulance, if required.

(4) Plan to activate Task Force Delta (TFD).

(5) Prepare to provide emergency health and dental care, when required.

(6) Release nonessential military personnel to the Commander, HHC, to assist in details, when required.

i. Commander, MP Activity.

(1) Remain under the operational control of the Provost Marshal.

(2) Maintain 100 percent of present for duty strength within the MP Activity.

- j. Commander, Headquarters and Headquarters Company (HHC).
  - (1) Activate TFA when notified by the Post Commander.
  - (2) Prepare to alert TFC.
  - (3) Provide security guards to Provost Marshal, as directed by the EOC.
  - (4) Furnish clerical personnel to the EOC, as requested.
  - (5) Ensure pre-filled sandbags are regularly inspected and restocked, or destroyed as necessary.
  - (6) Maintain appropriate amounts of wet-weather gear for TFA and TFC.
  - (7) Furnish a 5-ton driver to task force personnel.
- k. The United States Continental Army Band (TUSCAB).
  - (1) Prepare to activate Task Force Bravo (TFB).
  - (2) Maintain appropriate amounts of wet-weather gear for TFB.
  - (3) Coordinate cancellation of planned activities with the EOC.
  - (4) Prepare to assist DCFA with securing all equipment.
  - (5) Revert to EOC control upon completion of k(4) above.
- l. Chaplain, Directorate of Resource Management, Post Judge Advocate, PAO.
  - (1) Provide an on-call representative to contact the EOC upon adverse weather condition and maintain liaison.
  - (2) Provide the EOC with two alternate contacts in case of telephone failures.

**1-5. Policy.**

a. General. On occasion, normal operations are interrupted by emergency situations such as extreme weather conditions. These conditions may prevent the normal operation of Fort Monroe offices and activities, prevent employees from going to or from work, necessitate the dismissal of employees early, or create a

\*FM Regulation 115-1

situation which endangers employees and residents. It is important all Fort Monroe activities abide by uniform curtailment/release policies and procedures to avoid confusion and to promote the equitable treatment of employees and residents. The health and safety of all personnel during emergency situations are of prime concern to HQ Fort Monroe.

b. Situations which may necessitate the need to release personnel include:

- (1) Rain and wind storms.
- (2) Flooding.
- (3) Snow, sleet or icy conditions.
- (4) Extreme hot or cold temperatures.
- (5) Utility failure.

c. Designation of mission essential personnel.

(1) Each TRADOC deputy chief of staff, Fort Monroe director, unit commander and chiefs of other offices must maintain a list of all mission essential personnel. Review and update this list quarterly. Each person on the list must know he/she is on the list, acknowledge he/she is mission essential, and prepare to respond to the media based information and recall system. Provide a copy of the current list to the EOC and Provost Marshal.

(2) The Commander, Fort Monroe, has designated all military personnel, Captain and below, to serve as an emergency work force on the installation and are subject to recall (appendix E).

d. Upon decision to curtail activities or release personnel during duty hours, enlisted personnel nonessential to their duty section will report to the Commander, HHC, who will release personnel depending on detail requirements necessitated by the expected gravity of the situation.

e. Following the evacuation of nonessential personnel who reside off post, nonessential persons living on post are directed to their quarters or designated shelter to avoid unnecessary movement on the post.

f. Hold telephone communications to an absolute minimum during such periods.

**1-6. Standard Operating Procedures (SOP) requirements.** Each directorate, special staff office and subordinate, and tenant commands will maintain an internal SOP for operations during extreme adverse conditions, including the following:

- a. Mission essential personnel.
- b. Prioritization of personnel release.
- c. Designate three personnel to work at the post EOC.
- d. Plan to protect weather-sensitive equipment.
- e. Security of building and property.
- f. Unplugging all equipment and shutdown of computers.
- g. Plan precautionary steps to protect property in case of flooding.
- h. Release of nonessential military personnel to Commander, Fort Monroe.
- i. Billeting and mess of mission essential personnel who normally reside off post.

**1-7. Review and report procedures.**

a. Review internal SOPs semiannually in May (just prior to the beginning of each hurricane season) and October (just prior to the advent of cold weather conditions). Furnish revisions to the Provost Marshal not later than 1 June and 1 November. Written negative reports are required.

b. Situations which may dictate immediate review of operating procedures are:

- (1) Turnover of directors and other key personnel.
- (2) Internal reorganization of offices and/or duties.
- (3) Loss of manpower spaces due to survey or reduction-in-force actions.
- (4) Relocation of facilities.
- (5) Procurement of high value, weather sensitive, or emergency use equipment such as computers or generators.

\*FM Regulation 115-1

(6) As part of the after action report whenever adverse weather conditions require activation of this plan.

## **Chapter 2 Procedures for Release of Personnel**

**2-1. General.** It is extremely important these procedures for release of personnel be followed. Failure to follow proper procedures may result in union grievance, loss of leave or pay to civilian personnel, or personal hardship.

### **2-2. Policy.**

a. In the event or forecast of adverse weather conditions, normal operations status is maintained throughout the installation unless the Commander, Fort Monroe announces to operate on a mission essential basis.

b. When announced during normal duty hours, that Fort Monroe will operate on a mission essential basis due to adverse weather, those personnel not designated as "mission essential personnel" are excused from duty without charge to annual leave.

c. When announced during nonduty hours, that Fort Monroe will operate on a mission essential basis due to adverse weather, all "mission essential personnel" are advised of the time to report for duty. Civilian employees not reporting at the stated time are charged annual leave or placed in a leave without pay status, if they have no accrued annual leave.

d. The Provost Marshal will, in the event of any release of civilian personnel under paragraph 2-2b or c, initiate the appropriate administrative dismissal order for approval by the Post Commander and forward it to the Civilian Personnel Advisory Center (CPAC) for proper disposition.

