



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO VIRGINIA 22134-5001

IN REPLY REFER TO:

MCBO 11210.1E

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13 Dec 13

MARINE CORPS BASE ORDER 11210.1E

From: Commander

To: Distribution List

Subj: SNOW EMERGENCY OPERATIONS

Ref: (a) Marine Corps Base Quantico Mission Assurance Plan 2011
(b) MCBO 3100.1B

Encl: (1) Glossary of Definitions
(2) Winter Weather Execution Checklist
(3) Priority of Work for Snow/Ice Clearing Operations
(4) Snow Emergency Routes

1. Situation. This Order outlines procedures and responsibilities to effectively respond to winter weather. From late Fall through early Spring, Marine Corps Base Quantico (MCBQ) often experiences winter weather that negatively impacts the normal operations of the Base and its tenants. Within the Northern Virginia commuting area, conditions and snow clearing capability may vary significantly. While mission accomplishment is always paramount, the safety of all personnel assigned to, employed by, residing aboard, or visiting the Base is critical.

2. Cancellation. MCBO 11210.1D.

3. Mission. MCBQ prepares for and conducts snow emergency operations to mitigate the effects of significant winter weather in order to restore the Base to normal operations as quickly as possible.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To outline how MCBQ will respond and the responsibilities of key staff, commands and tenant activities to mitigate the impact of significant winter weather. The end state is the resumption of normal operations as quickly and safely as possible.

(2) Concept of Operations. Prior to the winter season, MCBQ will review winter weather procedures with all

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hands and prepare equipment and supplies.

b. Subordinate Element Missions

(1) Director, G-3 Operations Division will:

- (a) Review this Order annually;
- (b) Plan and conduct an annual "snow preparations and coordination" meeting;
- (c) Receive and analyze current and projected weather forecasts for potential impact on normal operations;
- (d) Advise Commander, MCBQ of the need to modify Base Operating Status;
- (e) Plan and execute winter weather operations;
- (f) Coordinate with the Superintendent, DoDEA Schools to synchronize Base Operating Status and School Status;
- (g) Ensure that information concerning changes to the Base Operating Status is quickly and efficiently disseminated;
- (h) Monitor the progress of snow clearing operations; and
- (i) Prepare, when required, a Memorandum for the Record for any decisions concerning changes in MCBQ Operating Status.

(2) Assistant Chief of Staff (AC/S), G-4 will:

- (a) Attend the annual "snow preparations and coordination" meeting;
- (b) Ensure snow clearing equipment and vehicles are prepared for winter weather operations no later than 1 November each year;
- (c) Ensure supplies of snow shovels and salt are stocked at ServMart;
- (d) Perform snow clearing operations as directed by the Director, Installation and Environment;
- (e) Be prepared to provide four-wheel drive vehicles on request if available; and
- (f) Be prepared to billet and feed installation emergency/essential personnel as required.

(3) Director, Installation and Environment will:

- (a) Attend annual "snow preparations and coordination" meeting;
- (b) Be responsible for snow clearing operations;
- (c) Ensure snow clearing equipment and vehicles are prepared and that sufficient stocks of road sand/salt are procured and stored no later than 1 November each year;
- (d) Direct all snow clearing operations. Procure, post, and replace when necessary "Snow Emergency Route" signs; and
- (e) Report the status of key supplies and equipment to the Director, G-3 Operations Division on a weekly basis throughout the winter season.

(4) Director, Public Affairs Office will:

- (a) Execute an annual public affairs effort that addresses the command and individual preparedness and responsibilities;
- (b) Publish an article in the Sentry encouraging cooperation from residents and employees; and
- (c) Update MCBQ Operating Status on the Base Website, Facebook, Hotline, and with the local media when directed by the Director, G-3 Operations Division.

(5) Commanding Officer, Security Battalion will:

- (a) Attend annual "snow preparations and coordination" meeting.
- (b) Ensure snow emergency routes are cleared of vehicles when winter weather is forecasted and during winter weather events;
- (c) Provide road status updates to the Command Duty Officer and Director of Operations; and
- (d) Be prepared to modify the morning traffic patterns in support of changes in the Base Operating Status.

(6) Commanding Officer, Headquarters and Service Battalion will:

- (a) Attend annual "snow preparations and coordination" meeting and
- (b) Be prepared to provide personnel (with shovels) to assist with clearing snow in key common areas as directed by

the Director, G-3 Operations Division and/or the Director, Installation and Environment.

(7) Defense Commissary Agency will ensure the commissary remains open at least one hour after receiving notification from the Commander, MCBQ that the installation is to be closed.

(8) Director, Marine Corps Community Services will:

(a) Attend annual "snow preparations and coordination" meeting;

(b) Ensure snow clearing equipment and vehicles are prepared no later than 1 November each year;

(c) Perform snow clearing operations as directed by the Director, Installation and Environment; and

(d) Be prepared to modify hours of operation as necessary for the Marine Corps Exchange, 7-Day stores, Child Development Center, the gas station, and Barber Physical Activity Center.

(9) Comptroller, MCBQ will provide contingency funds, as necessary.

