



DEFENSE LOGISTICS AGENCY
AVIATION
8000 JEFFERSON DAVIS HIGHWAY
RICHMOND, VIRGINIA 23297-5002

MEMORANDUM FOR EMPLOYEES OF DEFENSE SUPPLY CENTER RICHMOND
(DSCR)

SUBJECT: Hazardous Weather Procedures

In accordance with the DSCR Hazardous Weather Plan Standard Operating Procedure (SOP), the following procedures will be followed when the DLA Aviation Commander makes the decision to open the Installation at a specific time (delayed opening), limiting access to DSCR.

At no time will properly credentialed personnel be turned away at the gate. If the message reads "Mission Essential Personnel only," that is defined as those persons who are involved in the weather situation or have an immediate mission need to access the workplace. Police officers at the gates will look on a mission essential roster for an employee's name. For example, those in the categories listed below are considered mission essential. If there is any doubt as to who is mission essential, the Installation Management Chief or designee will be called to determine access. For Security and Emergency Services staff, the Emergency Communications Center (ECC) will be the responsible entity for remaining in contact with the Installation Management Chief or designee.

Mission essential Personnel are those identified by the need to respond to the weather situation, or immediate mission need to access the installation. The following personnel in these areas are considered Mission Essential:

- Security and Emergency Services
- Fire and Emergency Services
- Emergency Communications Center operators
- Legacy Systems Support and Information Resources-Continued Operations of Systems, and Associated Teleprocessing, to support the mission and the IT Helpline
- The Emergency Supply Operations Division and Depot Operations actions required to process high priority requisitions and material release orders
- Maintenance of roads, parking areas, sidewalks, and essential utilities
- Maintenance of equipment that supports the above functions
- Emergency feeding or provision of emergency sleeping capability for personnel involved with the above functions, as required
- Supervision of the above functions

If the Installation Management Chief or designee has not given the clear signal, and "non-mission essential" personnel are arriving at the North Gate before the official Installation open

time, officers will offer personnel the opportunity to wait in the "safe area" designated at the parking lot of building 70 or leave the Installation until the official opening time. If personnel elect to enter the Installation, police officers will direct them to the safe area and the employee will remain there until the roads and parking areas are cleared and the installation is opened for business.

In the event weather conditions make it unsafe for personnel to remain in a vehicle (for example, below freezing temperatures/high winds) or it will take longer than 30 minutes to open the parking lots, the police will place personnel in building 210 the Visitor Center area where they have access to heat, water, restrooms and seating.

When the DLA Aviation Commander makes the decision to close the Installation early, Security and Emergency Services will position police at critical traffic points to ensure a smooth traffic flow from the Installation. Both gates will be used during normal hours. Mission essential personnel will be informed by their supervisors if they are affected by the Installation Commander's decision.

External gates will remain open according to established gate schedules. Sufficient staffing will be provided at all gates to assure employees entering the Installation are handled in an expeditious and safe manner. The East Gate off Jefferson Davis Highway will be staffed and opened at least 30 minutes prior to the delayed open time.

This memo is in effect immediately and will be updated as required.

A handwritten signature in black ink, appearing to read "David M. Gibson". The signature is fluid and cursive, with a large initial "D" and "G".

DAVID M. GIBSON
Site Director
DLA Installation Support at Richmond