

7 AUGUST 1998



Operations

**OPERATIONAL PROCEDURES FOR ADVERSE
WEATHER**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*, and establishes operational procedures for extremely cold temperatures and adverse weather conditions at Elmendorf AFB. Its purpose is to limit the exposure of base personnel, equipment, and aircraft to potentially dangerous environments. It applies to all units assigned to the 3rd Wing. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

1. General. Low visibility, high winds, electrical storms, and extremely cold temperatures adversely affect personnel and equipment capabilities. Routine maintenance can be performed outside when the wind velocity is less than 35 knots and/or the equivalent chill temperature (ECT) is computed to be in the green area on AFVA 161-1, *Equivalent Chill Temperatures*. The wing commander, through the group commanders, will implement the following procedures as required when the official Elmendorf AFB weather forecast indicates low visibility, high winds, electrical storms, extremely cold temperatures or other adverse weather conditions are affecting or predicted to affect the Elmendorf AFB area. The wing commander may implement, modify, or selectively revoke provisions of this instruction, as appropriate, for mission accomplishment and safety.

1.1. All group and squadron commanders will:

1.1.1. Brief their personnel in September of each year on applicable provisions of this instruction.

1.1.2. Ensure squadron members are trained on the prevention and treatment of cold injuries.

1.1.3. Ensure development of respective cold weather checklists/operating instructions/ procedures as required.

1.1.4. Determine mission-essential personnel and ensure only mission-essential personnel are used when mission-essential reporting has been declared.

1.1.5. Ensure members released from duty remain on telephone standby for the remainder of their regularly scheduled duty.

1.1.6. When civilian employees are released from duty, ensure civilian leave is documented according to applicable guidance.

1.1.7. Ensure building custodians are appointed for unoccupied facilities to reduce property loss, see attachment 1, this instruction.

1.1.8. Ensure established procedures that maximize efforts to rotate early dismissal/late reporting for civilian employees are followed.

1.1.9. Ensure government vehicle operators and passengers have required cold weather clothing and survival kits in possession when leaving Elmendorf AFB during periods of adverse weather/ extremely cold temperatures.

1.2. Commanders and supervisors at all levels are responsible for implementation of this instruction and will exercise strict vigilance over work methods and protection of personnel during adverse weather.

1.3. Notification Procedures:

1.3.1. Base-wide adverse weather notification for the purpose of mission essential and delayed reporting or early release will be accomplished in accordance with WI 91-201, *Adverse Weather Notification Procedures*.

1.3.2. The Airfield Management Flight Service Section (3 OSS/OSAM), upon notification from the Alaska Weather Operations Center, will disseminate all weather warning and advisories via the secondary crash net phone system.

1.3.3. The Operations Support Squadron Weather Flight (3 OSS/WE) will notify the Elmendorf Command Center (ECC) when adverse weather or equivalent chill temperatures (ECT) of -20 degrees Fahrenheit and below (in five degree increments) are forecast for, or effecting Elmendorf AFB.

1.3.4. The ECC will brief the wing commander upon notification of low ECTs or adverse weather and road conditions. The ECC will also relay all weather warnings and MET watch advisories using hot lines and the instantaneous telephone alerting system.

1.3.5. The Maintenance Operations Center (MOC) will develop and use checklists to keep all required LG and OG maintenance personnel informed of adverse weather conditions.

1.4. The wing commander may, through the group commanders, direct one or more of the options listed in WI 91-201.

2. Responsibilities:

2.1. The Operations Group Commander (OG/CC) and the Logistics Group Commander (LG/CC) will ensure compliance with the following guidance:

2.1.1. Limited Visibility. Extra precautions must be exercised whenever extreme weather conditions limit visibility. The snow control supervisor is responsible for determining if the airfield is under limited visibility. Under this condition, only mission-essential towing operations will be conducted.

2.1.1.1. Upon notification from base operations that limited visibility is in effect, the MOC will notify each flying squadron production supervisor.

2.1.1.2. Tow team supervisors will:

2.1.1.2.1. Ensure any aircraft being towed has functional strobe lights (aircraft integral or temporarily attached) on each wing tip and the tail section. If this cannot be done, a vehicle equipped with a beacon and maintenance net radio must follow the aircraft.

2.1.1.2.2. Call MOC, base operations, and the tower for clearance when the aircraft is ready for tow, maintain radio contact with the tower throughout the tow, and inform all when the operation is complete.

2.1.1.2.3. Provide the following information to the tower prior to the tow: aircraft present location and tail number, destination, and route of the tow.

