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Safety

**ADVERSE WEATHER NOTIFICATION
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 3 SPTG/CCE (Capt John N. Bryan)
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This instruction implements AFPD 91-2, *Safety Programs*, and prescribes the adverse weather notifications, reporting, and release procedures for military and civilian personnel assigned to Elmendorf AFB. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Procedures:

- 1.1. The 3rd Security Police Law Enforcement Desk Sergeant will notify the 3rd Support Group Commander (3 SPTG/CC) when adverse weather conditions affect safe travel to, from, or on Elmendorf. **NOTE:** Notification will be accomplished when conditions warrant; preferably no later than 0300 on a duty day.
- 1.2. The 3 SPTG/CC will notify the 3rd Wing Commander (3 WG/CC) and recommend one of the following:
 - 1.2.1. Mission Essential Reporting.
 - 1.2.2. Delayed Reporting.
 - 1.2.3. Early Release.
- 1.3. The 3 SPTG/CC will instruct the 3rd Wing Command Post (3 WG/CP) to implement adverse weather checklist for one of the options noted above. Personnel will be notified through their normal chain of command.
- 1.4. The 3 SPTG/CC will also contact 3 WG/PA (through the 3 WG/CP) who, in turn, will contact the local media and initiate changes to the Commander's Access Channel.

2. General Instructions:

2.1. Mission Essential Reporting. Unit commanders and supervisors **MUST** brief personnel, **BEFORE ADVERSE WEATHER CONDITIONS OCCUR**, whether or not they are required to report as mission essential.

2.2. Delayed Reporting. All personnel will report for duty, exercising caution and arriving as soon as conditions permit. Expectations are to have normal operations by 1000.

2.3. Early Release. Unit commanders are responsible for managing early release within their organizations; however, this action may only be initiated at the direction of the 3 WG/CC. The intent is a staggered departure to alleviate congestion leaving the base and to allow those who live farthest from base to leave first. Unless the circumstances are highly unusual, personnel residing on base should not be released early. If so, they should be the last released.

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Commander