### **2-3. Approval authority.**

a. The Post Commander and HQ TRADOC Chief of Staff are the approval authorities for post closure, late reporting, or post evacuation.

b. Post Commander.

(1) Consult with the HQ TRADOC Chief of Staff on decisions involving major curtailment of activities and/or granting administrative leave.

(2) Make all decisions concerning limited administrative dismissals caused by any adverse condition at Fort Monroe.

(3) Upon the decision to administratively dismiss civilian employees, direct the Provost Marshal or the appropriate supervisor to notify the CPAC. The CPAC will ensure the appropriate union is notified prior to the release notification being given.

**2-4. Notification and release of nonessential personnel during duty hours.**

a. Upon approval, the Provost Marshal will initiate notification plans at appendix A.

b. The Provost Marshal will notify the CPAC.

c. Upon notification, supervisors and commanders will:

(1) At the time of the decision regarding adverse weather, notify mission essential personnel to perform tasks which, by the nature of their importance of time sensitiveness, must be performed in spite of adverse weather conditions.

(2) Release one third of the work force every 10 minutes when instructed to begin releasing personnel due to adverse weather or general utility failure. Strict adherence to this release procedure will ensure a safe and orderly exit of all employees from the installation.

(3) Determine leave status IAW paragraph 2-7.

**2-5. Notification procedures during nonduty hours and holidays.**

a. MP Desk will, IAW appendix A, inform the Provost Marshal of the current forecast status and adverse weather information received from LAFB.

b. Provost Marshal.

(1) Consult the Post Commander for a decision if forecasted conditions appear to warrant operation of the post on a reduced strength basis.

(2) Notify the TRADOC EOC of any decision reached by the Post Commander.

(3) Notify the PAO to contact the media and release an appropriate message as required below. In the event a PAO representative cannot be contacted, the Provost Marshal will effect a media news release.

\*FM Regulation 115-1

(4) Activate notification plan at appendix A.

(5) Coordinate decisions and actions with Area Coordinating Center (LAFB 764-3252, Base Command Post).

(6) Activate the EOC, building 57, as necessary.

c. Notify the following media of the work report status of Fort Monroe:

(1) Radio.

(a) Hampton                      WWDE FM 101

(b) Newport News                WTJZ AM 1270  
                                  WNVZ FM 104.5  
                                  WROX FM 96.1  
                                  WFOG FM 92.9  
                                  WMYK FM 92.1

(c) Norfolk                      WTAR AM 790  
                                  WNOR AM 1230 & FM 99  
                                  WNIS AM 850  
                                  WPCE AM 1400  
                                  WHRO FM 90.3  
                                  WHRV FM 89.5  
                                  WOWI FM 103  
                                  WAFX FM 106.9

(d) Virginia Beach              WCMS AM 1050 & FM 100.5  
                                  WKOC FM 93.7  
                                  WGH AM 1310/FM 97.3  
                                  WPTE FM 94.9

(e) Gloucester                  WXGM AM 1420/FM 99.1

(f) Portsmouth                  WJCD FM 105.3

(g) York County                 WXEZ FM 94.1

(2) Television.

(a) Hampton                      WVEC TV 13 (ABC)  
                                  Warner-Amex Cable

(b) Norfolk                      WTKR TV 3 (CBS)

(c) Portsmouth                  WAVY TV 10 (NBC)

d. Release one of the following messages with necessary information upon order of the Post Commander.

(1) Message A (Normal Conditions): "HQ TRADOC and Fort Monroe will operate on a normal schedule. All personnel are expected to report to work."

(2) Message B (Emergency Conditions): "HQ TRADOC and Fort Monroe will operate under emergency weather conditions. Only mission essential personnel will report to work."

(3) Message C (Emergency Operating Conditions): "HQ TRADOC and Fort Monroe will operate under limited emergency weather conditions. All mission essential personnel will report for duty at their normal reporting time. All other personnel will report for work at (insert time)."

#### **2-6. Release procedures due to utility malfunction.**

a. It is the responsibility of the immediate office supervisor to advise DPW of conditions warranting investigation in the event of a utility malfunction and request auxiliary equipment to meet the existing need. Should the condition continue to exist after all attempts to alleviate it are exhausted, the supervisor will attempt to relocate affected employees, and/or place into effect a liberal annual leave policy. Document all efforts, i.e., number of employees successfully relocated or the number of employees who took leave. Request administrative dismissal from the Commander, Fort Monroe as the last resort. If such dismissal is approved, supervisors will refer to paragraph 2-7 to determine the amount of annual leave to charge an employee who utilized annual leave before administrative dismissal was announced. To promote equitable treatment of employees, informally coordinate a proposed request for dismissal with the chiefs of any other units affected by the utility malfunction.

b. Upon approval by Commander, Fort Monroe, the immediate office supervisor will:

(1) Advise all other directorate/staff heads of the closure or reduced manning of the affected directorate/staff.

(2) Initiate the appropriate administrative dismissal order for time and attendance purpose. Cite this regulation and paragraph as reason for dismissal. Appropriately annotate time and attendance reports for affected employees.

\*FM Regulation 115-1

c. Upon the decision to administratively dismiss civilian personnel, the CPAC will notify the appropriate union prior to official notification of release to the employees.

## 2-7. Guidance on civilian leave status.

a. The following general guidance on leave and hours of work applies when Fort Monroe closes, opens late, or dismisses employees early due to inclement weather or other emergency conditions. The CPAC will provide specific information to supervisors, union presidents, and organizational administrative POCs on time and attendance reporting following each instance of post closure, late arrival and early dismissal.

b. Post closure.