NOTE:

Base operations must acknowledge the towing request from the tow supervisor and inform snow removal personnel.

2.1.2. High wind conditions:

2.1.2.1. When winds (including gusts) exceed 25 knots:

2.1.2.1.1. Loose equipment will be secured and stands not in use will be lowered and removed from the flight line.

2.1.2.1.2. Production supervisors will ensure nose radomes are secured. The 3 OG/CC, or a designated representative, must approve any work with the radomes open unless the aircraft is in a hangar.

2.1.2.1.3. High-reach baskets will not be used for aircraft maintenance unless directed by the Squadron Maintenance Officer or Maintenance Superintendent.

2.1.2.2. When winds (including gusts) exceed 35 knots:

2.1.2.2.1. The owning Squadron Maintenance Officer or Maintenance Superintendent must approve aircraft deicing operations.

2.1.2.2.2. Ensure F-15 aircraft that are not fully fueled or have engines removed are moored or hangared as required by applicable technical data.

2.1.2.2.3. Cease hand loading of missiles.

2.1.2.2.4. Ensure alert aircraft and aircraft requiring maintenance have priority on available hangar space.

2.1.2.2.5. Configure C-130 and E-3 aircraft flaps, engine cowlings, covers, doors, and fuel loads as required by applicable technical data.

2.1.2.2.6. Clear the flight line of all support equipment not in use.

2.1.2.3. When winds (including gusts) exceed 50 knots:

2.1.2.3.1. Close all hangar doors.

2.1.2.3.2. Hangar or moor all F-15 aircraft in accordance with applicable technical data.

2.1.2.3.3. Hangar as many C-130 aircraft as possible and position the rest with their nose

in the direction of the wind and the nose landing gear moored.

2.1.2.4. When winds (including gusts) exceed 60 knots close and lock all F-15 aircraft canopies in accordance with applicable technical data.

2.1.2.5. When winds (including gusts) exceed 65 knots perform the following actions for all E-3 aircraft left outside. Close lower lobe doors, remove the SF-6 cart, disconnect and remove all aerospace ground equipment (AGE), fuel the aircraft to maximum, and orient the aircraft into the anticipated winds.

2.1.3. Electrical Storms:

2.1.3.1. Upon notification of a lightning watch (lightning expected within 5 nautical miles in next 30 minutes):

2.1.3.1.1. The MOC will notify maintenance personnel via radio.

2.1.3.1.2. Normal operations will continue but personnel will be prepared to implement lightning warning procedures without delay.

2.1.3.1.3. Fuel cell maintenance personnel will initiate action to ensure operations are suspended by the time the severe weather is within 5 nautical miles.

2.1.3.2. Upon notification of a lightning warning (lightning has been observed within 5 nautical miles):

2.1.3.2.1. The MOC will notify maintenance personnel via radio.

2.1.3.2.2. Production supervisors will stop all fuel, oil, and oxygen servicing.

2.1.3.2.3. Petroleum, oil, and lubricants (POL) will stop dispatching.

2.1.3.2.4. All explosive operations including weapons loading and delivery will stop.

2.1.3.2.5. All routine and non-essential maintenance on the open ramp will stop.

2.1.3.2.6. Personnel will take cover inside buildings and vehicles until the storm is outside the 5-mile limit.

2.1.3.2.7. Enclosed hangar maintenance may continue, however, nose dock aircraft maintenance will stop and personnel will remain clear due to the exposure of the aircraft tail to lightning.

2.1.4. Extremely cold temperatures. Any time the temperature is below freezing, every effort should be made to keep hangar doors closed to prevent damage to water pipes. If doors must be open, they should be opened only as long as is absolutely necessary. All temperatures referred to are ambient unless otherwise specified.

2.1.4.1. When the equivalent chill temperature falls below -20 degrees Fahrenheit:

2.1.4.1.1. The Squadron Maintenance Officer or Maintenance Superintendent must approve all outside activity.

2.1.4.1.2. The buddy system will be implemented for all personnel performing duty outside. This does not include personnel working inside C-130 or E-3 aircraft or personnel in heater-equipped vehicles.

2.1.4.1.3. Ensure alert aircraft and aircraft requiring maintenance have priority on hangar space.

2.1.4.2. When the equivalent chill temperature falls below -35 degrees Fahrenheit, all outside activity must be approved by the group commander or designated representative.

