



**DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VA 23801-1818**

IMLE-ZA

FEB 20 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Snow Removal Policy

1. Reference.

- a. 5 CFR 610.301-306, Policy on Granting Excused Absence to Regular Employees
- b. CPM 990-2, 610.S3 Authority for Base Closure and Limited Authority for Administrative Dismissal of Employees, 7 February 1979
- c. AR 690-990-2, Book 61 O-S3, Subchapter S3, Administrative Dismissal of Employees, 29 May 1989

2. Purpose. This policy is to ensure that during winter weather events, key and essential personnel are available and that snow and ice removal from access areas into buildings and parking lots is accomplished. A need exists for a policy to address the procedures and responsibilities of the directorates, various agencies and tenant organizations on Fort Lee.

3. Policy. This policy establishes organizational responsibilities and prescribes procedures for personnel and tenant organizations in preparation for hazardous winter weather events. Directorate of Public Works (DPW) manpower and resources are limited to road and parking lot clearing operations prior to, during and following a winter weather event. The limited available DPW manpower and resources makes it necessary for building occupants to assume increased responsibility for their own safety. Building occupant specific responsibilities are defined later in this policy.

4. Responsibilities.

- a. Directorate of Plans, Training, Mobilization and Security (DPTMS)
 - (1) Develop Winter Weather Update Brief and Adverse Weather Policy;
 - (2) Alert U.S. Army Combined Arms Support Command and Fort Lee (USACASCOM&FL) activities and tenants annually to obtain organizational level snow and ice removal equipment and supplies according to DPW requirements. This will be accomplished NLT 15 November of each year, well in advance of any anticipated snow and/or ice event;

IMLE-ZA

SUBJECT: Fort Lee Snow Removal Policy

(3) Coordinate the Crisis Action Team (CAT) meetings/teleconferences in conjunction with the Garrison Commander to develop an event specific snow/ice response plan, prior to, during and following a snow/ice weather event;

(4) Ensure weather warnings are disseminated; and

(5) Disseminate Fort Lee road condition status.

b. Directorate of Public Works (DPW)

(1) Develop Installation Snow Removal Plan; and

(2) Ensure U-Do-It stockage requirements are adequate for mission success (salt, sand, shovels & snow blowers). Provide U-Do-It services for units, tenants and directorates.

(a) Provide snow blower equipment to tenant organizations as needed on a 24-hour loaner program.

(b) Ensure personnel are properly trained for snow blowers (requires signature card and memorandum of record on file).

(3) Service and prepare DPW or Logistics Readiness Center (LRC) issued snow removal equipment NLT 15 November of each year, well in advance of any anticipated snow and ice event. Ensure adequate supplies are on hand to support snow removal missions.

(4) Coordinate with agencies to facilitate the clearing of parking areas.

(5) Provide snow/ice removal for roads and parking lots. Prioritization is as follows:

(a) Priority 1 - Roads – Green (Emergency Vehicle Access) Parking Lots – (Operations Facilities)

(b) Priority 2 - Roads – Blue (Supporting Mission Roadways) Parking Lots – (Support/Training)

(c) Priority 3 - Roads – Red (All Other Roadways) Parking Lots-(Community Activities/Barracks)

(6) DPW, in conjunction with the Garrison Commander and the CAT, will develop an event specific snow/ice removal plan, no later than 48 hours in advance of an applicable snow/ice weather event.

IMLE-ZA

SUBJECT: Fort Lee Snow Removal Policy

(7) DPW Housing Chief will coordinate housing snow removal provided by Hunt/RCI. Crews are placed on standby as soon as weather event is predicted. Crews respond within 1 hour of decision by leadership. POC (804) 733-1558.

c. Fort Lee Organizations (Units, Tenants, Customer and Directorates)

(1) This policy identifies building occupant responsibilities during winter weather events.