(1) When, prior to the start of the duty day, announcement is made that the "post is closed", employees who are not designated "mission essential" are not expected to report for work during the period of post closure. All nonmission essential employees are administratively excused from work without charge to leave. This includes employees who had previously scheduled to take leave during the timeframe the post was closed.

(2) If, during the duty day, announcement is made that the post will close, all employees, except those designated mission essential, are expected to depart the installation by that time. Employees who are present for duty are administratively excused from work without charge to leave from the time of closure to the end of the duty day. Employees on approved leave on a day when the post closes early are charged leave from the beginning of their duty day until the time the post is closed.

(3) Excused absences under (1) and (2) above are recorded as administrative leave on time and attendance cards.

c. Late arrival. If late arrival is announced:

(1) Employees not scheduled for leave are expected to make necessary adjustments to their commuting schedule so they arrive by the time announced. For employees who report to work at the "late arrival time", the amount of time between the beginning of their work shift and "late arrival time" is recorded as administrative leave.

(2) Employees who are on approved leave all day, or who request and receive permission to be on leave that day, are charged the appropriate category of leave (Annual, Sick, or Leave

Without Pay) for the entire workday (8 or 9 hours, depending on the employee's schedule).

d. Early dismissal. A decision to release or dismiss employees while at work.

(1) Grant employees the appropriate amount of administrative leave to account for duty hours from time of release to the end of their duty day.

(2) If an employee departs prior to official notification of early release, charge employee leave from the time of departure to the end of their duty day. For example, in the case official notification is made at 12:00 p.m. that employees are released at 2:00 p.m. If an employee departs on leave at 11:00, he/she is charged leave from 11:00 a.m. to the end of their duty day.

(3) If an employee is in duty status when the official notification of early dismissal is announced, and requests to leave earlier, the employee is charged annual leave from the time they depart to the official "early dismissal time" and administrative leave to the end of their duty day.

(4) Encourage employees to depart the installation by the early dismissal time to ensure their safety and well-being. However, if an employee remains on the installation past the time set for early dismissal, he/she is not entitled to overtime, compensatory time, etc.

(5) Employees who are already on approved leave for the full day on which other employees were dismissed early are charged the full day leave.

\*FM Regulation 115-1

**Appendix A**

**Notification Plan**

**A-1. General.**

a. Plans and Training Division (P&T) during duty hours or MP Desk during nonduty hours will receive adverse weather warning from ACC Weather Support Unit, LAFB whenever any of the phenomena listed below is forecast to occur within the Fort Monroe/Langley area.

<u>Phenomena</u>	<u>Desired lead time</u>
Tornadoes	30 minutes
Hail of 1/2 inch or greater	1 hour
Surface winds of 35 knots or greater	1 hour
Snow accumulation of 2 inches or more in 12 hours	As forecasted
Freezing precipitation	1 hour
Flood tides when the tide is forecast to crest at 5.2 feet or more above mean low water (MLW)	4 hours
Tropical storms north of 20 degrees N latitude and between 70 degrees W and 100 degrees W longitudes.	

b. Further advisories are received at any time a hurricane condition is declared or changes at LAFB using the following guide:

(1) Seventy-two hours prior to the forecast arrival of 50 knots or greater winds associated with a tropical storm.

(2) Forty-eight hours prior to the forecast arrival of 50 knots or greater winds associated with a tropical storm.

(3) Twenty-four hours prior to the forecast arrival of 50 knots or greater winds associated with a tropical storm.

(4) Twelve hours prior to the forecast arrival of 50 hours or greater winds associated with a tropical storm.

c. The Preventive Medical Section, FMHC, will contact P&T, when the heat category exceeds Category I. Notification of heat categories are during duty hours only.

**A-2. Notification/designation.** Upon receipt of a weather warning forecasting any of the conditions listed under paragraph A-1a above, take the following action:

a. During duty hours. Notify the Provost Marshal or representative and officials listed in table A-1 (Duty Hours Notification Procedures). Officials will disseminate the weather warning to subordinate sections.

b. During nonduty hours.

(1) Notify the Provost Marshal. In the event the Provost Marshal cannot be reached, notify the Post Commander.

(2) On order, effect further notification IAW table A-2.

(3) On order, make limited notification per verbal instructions of the Provost Marshal or Post Commander.

(4) Record name of individual and time each unit or activity is notified and attach list to duty log.

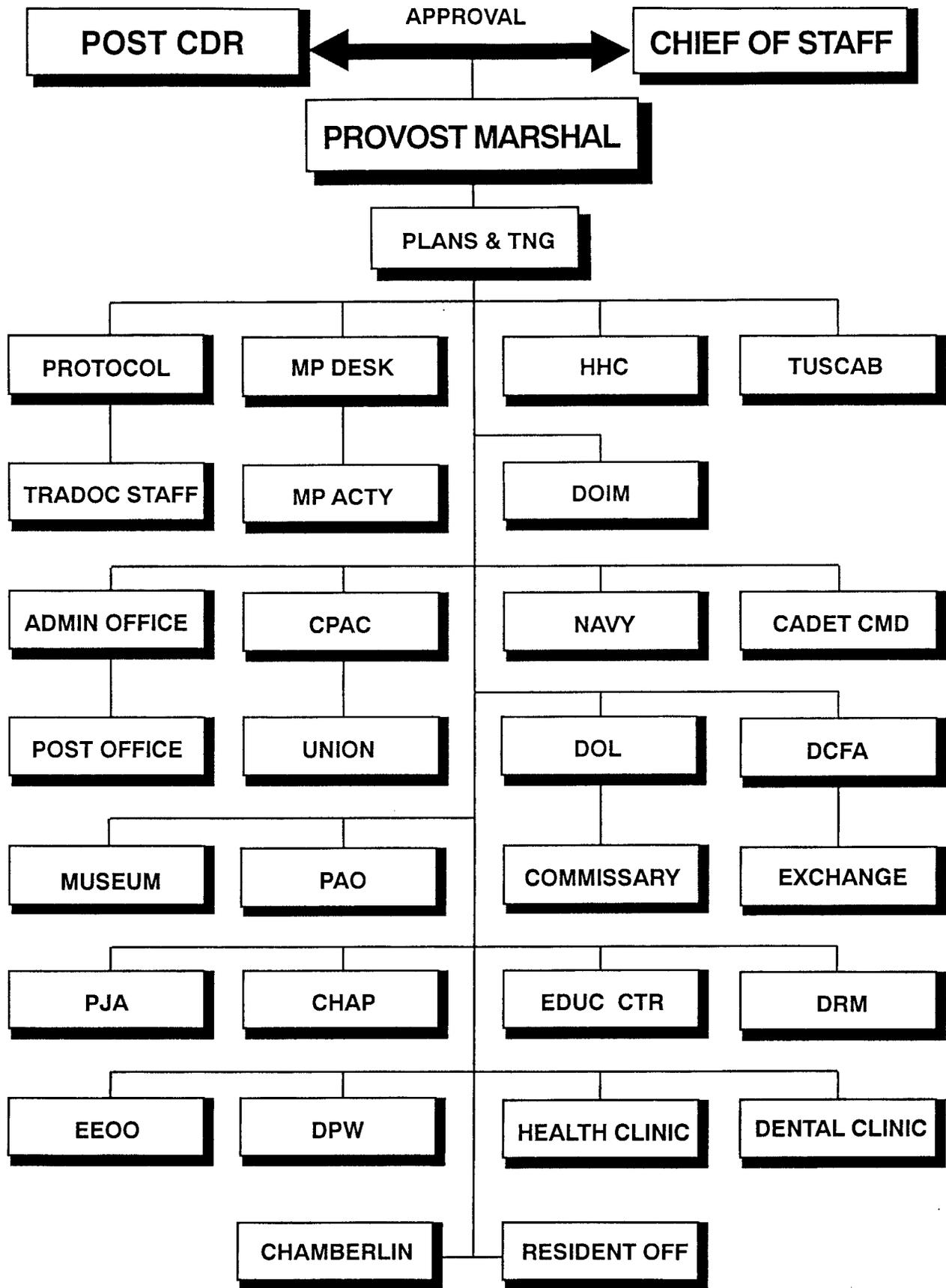
**A-3. Policy.**

a. The Provost Marshal or Post Commander will decide, based on the severity of the situation, the extent of notification.

b. Except in an extreme emergency, initiate no media release or notification concerning the work status of Fort Monroe until approved by the Post Commander, or TRADOC Chief of Staff.

c. During nonduty hours, upon instruction, MP Desk will notify directors at their quarter's telephone. In the event that directors cannot be reached, notify the on-call individual for the directorate. Further notification to subordinate activities is the responsibility of the directorate or activity concerned IAW duty hour notification procedures.

d. The Provost Marshal will maintain a copy of this appendix, list of media contacts, and current home phone numbers in the Provost Marshal's Office.