2.2. The Operations Group Commander will:

2.2.1. At -30 degrees Fahrenheit, decide whether or not flying will continue.

2.2.2. Between -30 and -40 degrees Fahrenheit, consider one-launch days.

2.2.3. At -40 degrees Fahrenheit, halt all locally scheduled flying.

2.2.4. At -50 degrees Fahrenheit and below:

2.2.4.1. Consider everyone in the Operations Group nonessential unless specifically identified by the individual squadron commander.

2.2.4.2. Ensure equipment and vehicles are not driven except in an emergency, unless they are kept in a warm garage, the time outside is less than one hour, and the vehicle is returned to a warm garage.

2.3. The Logistics Group Commander (LG/CC) will:

2.3.1. Through the Supply Squadron Commander (SUPS/CC), when the equivalent chill temperature is -50 Fahrenheit and below:

2.3.1.1. Determine personnel requirements based on level of operations maintained by the supported organizations.

2.3.1.2. Maintain a 24-hour capability for ordering and delivering priority parts.

2.3.1.3. Maintain a 24-hour capability for fuels.

2.3.2. Through the Equipment Maintenance Squadron Commander (EMS/CC), at -50 Fahrenheit, ensure any organizational requests for H-1 heaters requiring dispatch off the flightline have Logistics Group Commander approval.

2.3.3. Through the Logistics Support Squadron Commander (LSS/CC) at -40 Fahrenheit:

2.3.3.1. Cancel all outdoor maintenance training.

2.3.3.2. Cancel all outdoor aircraft maintenance qualification program (AMQP) courses.

2.3.3.3. Cancel all outdoor field training detachment (FTD) courses.

2.3.4. Through the LSS/CC at -50 Fahrenheit:

2.3.4.1. Cancel all indoor training.

2.3.4.2. Cancel all indoor AMQP courses.

2.3.4.3. Cancel all indoor FTD courses.

2.4. The Support Group Commander (SPTG/CC) will:

2.4.1. Ensure units with outside workers are notified of adverse weather conditions.

2.4.2. Through the Mission Support Squadron Commander (MSS/CC), implement the following procedures:

2.4.2.1. The Civilian Personnel Office will remain open until MSS/CC closes nonessential activities during adverse weather/extremely cold temperature conditions.

2.4.2.2. At -40 Fahrenheit:

2.4.2.2.1. A liberal leave policy will be in effect for civilian personnel.

2.4.2.2.2. The base chapel will provide standby for the emergency issue of food from the Elmendorf Food Pantry.

2.4.2.2.3. Social Actions (SA) will cancel all classes.

2.4.2.3. At -50 Fahrenheit and below:

2.4.2.3.1. Family Support Center may request to be closed.

2.4.2.3.2. Cancel all seminars and programs.

2.4.3. Through the Services Squadron Commander (SVS/CC), implement the following procedures:

2.4.3.1. Food Service. In the event adequate mess attendant personnel are not available, a temporary military work detail, in the ranks of SrA and below, to sustain essential messing will be instituted. At -50 Fahrenheit, mission essential military and civilian personnel are allowed to eat in the dining facility.

2.4.3.2. Billeting. Quarters will be set aside for housing mission essential civilian personnel, such as snow removal personnel.

2.4.3.3. Child Development Centers and School Age Care Program. Provide service as required for mission essential personnel.

2.4.3.4. Other agencies. Other agency activities, to include worship services, will be canceled at - 40 Fahrenheit.

2.4.4. Through the Security Forces Squadron Commander (SFS/CC), implement the following procedures when equivalent chill temperature falls below -40 Fahrenheit. (Each flight within SFS will continue to provide service during extremely cold temperatures, except as otherwise noted.)

2.4.4.1. Combat Arms/Training Maintenance Section (CATM). Classes will be abbreviated as much as possible to conform to USAF standards. Students will be released early. Once released, students must contact their duty sections for work status determination. If equivalent chill temperatures drop to -50 Fahrenheit and below, the SFS/CC will determine the duty schedule for the next day. If classes are canceled, the noncommissioned officer in charge (NCOIC), CATM, notifies affected units. If classes are not in session, the NCOIC, CATM places his/her section on standby. Individuals not at their duty section remain home on telephone standby.

2.4.4.2. Security Forces. All posts remain manned and operational during extremely cold temperatures. Individuals not on duty are to remain on telephone standby.

2.4.5. Through the Communications Squadron Commander (CS/CC), implement the following procedures:

2.4.5.1. Upon notification of adverse weather conditions, the 3 CS Maintenance Control will notify applicable maintenance personnel.

2.4.5.2. When wind (including gusts) exceed 20 knots, 3 CS Maintenance Control will notify all climbing certified workcenters to cease climbing until winds decrease consistently below 20 knots.

2.4.5.3. Upon notification of lightning within ten miles, 3 CS Maintenance Control will notify all outside personnel to seek appropriate shelter immediately.

2.4.5.4. At equivalent chill temperatures of -20, unit maintenance officers or superintendents must approve all outside activities.

2.4.5.5. At equivalent chill temperatures of -30:

2.4.5.5.1. Cease all outside activity unless directed by the commander (with SPTG/CC concurrence).

2.4.5.5.2. Defer all preventative maintenance work requiring travel outside the workcenter.

2.4.5.5.3. Ensure only personnel familiar with frostbite and hypothermia signs, symptoms and treatment are dispatched to work sights.

2.4.5.5.4. If dispatched, personnel will: use the buddy system, respond in full arctic gear, maintain radio contact with Maintenance Control, and take appropriate inside breaks to ensure safety.

2.4.5.5.5. Cancel scheduled information management staff assistance visits and training sessions to include customer account representative training and records management training.

2.4.5.6. At equivalent chill temperatures below -40 Fahrenheit:

2.4.5.6.1. Cease all outside activity.

2.4.5.6.2. Cancel scheduled appointments, staff assistance visits, maintenance support inspections, computer customer training, and records management training.

2.4.5.6.3. Cancel all cardiopulmonary resuscitation (CPR)/self aid buddy care (SABC) classes, meetings, planning forums, safety meeting and any other classes, meeting, and/or visits requiring travel outside the workcenter.

2.4.5.6.4. Ensure the Administrative Communications Facility suspends all mail pick up and delivery.

2.4.5.7. At equivalent chill temperatures below -50 Fahrenheit:

2.4.5.7.1. Release all non-essential personnel.

2.4.5.7.2. Place all active duty personnel on telephone standby.

2.5. Through the Civil Engineer Commander (CE/CC), implement the following procedures:

2.5.1. Limited Visibility. Through the Service Call Desk and each flight chief, disseminate additional safety information and notification to all personnel.

- 2.5.1.1. The Readiness Flight will ensure that each vehicle in operations has an operator and spotter at all times.
 - 2.5.1.2. The Mobile Command Post will be staged inside the Prime BEEF warehouse during dusty or volcanic ash conditions.
 - 2.5.1.3. The Housing Flight will cancel all facility inspections and all inspectors will remain inside when visibility falls below the level of safe vehicle operations.
 - 2.5.1.4. The Operations Flight will instruct Electrical Systems personnel will park in close proximity to fixtures and remain within five feet of their vehicle while working on airfield fixtures when visibility is reduced to 500 feet or less.
 - 2.5.1.5. The Fire Protection Flight will limit vehicle movements to mission essential and emergency responses only and have vehicle headlights on.
 - 2.5.1.6. Runway crossings will be accomplished with the direct radio contact with the control tower.
- 2.5.2. High Wind Conditions. The Service Call Desk will broadcast high wind warnings on all Civil Engineer radio nets.
- 2.5.2.1. When winds (including gusts) exceed 25 knots:
 - 2.5.2.1.1. The Readiness Flight and Fire Protection Flight will secure loose equipment stored outside.
 - 2.5.2.1.2. The Operations Flight will dispatch personnel to survey the base for potential flying debris and secure loose equipment and materials at outside job sites.
 - 2.5.2.2. When winds (including gusts) exceed 35 knots:
 - 2.5.2.2.1. The Fire Protection Flight will house all vehicles inside, giving emergency response vehicles priority over support vehicles.
 - 2.5.2.2.2. Fire station windows and overhead doors will be closed and secured.
 - 2.5.2.2.3. Vehicle movements will be limited to mission essential and emergency response only.
 - 2.5.2.2.4. The Housing Flight will brief personnel about the increased hazards of high winds and blowing debris.
 - 2.5.2.2.5. The Operations Flight will suspend all aerial bucket truck operations by the Electrical Systems section.
 - 2.5.2.3. When winds (including gusts) exceed 50 knots:
 - 2.5.2.3.1. The Readiness Flight will operate the Mobile Command Post for emergency response only.
 - 2.5.2.3.2. The Fire Protection Flight will curtail all unnecessary vehicle movements.
 - 2.5.2.3.3. The Housing Flight will cancel all housing inspections, curtail vehicle operations, and limit all other outside activities.
 - 2.5.2.4. When winds (including gusts) exceed 65 knots:

2.5.2.4.1. The Fire Chief or his/her designated representative will authorize all vehicle movements.

2.5.3. Electrical Storms. The Service Call Desk will broadcast all lightning watches and warnings over all Civil Engineer radio nets.

