



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
DIRECTORATE OF EMERGENCY SERVICES  
1901 MAHONE AVE, BLDG 9203  
FORT LEE VA 23801

IMLE -ES

2 May 2018

**STANDARD OPERATING PROCEDURE (SOP)**

**DIRECTORATE OF EMERGENCY SERVICES (DES) DESIGNATION OF WEATHER /  
MISSION ESSENTIAL POSITIONS**

1. **Purpose:** To designate positions within DES that are mission essential during installation emergencies, including adverse weather conditions. During an emergency, mission essential employees provide services that relate directly to the health, safety, and welfare of the installation, ensure continuity of key operations, and maintain and protect installation people and properties

2. **Applicability:** DES Civilian Employees identified as mission essential

3. **References:** Fort Lee Policy No 20 – 01, Mar 28 2017, Operating and Release Procedures during Adverse Weather Conditions

4. **Procedures:**

a. Employees assigned to the below positions are essential and vital to life, health, safety operations and vital to mission essential facilities:

(1) Department of Army Security Guard (DASG), Series 0085

(2) Department of Army Civilian Police (DACP), Series 0083

(3) Department of Army Firefighter (FF), Series 0081

b. Unless otherwise notified, DACP, DASG, FF employees are required to report to, or remain at their designated work location to ensure the operation of essential functions during an emergency or when the installation is closed.

c. Mission essential employees are encouraged to employ risk management principles including hazardous weather conditions before reporting to work to avoid unsafe conditions.

A handwritten signature in black ink, appearing to read "Tony DeWitt".

TONY DEWITT  
Director of Emergency Services