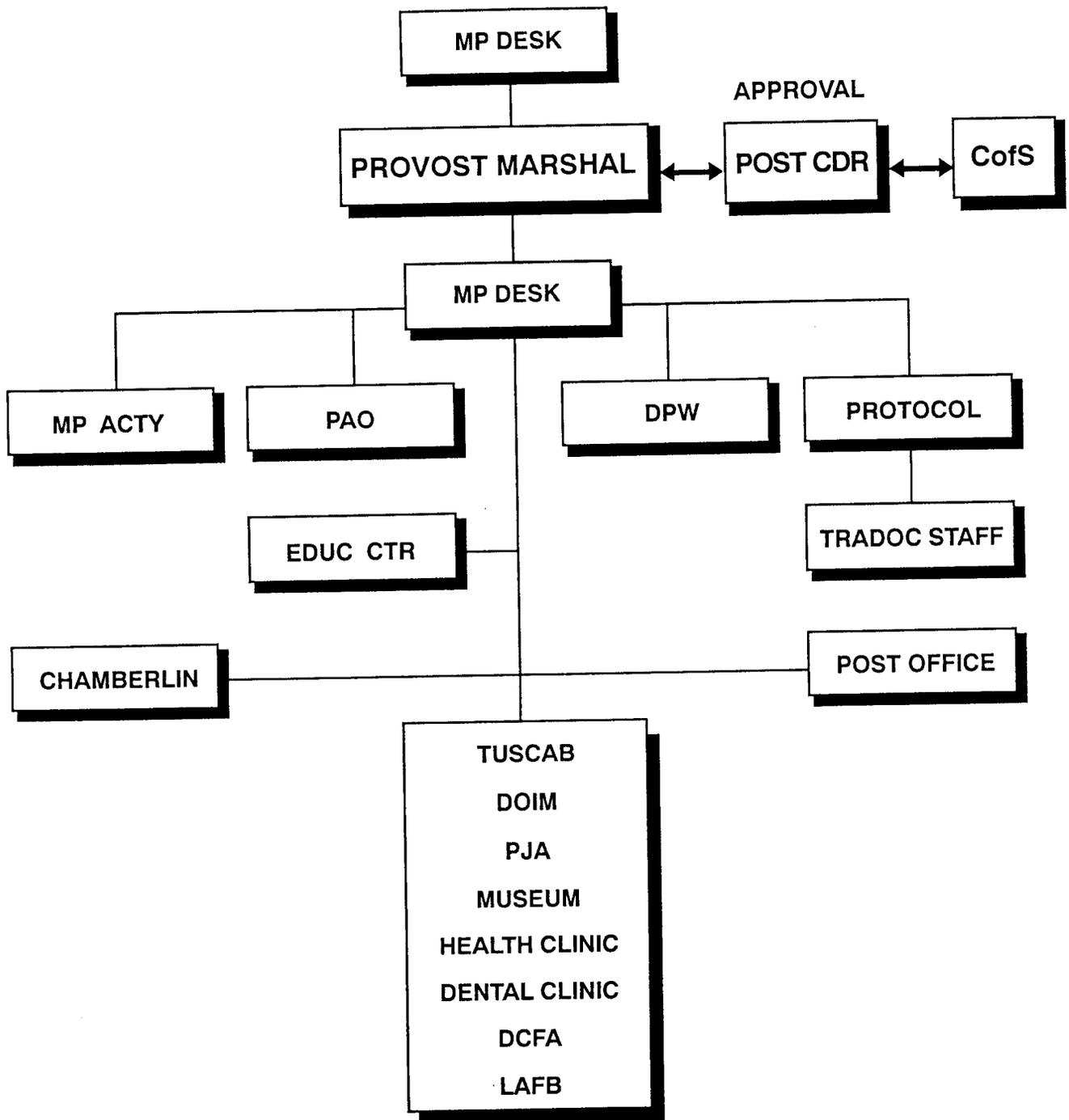


Table A-2. Nonduty hours notification procedures

\*FM Regulation 115-1

## Appendix B

### Building Priority for Sandbagging

#### B-1. General.

a. Protection of key buildings or utility functions is the highest priority. The Provost Marshal will maintain authority for sandbagging buildings and key utility sites. Decisions will be made utilizing all weather data and through previous experience.

b Task Force Alpha will sandbag areas by priority. Deviations from this priority will only be accomplished by order of the DPW.

**B-2. Sandbag sequence.** Sandbag Category 1 areas upon notification. Accomplish subsequent categories (2 and 3) upon order, utilizing numerical sequencing.

#### B-3. Category 1 buildings.

Building 10	DCSBOS - Computer Room
Building 11	DCSCD Activity
Building 37	Command Group
Building 53	DOIM ASD
Building 59	DOIM DPI
Building 83	DCSCD
Building 116	USARs NG
Building 133	DCSDOC Activity
Building 134	DCSCD Activity
Building 161	DCST Activity
Building 181	Commissary
Building 182	Dial Central Office (873-3106)
Building 183	DOIM Mail and Publications

#### B-4. Category 2 buildings.

Building 1	Building 126
Building 3	Building 127
Building 50	Building 128
Building 61	Building 130
Building 71	Building 131
Building 72	Building 132
Building 82 Basement	Building 139
Building 109	Building 143
Building 110	Building 144
Building 111	Building 157
Building 112	St. Mary's Rectory
Building 113	

**B-5. Category 3 buildings.** Category 3 buildings will be sandbagged, as required.

**B-6. General officer quarters.** General officer quarters are the responsibility of DPW.

## **Appendix C**

### **Determination of Excessive Heat and Humidity**

**C-1. General.** Outside heat stress indexes are reported as Categories I through V. Increase in severity of heat stress is indicated by an increase in the numerical category reported. Supervisors must consider intensity of work, physical condition of personnel acclimatization factors, duration of task, heat stress index and importance of the task in scheduling or curtailing outside work or training in heat intensive areas. This appendix will address, as a minimum, the wet bulb globe temperature (WBGT) indexes pertaining to each heat category to access work/rest cycles and physical activities both indoor and outdoors.

#### **C-2. Responsibilities.**

a. The Preventive Medicine Section, FMHC, will make heat category observations and report findings to the Provost Marshal, Post HQ, and Safety Office. Make these observations normally at 0900, 1100, 1300 and 1500. Upon receipt of a WBGT index of 88-89.9 degrees Fahrenheit (CAT IV), readings are reported every 30 minutes and for a WBGT index of 90 degrees Fahrenheit (CAT V) and above, every 30 minutes.

b. The Office of the Post Command Sergeant Major will send out a message, using HP Open Mail, to administrative offices on Fort Monroe informing them of the heat category. Heat category flags are posted outside Post HQ.

c. The DPM, upon receipt of three consecutive WBGT readings of 90 degrees Fahrenheit or higher (CAT V) at 30 minute intervals, will follow procedures outlined in paragraph C-3a (3).

#### **C-3. Curtailment/release guidance during extreme heat.**

a. Personnel working outside.

(1) Make allowances in the work/training schedules for an acclimatization period of about two weeks at the beginning of the hot weather season. Where possible, schedule outside work/training during the cooler parts of the day. Provide for increasingly longer work periods, alternating with rest periods, during this acclimatization period.

(2) A heat stress category is a number expressing air temperature, air movement, relative humidity, and radiant heat as favorable or unfavorable for certain types of activities.

