



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
MARINE CORPS BASE QUANTICO  
3250 CATLIN AVENUE  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
MCINCR-MCBQO 11210.1F  
B 03  
2 Dec 16

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO ORDER 11210.1F

From: Commander, Marine Corps Installations National Capital  
Region-Marine Corps Base Quantico

To: Distribution List

Subj: SNOW EMERGENCY OPERATIONS

Ref: (a) MCINCR-MCBQ Mission Assurance Plan  
(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. Each year, from late Fall through early Spring, the region often experiences inclement winter weather that negatively impacts the normal operations of the Base and its tenants. Within the Northern Virginia commuting area, conditions and snow clearing capabilities 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 11210.1E.

3. Mission. Marine Corps Installations National Capital Region-Marine Corps Base Quantico (MCINCR-MCBQ) prepares for and conducts snow emergency operations to mitigate the effects of inclement winter weather in order to restore the Base to normal operations as quickly and efficiently as possible.

4. Execution

a. Commander's Intent

(1) Purpose. The purpose of this order is to outline how MCINCR-MCBQ will prepare for and respond to inclement winter weather.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

2 Dec 16

(2) Method. Snow Emergency Operations will be conducted to ensure the safety of all personnel, to maintain essential support and services, and to restore normal operations.

(3) Endstate. The effects of inclement winter weather are mitigated and normal operations aboard the Base are restored.

b. Concept of Operations. Prior to the winter season, snow emergency procedures will be reviewed by the MCINCR-MCBQ staff and disseminated to the tenant commands and activities. Equipment and supplies will be prepared to support snow clearing operations. During inclement winter, coordinated operations will focus on personnel safety, maintaining essential support and services, and restoring normal operations as quickly and efficiently as possible.

c. Tasks

(1) Assistant Chief of Staff (AC/S), G-3

- (a) Review this Order annually.
- (b) Plan and coordinate the execution of winter weather operations.
- (c) Conduct an annual snow preparations and coordination meeting with key staff and commands/activities.
- (d) Receive and analyze current and projected weather forecasts for potential impact on normal operations.
- (e) When conditions warrant, recommend changes to the Base Operating Status to the Commander, MCINCR-MCBQ.
- (f) Coordinate with the Superintendent, DoDEA Schools to synchronize the 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

2 Dec 16

(i) