



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DETRICK
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FORT DETRICK, MARYLAND 21702-5000

IMFD-ZA

SEP 10 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Snow and Ice Clearance Operations Policy

1. References:

a. FY17 IMCOM Common Levels of Service Installation Status Report Configuration, 7 Dec 16.

b. IMCOM OPORD 17-007 (FY17 Common Levels of Support Directed Capability Levels Annual Guidance), Annex A, FY17 Directed Capability Levels, 11 Oct 16.

2. Purpose. To establish United States Army Garrison Fort Detrick (USAG FD) policy for all phases of snow and ice clearance operations on Fort Detrick.

3. Applicability. This policy applies to USAG FD, its subordinate agencies and activities, tenant activities, and mission partners, both Department of Defense (DoD) and non-DoD.

4. Policy. The Directorate of Public Works (DPW) is the office of primary responsibility for snow and ice clearance operations. Fort Detrick will not close. Essential support functions (utilities and emergency services) will remain operational at minimum essential support levels or above. All essential mission related activities will continue. During emergency severe weather conditions the Installation Commander, or delegated personnel, may take steps to limit all other on installation workforce to only those persons encumbering weather emergency positions, as designated by the Civilian Personnel Advisory Center. All others may be sent home or may be instructed to remain home in order to allow for safe snow and ice clearance operations and restoration activities to acceptable conditions.

5. Responsibilities:

a. Installation Commander, delegated personnel in the authority for making the weather call.

b. Commander, USAG FD will approve deviations to the snow and ice control policy as appropriate.

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- c. DPW in coordination with other USAG FD agencies will:
- (1) Supervise execution of the snow and ice clearance operations.
 - (2) Coordinate with the Garrison Commander (GC)/Deputy Garrison Commander (DGC) to stand up snow removal teams for overnight/weekend duty in anticipation of snow.
 - (3) Be prepared to execute snow and ice clearance operations from 15 October – 15 April each year at a minimum.
 - (4) Publicize, to tenant Commanders/Directors and Building/Facility Managers through the annual Winter Weather Conference, policies and expectations concerning snow and ice clearance operations and emergency parking.
 - (5) Inform tenant Commanders/Directors and Building/Facility Managers they are responsible for ensuring snow and ice is cleared from entrances, loading ramps, dumpsters, fuel fill lines and handicap parking at their location within 8 work hours after the end of a snowfall. Building/Facility Managers are responsible for assigning responsibilities to building occupants for clearing common areas.
 - (6) Be responsible for managing the overall snow and ice clearance operations from the pre-treatment through final clean-up operations. The DPW Director will make pre-treatment decisions based on known/predicted weather and surface conditions. In the absence of the DPW Director, the following personnel will assume responsibility in this order:
 - (a) Operations and Maintenance (O&M) Division Chief, 301-619-2234.
 - (b) O&M Supervisor, 301-619-2798.
 - (c) Roads and Grounds Work Leader, 301-619-2028.
 - (7) Determine snow stockpile areas in coordination with the Directorate of Operations (DoO) and Installation Safety.
 - (8) Clear roads in accordance with Common Levels of Support 408 and defined Capability Level.
 - (9) Close roads as required in coordination with DoO.

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d. Building/Facility Managers will:

(1) Coordinate with DPW regarding snow and ice clearance priorities. Tenant commands and Building/Facility Managers must communicate snow and ice clearance priorities with DPW before the snow season and review these with DPW annually. Any organization contracting for outside snow removal will coordinate with DPW and DoO to capture plan updates and regulatory requirements.

(2) Prior to snow and ice season, procure sufficient hand shovels and de-icing compound for building occupant use around their assigned buildings. Hand shovels and de-icing compound is available from the DPW Supply Branch.

(3) Coordinate positioning of de-icing compound and coordinate snow/ice clearance effort plan with DPW.

(4) Direct available military personnel to clear snow and ice manually using hand shovels and snow throwers/blowers; maintain open access to building entrances; and assist with clearing loading ramps and handicap parking areas adjacent to their assigned facilities; clear sidewalks within fifty feet of their facilities; complete this work within eight work hours after the end of each snowfall.

(5) If needed, coordinate with DPW for additional support following heavy snowfall or when organic support is insufficient to clear snow and/or ice.

(6) Communicate urgent Deployment Missions or other emergency contact operations to DPW. DPW will have the area cleared within 30-60 minutes depending on the size.

e. Logistics Readiness Center (LRC) will:

(1) Coordinate with DPW to ensure Government Services Administration vehicles are prepared for winter weather.

(2) Provide priority maintenance, repair and recovery services for snow clearance equipment and vehicles.

(3) Perform priority emergency repairs to snow and ice clearing equipment as necessary.

(4) Establish a timeline to review vehicles post-winter event(s) and ensure Financial Liability Investigations of Property Loss paperwork is submitted as required.

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f. DoO will:

- (1) Alert the DPW if severe weather is predicted.
- (2) Publish the installation status through Alert!
- (3) Be on standby to activate the Emergency Operations Center, as needed.

(4) Ensure that "no parking" rules on emergency snow routes during snow operations are enforced. From 15 October-15 April, there will be no overnight parking at the Gym (Bldg 1507), east side of Blue and Gray Field, the Exchange (Bldg 1405) and Commissary lots (Bldg 1510), and immediate parking spots around the Headquarters (Bldg 810).

(5) Report hazardous road or sidewalk conditions to the DPW, Power Plant at 301-619-2726, and Operations at 301-619-3111 (after normal working hours Operations on Call Operations Specialist).

(6) Temporarily close extremely dangerous roads and immediately notify Operations and DPW.

(7) Be prepared to execute the Snow and Ice Emergency Parking Plan.

(8) Coordinate with DPW concerning community snow parking policies and procedures, especially in the housing area.

g. Garrison Public Affairs Office (PAO) will:

(1) Provide name and contact information prior to each weather event.

(2) Establish public notification procedures related to weather emergencies and installation status.

(3) Provide weather impact information regarding Fort Detrick and Forest Glen Annex to the general public using:

(a) Facebook www.facebook.com/detrickusag.

(b) Twitter @detrickusag.

(c) Recorded Weather line at 301-619-7611 or 800-256-7621.

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(d) Media to include radio and television.

(4) Provide updates as necessary using the above mentioned resources.

h. The GC, DGC, DoO Director, and/or the DPW Director may make changes to the snow removal plan or priorities in order to support arising missions or emergencies.

6. Procedures:

a. Snow and Ice Clearance Operations.

(1) Clearing streets, lots, and sidewalks; clearing facility entrances and steps; clearing access to fuel fill locations, loading docks, and dumpsters.

(2) Post storm recovery and cleanup.

b. Snow and Ice Clearance Operations Initiation:

(1) When snow, ice, sleet and/or freezing rain is forecasted/imminent.

(2) When snow, ice, sleet, or freezing rain begins falling which is not forecasted, or when ice begins forming.

(3) When the DoO reports hazardous road conditions (localized or post-wide) to DPW.

7. Pertinent contact numbers are located in Annex D. The point of contact for this policy is the Director of Public Works, 301-619-2454.

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1. Annex A, Snow and Ice Clearance Ops
2. Annex B, Temporary Closing of Unsafe Roads Due to Snow or Ice
3. Annex C, Building/Facility Manager Snow and Ice Clearance Procedures
4. Annex D, Key Points of Contact


DEXTER NUNNALLY
Colonel, SC
Commanding

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