Adhere to the following guidance for outside activities upon receipt of a heat stress category:

<u>Heat category (CAT)</u>	<u>Action</u>
CAT I WBGT index 78-81.9° F	Personnel should consume at least one-half quart of water per hour and take normally scheduled breaks in the shade during the work/rest cycle.
CAT II WBGT index 82-84.9° F	Use discretion in planning heavy exercise for nonacclimated personnel. Consumption of at least one-half quart of water per hour is mandatory. Work/rest cycle for acclimated personnel is 50 min/10 min.
CAT III WBGT index 85-87.9° F	Suspend strenuous exercise such as marching at standard cadence, for nonacclimated personnel with less than three weeks of training. Training activities may be continued on a reduced scale after the second week of training. Avoid activities in direct sunlight. Consumption of at least one quart of water per hour is mandatory. Work/rest cycle for acclimated personnel is 45 min/15 min.
CAT V WBGT index 88-87.9° F	Curtail strenuous exercise for all personnel with less than 12 weeks of training in hot weather. Consumption of one and one-half quarts of water per hour is mandatory. Work/rest cycle for acclimated personnel is 30 min/30 min.
CAT V WBGT index 90° F	Physical training and strenuous activity is suspended for all personnel. Individuals participating in operational (nontraining) mission commitments must comply with the work/rest cycle of 20 min/40 min for acclimated personnel and the

\*FM Regulation 115-1

<u>Heat category (CAT)</u>	<u>Action</u>
CAT V (cont) WBGT index 90°F	mandatory requirement for consumption of more than two quarts of water per hour.

(3) When three consecutive WBGT readings of 90 degrees Fahrenheit or higher at 30 minute intervals are reported to the Provost Marshal, the Provost Marshal will:

(a) Consult with the Post Commander for decision on release of civilian personnel involving the granting of administrative leave. The Provost Marshal will act for the Post Commander in his/her absence or in an emergency.

(b) Notify commanders of all military units at Fort Monroe, and administrative activities affected, of a decision to cancel strenuous activities and nonessential duty for military personnel.

(c) Coordinate with other nearby military installations to arrive at a consistent dismissal decision.

(d) Coordinate with the CPAC to release civilian personnel and notify staff officers of decision to dismiss civilian personnel.

b. Personnel working inside.

Indoor work of an administrative nature can be uncomfortable and present varying degrees of risk for heat injury as the temperature and humidity increase. The WBGT is not an appropriate index for restricting such work since the work is sedentary for the most part. The amount of air circulation and radiant heat can vary within the same building. When the temperature is likely to affect productivity, supervisors will take the following action to alleviate the adverse effects of hot weather.

(a) Discuss the dress code. Employees should consider the variations in temperature when dressing to come to work.

(b) Investigate available options of temporary moves to other more comfortable work location. Implement a liberal leave policy.

(d) Use portable fans.

(e) Ensure employees perform work requiring greater exerting during cooler hours.

(f) Encourage increased water consumption.

## Appendix D

### Winter Storm Conditions

**D-1. General.** When accumulated snowfall, icy road conditions, freezing rain, forecasts of snow fall or freezing conditions make it advisable to suspend normal operations, all personnel must be aware of actions to take.

a. Experience has shown that procedures are required to maintain safety, control of vehicular traffic, and coordinate the staggered dismissal and arrival of personnel when snow accumulations or icy road conditions occur. Procedures in paragraph D-1e are to prevent traffic jams and the hindrance of snow removal operations by parked automobiles. An expeditious return to normal operations is the goal. There are no substitutes for advanced planning and preparation before the onset of a winter storm. Ensure all personnel are aware of actions to take when snow or icy conditions occur.

b. Many factors in various combinations determine cold injury risk. These include temperature, humidity, wind speed, exposure time, activities, type and conditions of clothing, and susceptibility to cold injury. Commanders/supervisors will take all factors into consideration for rotation or release of personnel whose work requires them to be exposed to adverse conditions for long periods of time. Commanders/supervisors will use information from TM Med 81 to educate themselves and their subordinates.

c. Commanders and directors will ensure work/training schedules make allowances for an acclimatization period of about two weeks at the beginning of the cold weather season. Where possible, schedule outside work/training during warmer parts of the day. Provide for increasingly longer work periods, alternating with rest periods, during the acclimatization period.

d. The Provost Marshal establishes winter storm conditions in the Fort Monroe area (via message received from the SWO) in setting, canceling, or extending winter storm conditions. Give wide publicity on local commercial radio and television stations (via command approval).

e. During major snow removal operations, permit no vehicles to park on installation streets, even where such parking is normally authorized.

f. Snow removal vehicles will have the right of way over all vehicles except emergency vehicles. Other vehicles will give right of way to snow removal equipment in the manner accorded emergency vehicles.

#### **D-2 Responsibilities.**

a. The Plans and Training Division will make cold category observations and report findings to the Provost Marshal and the Post Administrative Officer. Make these observations normally at 1100 and 1300. However, if the situation dictates, and upon direction of the Provost Marshal, conduct these observations every hour between 0900 and 1600.

b. The Provost Marshal will, upon receipt of a cold CAT II or higher, initiate notification (see appendix A). Make cold notifications via telephonic roster and by the Professional Office System/HP Open Mail during duty hours only.

c. The DPW will establish winter storm conditions snow removal plan.

d. The Provost Marshal will follow provisions of this appendix.

#### **D-3. Curtailment/release guidance during winter storm conditions.**

a. During duty hours.

(1) Mission essential personnel will remain on station during the hours specified by the commander.

(2) Dismiss nonmission essential personnel from work. However, commanding officers and activity directors may require these personnel to remain until completion of ongoing work which is essential to preparing the installation for the winter storm condition.

(3) Close the exchange, commissary, MWR activities and dismiss employees from work. However, activity managers may require personnel to remain until completion of ongoing work for security, health, and safety reasons. Also, activity managers may require personnel to remain until completion of ongoing preparation work for the winter storm condition.

(4) All personnel will report for work on their next normal working day or shift unless otherwise directed (via message and/or announcement on local radio and television stations).

\*FM Regulation 115-1

b. Nonduty hours.

(1) Mission essential personnel will report for work on their next normal working day or shift.

(2) When winter storm condition is canceled, all personnel will report for work on their next normal working day or shift.