2.5.3.1. Lightning within 10 nautical miles:

2.5.3.1.1. The Readiness Flight will suspend all outside activities including training if conducted outdoors.

2.5.3.1.2. The Housing Flight Chief will brief all personnel about the hazards of performing outside activities during electrical storms.

2.5.3.1.3. The Operations Flight Chief will ensure the electrical systems section broadcasts an additional warning to all section personnel through the exterior base radio net.

2.5.3.1.4. The Electrical Systems section will suspend all grounds resistance testing.

2.5.3.1.5. The Fire Protection Flight will continue normal operations but be prepared to cease operations based on the weather.

2.5.4. Lightning within 5 nautical miles:

2.5.4.1. Readiness Flight personnel will take cover inside buildings or vehicles until the notification of lightning within 10 nautical miles.

2.5.4.2. The Housing Flight will limit all outside activities until the notification of lightning within 10 nautical miles.

2.5.4.3. The Operations Flight will ensure electrical systems section personnel take cover in their vehicles or buildings until the notification of lightning within 10 nautical miles.

2.5.4.4. The electrical systems section will suspend all energized line work until notification of lightning within 10 nautical miles.

2.5.4.5. The Fire Protection Flight will cease all outside training and work details.

2.5.4.6. The senior fire officer will determine actions to be taken for emergency responses.

2.5.5. Extremely Cold Temperatures:

2.5.5.1. Temperatures below -20 degrees Fahrenheit:

2.5.5.1.1. The Readiness Flight will park the Mobile Command Post inside the Prime BEEF warehouse.

2.5.5.1.2. The Housing Flight Chief will brief all personnel about the hazards of performance of duties during extreme cold and wind chill factors.

2.5.5.1.3. The Fire Protection Flight will house vehicles inside, with priority given to emergency response vehicles. Support vehicles with block heaters will be plugged in if parked outside.

2.5.5.1.4. The senior fire officer will brief all personnel on information associated with cold weather fire ground operations.

2.5.5.1.5. The crew chief of each fire vehicle will ensure their crew is properly attired to

safely perform duties outside.

2.5.5.1.6. The Operations Flight will have all QAE and engineer assistant outside activities approved by the Chief, Maintenance Engineering. Utility meter reading will be performed using the buddy system.

2.5.5.2. Temperatures below -35 degrees Fahrenheit:

2.5.5.2.1. The Readiness Flight Chief will ensure all personnel working outside will perform duties using the buddy system, with proper protective equipment.

2.5.5.2.2. The Housing Flight Chief will ensure that all personnel working outside are dressed for the weather.

2.5.5.2.3. The Operations Flight Chief will ensure electrical systems section personnel use the two-person concept for all outside operations. Each crew chief will brief all personnel in his/her crew on the signs and symptoms of frostbite.

2.5.5.2.4. The Fire Protection Flight will cease all routine outside work and training.

2.6. The Medical Group Commander (MDG/CC) will, at -50 Fahrenheit or below:

2.6.1. Close all clinics with the exception of the Emergency Room.

2.6.2. Reduce manning to mission essential only and cancel all non-mission essential meetings and educational programs.

2.6.3. Cancel all elective, non-emergency surgery.

2.6.4. Ensure patients are notified of canceled appointments due to closure and reschedule appointments.

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Commander

Attachment 1

UNOCCUPIED FACILITY PROCEDURES

A1.1. During extended extreme cold weather, it is essential to inspect unoccupied facilities to ensure there is adequate heat to prevent property loss from frozen water lines.

A1.2. Visit unoccupied facilities daily. If equivalent chill temperatures are -40 Fahrenheit or lower, do building checks a minimum of every 8 hours. Ensure:

A1.2.1. Windows and exterior doors are completely closed and secure.

A1.2.2. Administrative space temperatures are minimum 60 degrees Fahrenheit.

A1.2.3. Warehouse/hangar space temperatures are a minimum 50 degrees Fahrenheit.

A1.2.4. Furnaces, blowers, pumps, and so forth., are not making unusual or loud noises.

A1.2.5. Interior doors are left open to maximize air movement within the facility.

A1.2.6. Water lines are checked by opening faucets and ensuring water flow.

A1.2.7. Inspect floors for standing water from frozen lines or steam leaks.

A1.3. If there are any problems, contact the Civil Engineering Service Call at 552-3726 or 552-3727.