(10) Area Commanders, Commanders, and Heads of Tenant Activities will:

(a) Attend annual "snow preparations and coordination" meeting;

(b) Report dangerous conditions related to storm effects upon personnel, equipment, and facilities to the Director, G-3 Operations Division;

(c) Brief personnel concerning safety regulations and precautions;

(1) Walking, jogging, skiing, and hiking are prohibited on road surfaces, except to cross the road at 90 degrees to the traffic flow.

(2) Sledding and using rough terrain vehicles for recreation on road surfaces is prohibited.

(3) Parking on snow emergency routes during clearance operations is prohibited.

(4) Parking or abandoning a vehicle such that it impedes the flow of traffic is prohibited.

(d) Designate emergency and essential personnel, as required.

(e) Ensure sufficient stocks of shovels and salt/sand are obtained and on hand prior to 1 November;

(f) Clear sidewalks, steps, and assigned areas of snow and ice using assigned/organic personnel (military and civilian); and

(g) Ensure personnel observe MCBQ Operating Status in order to allow snow clearing operations to occur.

(11) Lincoln Military Housing will:

(a) Attend annual "snow preparations and coordination" meeting;

(b) Ensure snow clearing equipment and supplies are on hand prior to 1 November;

(c) Ensure housing residents are reminded to minimize parking along neighborhood streets where possible to facilitate clearing operations; and

(d) Perform snow clearing operations under the direction of the Director of Facilities Division consistent with current land lease agreements.

(12) Family Housing Residents will:

(a) Clear sidewalks and driveways, especially where children walk to school.

(b) Refrain from parking on snow emergency routes until clearing operations have been completed.

(c) Park privately owned vehicles in driveways/garages when snow is forecasted.

(13) Superintendent, DoDEA Schools will coordinate closure/delayed opening of dependant schools with the Director, G-3 Operations Division. (NOTE: Dependent School Status will be synchronized with the MCBQ Operating Status.)

(14) Commanding Officer, Marine Corps Air Facility Quantico will ensure weather forecasts are provided to the Director, G-3 Operations Division each day.

c. Coordinating Instructions

(1) Prior to and during the winter season, snow clearing equipment and four-wheel drive vehicles are to be given emergency maintenance priority to ensure constant readiness.

(2) Four-wheel drive vehicles are to be prepared for immediate use when directed, or upon receipt of weather-alert information. Preparing equipment includes mounting of chains on

motor transport vehicles and tractors. Chains are to be used on road graders when necessary.

(3) Garrison Mobile Equipment is not to be used to plow unpaved roads or unpaved parking lots.

5. Administration and Logistics

a. A glossary of relevant snow emergency-specific terms can be found in enclosure (1).

b. When significant winter weather is forecasted, MCBQ will monitor current and projected weather conditions, modify the Operating Status when required, and conducts operations as outlined in enclosure (2).

c. The general priority of snow and ice clearing is outlined in enclosure (3). Actual clearing efforts will follow this priority, but may be adjusted based on availability of assets, specific circumstances, and actual conditions.

d. Enclosure (4) identifies the snow emergency routes. These routes will be cleared first and will receive priority effort throughout a winter weather event.

6. Command and Signal

a. Command. This Order is applicable to all commands and activities aboard MCBQ.

b. Signal. This Order is effective the date signed.

(1) Winter weather operations will be coordinated via telephone, landline or cell (primary), or by the Installation Command Net (alternate).

(2) Key points of contact are listed in the Ice and Snow Emergency Operations instructions with MCBQ Command Duty Officer.

/s/
DAVID W. MAXWELL

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GLOSSARY OF DEFINITIONS

Emergency Personnel. Emergency personnel are defined as civilian/military personnel involved in performing emergency functions. These personnel will be designated, as required, dependent on the nature of the emergency. Reference (b) applies.

Essential Personnel. Designated military and civilian personnel deemed essential to the operations of the Base and its critical services and facilities. The list of essential personnel should be limited to supervisory and key maintenance and support personnel and held to the minimum number possible to open important offices and meet essential requirements. The intent is to have as few people as possible driving under hazardous conditions. Refer to reference (b) for designations and policy regarding essential personnel.

Base Operating Status Codes

CODE GREEN. This is the "normal" Base Operating Status. When the Base Operating Status is Code Green, the Base is open and all employees are expected to report to work on time.

CODE YELLOW. This Base Operating Status is typically used when the impact of the winter weather event is minimal, but significant enough that normal operations may be affected. When the Base Operating Status is Code Yellow, the Base is open on time. Reasonable delays for reporting to work are excused. Unscheduled leave is authorized. Emergency and essential personnel are expected to report to work. Personnel should contact their chain of command for specific command/activity guidance or direction.

CODE BLUE XXXX. This Base Operating Status is typically used when the impact of the winter weather event is more significant and time is needed to conduct clearing operations before the base can support near-normal operations. When the Base Operating Status is Code Blue, XXXX, the Base is open at a specific time (XXXX). Reasonable delays for reporting to work are excused. Unscheduled leave is authorized. Emergency and essential personnel are expected to report to work. Personnel should contact their chain of command for specific command/activity guidance or direction.