**D-4. Staggered arrival.** When winter storm condition is set, personnel will report as follows:

a. Mission essential personnel will report at their normally scheduled time.

b. Nonmission essential personnel will report at the time specified by message setting winter storm conditions.

**D-5. Cold categories.** A cold weather category is a number expressing air temperature, wind speed, and radiant heat as favorable or unfavorable for certain types of activities. Adhere to the following guidance for outside activities upon receipt of a cold weather category advisory.

<u>Cold category (CAT)</u>	<u>Action</u>
CAT 0 Above 50°F Wind speed 0-10 miles per hour (mph)	Work/training routinely conducted.
CAT I 40-49°F Wind speed 0-10 mph	Use discretion in planning outside activities.
CAT II 34-39°F Wind speed 3-6 mph	Outside work/training may continue; exercise caution.
CAT III 30-33°F Wind speed 3-6 mph	Outside work/training may continue; keep hands well protected; mittens are more protective than gloves; avoid lengthy exposure to bare hands.
CAT IV 25-29°F Wind speed 7-10 mph	Curtail all unnecessary outdoor activities; frostbite may occur.
CAT V 20-24°F Wind speed 11-15 mph	Curtail all outside activities; exposed skin will freeze.

**D-6. Snow and ice removal.** Conduct snow and ice removal IAW DPW Snow and Ice Removal SOP.

## Appendix E

### Task Force Designations

#### E-1. General.

a. TFA fulfills assistance missions to the Fort Monroe community in the event of adverse weather conditions.

b. The necessity to do many jobs quickly dictated the need to create TFB, TFC, and TFD to supplement TFA in emergency situations. TFA and TFB are designated primary forces and may be augmented by TFC and TFD.

c. Work shifts are established by the Provost Marshal based on mission requirements. On-call availability of meals are arranged by the DOL and Fort Monroe Dining Facility. Transportation is made available immediately upon request through the Provost Marshal. Housing for members of the task forces, if required, is accomplished by HHC.

#### E-2. Organization.

##### a. TFA (HHC).

- |                         |   |
|-------------------------|---|
| (1) Commander           | HHC Company Commander                   |
| (2) NCOIC               | Sergeant First Class (SFC)              |
| (3) Assistant NCOIC     | SFC                                     |
| (4) Three Squad Leaders | Staff Sergeant (SSG)/<br>Sergeant (SGT) |
| (5) Three 10-man Squads | SGT-Private                             |

##### b. TFB (TUSCAB).

- |                         |                  |
|-------------------------|------------------|
| (1) Commander           | TUSCAB Commander |
| (2) NCOIC               | SFC              |
| (3) Three Squad Leaders | SSG/SGT          |
| (4) Twenty-one Members  | Immaterial       |

\*FM Regulation 115-1

c. TFC (HHC).

- |                                     |                     |
|-------------------------------------|---------------------|
| (1) Commander                       | HHC First Sergeant  |
| (2) NCOIC                           | SFC                 |
| (3) Two Platoon Sergeants           | SFC                 |
| (4) Two Assistant Platoon Sergeants | SFC                 |
| (5) Two Squad Leaders               | SFC/SSG             |
| (6) Six Squads                      | All other personnel |

d. TFD (FMHC).

- |                       |  |
|-----------------------|--|
| (1) Commander         | Hospital Commander/<br>Officer in Charge |
| (2) NCOIC             | SFC                                      |
| (3) Two Squad Leaders | SSG/SGT                                  |
| (4) Four Members      | Immaterial                               |

**E-3. Task Force Charlie.** TFC is comprised of all soldiers assigned for duty on Fort Monroe in ranks private through Captain not assigned to TFA and is activated by the Commander, HHC, as required.

**E-4. Roster.** Commander, HHC, will maintain a 100 percent roster of TFA, by name and position. As TFA personnel retire or make a permanent change of station, etc., a new person from TFC is slated. All personnel in TFA and TFB are notified in writing of their task force status.

## **Appendix F**

### **Flood Zone Warning Signals (User Friendly)**

#### **F-1. General.**

a. If you remain in your quarters during the storm, continuous attention to weather forecasts will provide you and your family with vital information.

b. Drainage is important during peak periods of rain and flooding because it removes standing water from the earth surfaces (ground) and returns it below ground level or back into the sea.

c. Fort Monroe has most of its drainage system empty or return water back to the sea. This brings us to a very important point. When tides rise above the drain outlets leading to our bay or creek, it forces sea water back through our drains and floods the streets through manhole covers. This does not permit surface water from rain or sea (waves) to empty back into the bay or creek.

d. Fort Monroe is particularly vulnerable to hurricanes and "Northeaster" storms because of our exposed location and relatively flat terrain (practically all under 8-foot elevation). Our neighbors Phoebus, Buckroe Beach and Grandview are at approximately 9-foot elevations.

e. Minimal damage such as broken windows, displaced shingles, trees and shrubs blown-down, minor pier damage and coastal road inundation begins with winds around 80 mph.

f. Local weather forecasts provide heights of predicted tides (waves) throughout their broadcast. The height of tides are provided in feet referenced to the MLW or basically low, low tide.

#### **F-2. Weather forecast definitions.**

a. The MLW. The average of tide heights for a particular interval.

b. Sea level. A reference point from the earth's (ground) surface to the surface water at sea.

c. The national grid vertical data (NGVD) or sea level data. Always lower than MLW.

d. Mean sea level. A constant (always) 7.37 feet.

\*FM Regulation 115-1

e. Normal. Equal to mean sea level.

f. Eye. The center of the hurricane.

g. Storm surge. A great dome of water that seeps across the coastal line near the area where the eye of the hurricane makes landfall. The surge, aided by the hammering effect of waves, acts like a giant bulldozer sweeping everything in its path.