(2) Develop safe building access plan. Each Fort Lee organization (unit, tenant, directorate, etc.) will develop a plan to provide safe access to and from each building under their control during a winter weather event, to include sidewalks and entryways. This plan will assist with road clearing operations between parking lots and buildings, loading docks, or special use areas not part of parking lots or roadways.

(3) When conditions warrant, Fort Lee organizations are required to implement their safe building access plan.

(4) Park ALL GSA vehicles in a single location within parking lots. (Grouping the GSA vehicles together assists with road clearing operations.)

(5) Housing tenants should park vehicles in driveways to allow the Hunt/RCI snow removal team the opportunity to provide efficient and effective snow removal of roads.

(6) Fort Lee organizations can pick up supplies (salt, sand, shovels, and snow blowers) from the U-Do-It, which is located in Building 6208 or call (804) 734-7988 or 734-4329.

(7) The plans (implemented by each Fort Lee organization) ensure that all materials (salt, sand, snow blowers, shovels & personnel) are acquired/identified and ready to prepare sidewalks upon completion of an event.

(8) Agencies unable to comply with this policy due to the lack of internal assets should coordinate with DPTMS individually for assistance. Each agency/tenant retains the responsibility of clearing their respective access areas.

(9) Support the CAT prior to, during, and following an adverse winter weather event.

(10) Building Managers should use the enclosed checklist to assist with their inclement weather (snow/ice events) duties and responsibilities.

d. Directorate of Emergency Services (DES) Determine road conditions.

IMLE-ZA

SUBJECT: Fort Lee Snow Removal Policy

e. Logistics Readiness Center (LRC)

- (1) Provide dining facility (DFAC) operations and support;
- (2) Provide GSA leased & Army owned equipment maintenance & support; and
- (3) Support the CAT prior to and during an adverse winter weather event.

f. Garrison Safety

(1) Monitor implementation of this policy and report deficiencies to DPTMS Operations, with a copy provided to appropriate union(s).

(2) Support the CAT; and provide adverse winter weather safety awareness to Fort Lee personnel via LEEKEY prior to and no later than 48 hours in advance of severe winter weather conditions.

(3) Support surveys after the severe winter weather event and report unsafe conditions to DPW.

6. Proponent for this policy is the USAG Fort Lee DPW, Operations and Maintenance Division, phone number (804) 734-5230.

Encl


HOLLIE J. MARTIN
COL, LG
Commanding

DISTRIBUTION:
LEEKEY

IMLE-ZA

SUBJECT: Fort Lee Snow Removal Policy

**FORT LEE INSTALLATION
BUILDING MANAGER CHECKLIST FOR
INCLEMENT WEATHER (SNOW/ICE EVENTS)**

BEFORE Inclement Weather Event:

- ❑ Ensure key and essential personnel have been appointed/notified, in writing (copy furnish CPAC).
- ❑ Ensure sufficient quantities of shovels, salt, and sand are available "on-site" and their location made known to appropriate personnel (these items can be obtained from DPW U-Do-It Supply Facility, Building 6208, 734-4329 or 734-4480).
- ❑ If required, check out snow blower from the DPW U-Do-It Supply Facility. Snow blowers are issued by priority (AIT Barracks, Training Facilities, DFACs, and Administrative Facilities) for 24-hours.
- ❑ Develop building specific snow removal plan. As a priority, ensure common use areas to all assigned facilities (walkways and entrances) are cleared within 24 hours after conclusion of snowfall.
- ❑ Park GOV/GSA Vehicles in one area of the parking lot, preferably farther away from the building.
- ❑ Notify DPW Service Order Desk (804-451-1914) of any special events that may impact snow removal operations.

DURING Inclement Weather Event:

- ❑ Arrive "early" to primary duty station in order to implement previously developed snow removal plan.

AFTER Inclement Weather Event:

- ❑ Notify DPW Service Order Desk (804-451-1914) of any damage to building (interior and exterior) and grounds.
- ❑ Restock "building" salt and sand.
- ❑ If required, return snow blowers.

Encl