Enclosure (1)

CODE RED. This Base Operating Status is typically used when the impact of the winter weather is severe and it will take significant effort to restore the base to near-normal operations. When the Base Operating Status is Code Red, conditions are severe and the Base is closed for normal operation. Only emergency and essential personnel are expected to report to work. Personnel should contact their chain of command for specific command/activity guidance or direction.

Snow Emergency Routes. Routes specifically designated and marked with signs for use by any traffic, but which consist of primary arteries, which must be cleared for use by emergency vehicles. No parking is allowed along snow emergency routes when snow clearance operations are in progress. Parked and/or abandoned vehicles will be towed at the owners' expense if they interfere with snow clearance operations, obstruct traffic flow in any way, or are deemed a hazard to public safety. Refer to enclosure (3) for snow emergency routes.

WINTER WEATHER EXECUTION CHECKLIST

1. Director of Operations receives forecast calling for winter weather and transmits Warning Order for potential snow operations to the Crisis Management Team.
2. Pre-snow preparations commence:
 - a. Equipment and materials are staged.
 - b. Key personnel and equipment operators on placed on standby and/or billeted on base.
 - c. HQSVC Bn alerts and prepares "Shovel Brigade."
3. During working hours and if conditions warrant, the Director of Operations makes recommendation on early release, cancellation of planned/scheduled after hours events and visits, and suspension of field training.
4. The Base Commander makes decision on early release and cancelation of activities.
5. PWO treats roads/parking areas; plows as necessary. Provides progress updates to Director of Operations; coordinates with PMO/G-4/MCCS/Tenants/LMH. Clearing operations commence when accumulations is over 2 inches. (Subject to event severity).
6. Director of Operations, PWO, PMO, CDO, monitor actual weather and forecast throughout the night.
7. Prior to 0330 PMO reports current road conditions to CDO (recap of all main roads and whether or not they are passable by passenger vehicle).
8. Prior to 0330 CDO contacts Director of Operations with weather update, road conditions, status of adjacent units (OPM, PWC, Stafford).
9. Director of Operations contacts DoD Schools regarding schools (open, delayed, closed).
10. Director of Operations makes recommendation of Base/DoD School operating status to the Commander.
11. Prior to 0400, the Base Commander makes his decision on the Base Operating Status and either acknowledges or changes DoD School Status.
12. Director of Operations makes Base Operating Status notifications to CDO, PAO Duty (Website, FaceBook, Local Media

Enclosure (2)

and Radio, Hotline), Public Works, G-4 Motor T (School Buses), MCCS, Commissary, and PMO.

13. Director of Operations/CDO follows up to ensure the Base Operating Status is transmitted across all media.

14. If delayed opening during weekdays, PMO adjusts the morning traffic pattern accordingly.

15. Once conditions improve and clearing operations are effective, the Director of Operations directs the Base Operating Status to return to normal ops.

16. Base Operations tracks progress of snow clearing efforts.

a. Public Works is responsible for coordinating clearing efforts.

b. May establish EOC if conditions warrant

c. Reports from PMO, G-4, PW, MCCS, Tenant Commands and Activities.

17. HQSVC Bn is prepared to provide "Shovel Brigade" to hand clear key common areas (Commissary/PX sidewalks, etc).

18. Normally, change Base Operating Status/Status of DOD Schools back to "green"/normal on website, Facebook, and HOTLINE by noon.

18. Director of Operations completes and files Memorandum for the Record regarding delay/closure decision.

PRIORITY OF WORK FOR SNOW/ICE CLEARING OPERATIONS

1. Snow Emergency Routes
2. Access to main headquarters buildings, essential service areas,
and secondary roads
3. Residential areas
4. Parking lots
5. Road shoulder clearance and removal of snow piles

SNOW EMERGENCY ROUTES

Designated snow emergency routes are permanently and specifically marked routes that have first priority for clearing operations. 48 hours prior to forecasted snow, the emergency routes are to be cleared of parked vehicles and other plowing obstructions. They are to be kept open for emergency vehicles at all times and cleared "shoulder to shoulder." Parking is not permitted along these routes during snow clearing operations. Towing of parked or abandoned vehicles will be at the owner's expense. The vehicle owners/operators are responsible to determine when snow is forecasted and to assure their vehicles are not parked on designated snow emergency routes until after the clearing operations are complete. Pedestrians are not allowed on snow emergency routes during snow removal operations.

The following roads are designated as snow emergency routes:

Fuller Road
Russell Road
Barnett Avenue
Martin Road between Barnett and Broadway
Wharton Avenue
Henderson Road
Neville Road
John Quick Road
Geiger Road
Purvis Road including Russell Elementary School, Quantico High School and the Child Development Center (to include parking lot)
Dunlap Circle
Catlin Avenue
Thomas Street
Bauer Road
Fleming Street
Elrod Avenue
Gilbert Street
MCB 1
MCB 2 including access roads to EOD and to Charlie Demolition Range
MCB 3
MCB 4

Snow emergency routes are to be continually cleared during snowfalls.