**F-3. Weather advisory report example.**

a. Coastal flooding could reach 5-10 feet above normal or 5-10 feet above MLW.

b. The storm is moving about 8 mph toward the Northwest, maximum sustained winds are at 110 mph, with higher gusts in the center.

c. Pressure is at 950 millibars or 28.06 inches.

**F-4. Tides.**

a. Area tides in years versus stage in feet (based on still water and Fort Monroe's topography).

1 year - 3.6' (NGVD)  
2 years - 4.5'  
5 years - 5.4'  
10 years - 6.0'  
25 years - 5.8'  
50 years - 7.4' 2% flood line at 7.8'  
100 years - 8.0' 1% flood line at 8.5'

b. A 5-year tide with high winds (15-20 knots) can bring up to 100 year tides.

Example: - 5.4 feet x 1.5 = 8.1 feet (NGVD)  
or MLW NGVD 8.1 + 1.05 = 9.15 MLW

Tidal constant = 1.5

c. Remember, all forecasts are given using "still water" readings, which means waves forcing more water shoreward or rains will increase flooding potential.

## Appendix G

### Coordination with the American Red Cross (ARC)

**G-1. General.** In the event of a large scale disaster (hurricane, fire, plane crash or bridge collapse), the Provost Marshal may contact the ARC, with command approval, to assist Fort Monroe in providing lodging, supplies, and emergency personnel as deemed necessary. Coordinate through the Langley Red Cross Office Directorate and the Fort Monroe ARC chairperson. The ARC is responsible for assisting government agencies in disseminating official warnings. They mobilize trained volunteers to assist in rescue transports, temporarily store household goods, etc.

**G-2. Responsibilities.** The responsibilities outlined below are essential to being prepared if the ARC is contacted.

a. The Provost Marshal will consult the Post Commander for a decision to request support from the ARC.

b. Designate a point of contact (POC) to meet with ARC personnel responding to emergency calls.

c. Call the Langley ARC POC at 764-2652/2654.

d. Inform the ARC of the type emergency and help required.

e. Request Disaster Action Teams if mass casualties are expected or have occurred.

f. Request volunteers and supplies in support of the FMHC.

g. Organize and schedule an annual disaster/evacuation drill.

\*FM Regulation 115-1

## **Appendix H**

### **References**

#### **Section I**

##### **Required publications**

AR 115-10

Meteorological Support for the U.S. Army

AR 215-3

NAF and Related Activities Personnel Policies and Procedures

AR 690-990-2

Hours of Duty, Pay and Leave Annotated, Book 610, Subchapter S3

FM OPLAN - Adverse Weather Operations Plan (Hurricane).

FM Reg 210-6

Snow and Ice Removal Plan

#### **Section II**

##### **Related Publications**

FM Reg 1-3

Admin Duty Hours

TB Med 81

Cold Injury

TB Med 507

Occupational and Environmental Health, Prevention, Treatment and Control of Heat Injury

### **Glossary**

#### **Section I**

##### **Abbreviations**

ACC            Air Combat Command

AR             Army Regulation

ARC            American Red Cross

CAT            category

CPAC	Civilian Personnel Advisory Center
DA	Department of the Army
DCFA	Directorate of Community and Family Activities
DOIM	Directorate of Information Management
DOL	Directorate of Logistics
DPM&SO	Directorate of the Provost Marshal and Support Operations
DPW	Directorate of Public Works
EOC	Emergency Operations Center
FMHC	Fort Monroe Health Clinic
IAW	in accordance with
LAFB	Langley Air Force Base
MLW	mean low water
mph	miles per hour
MWR	Morale, Welfare, and Recreation
NCOIC	noncommissioned officer in charge
NGVD	national grid vertical data
OPLAN	operations plan
P&T	Plans and Training Division
PAO	Public Affairs Office
PX	Post Exchange
SGT	sergeant
SFC	sergeant first class
SOP	standard operating procedures
SSG	staff sergeant
SWO	Staff Weather Office

\*FM Regulation 115-1

TFA	Task Force Alpha
TFB	Task Force Bravo
TFC	Task Force Charlie
TFD	Task Force Delta
TRADOC	Training and Doctrine Command
TUSCAB	The United States Continental Army Band
WBGT	wet bulb globe temperature

## **Section II**

### **Terms**

#### **All clear**

Condition announced by Provost Marshal after adverse weather has passed and a threat no longer exists.

#### **Duty hours**

Refers to the normal operating hours of Fort Monroe. The hours are from 0800 to 1645, Monday through Friday.

#### **Hurricane warning**

Surface winds of 74 mph (64 knots) or greater. Hurricane conditions are expected in our geographical location within 24 hours.

#### **Hurricane watch**

Surface winds of 74 mph (64 knots) or greater. Hurricane conditions are possible in our geographical location with the possibility of arrival within 24-48 hours.

#### **Mission essential personnel**

Those who perform functions so critical, either for the installation or for the office concerned, they must be at their duty site regardless of the severity of weather conditions or utility failure.

#### **Nonduty hours**

Refers to the hours after 1645 and before 0800, Monday through Friday, in addition to weekends and all training and federal holidays.

#### **Tropical storm**

A tropical cyclone in which the surface wind does not exceed 73 mph (63 knots).

**Tropical storm warning**

Tropical storm conditions are expected in our geographical location within 24 hours.

**Tropical storm watch**

Tropical Storm conditions are possible in our geographical location with the possibility of arrival within 24-48 hours.

FOR THE COMMANDER:

*Shelma H. Parshoke, Exec Asst*  
*for* JANICE C. KELLIHAN  
Administrative Officer

DISTRIBUTION:

Fort Monroe: A

HQ TRADOC: H1

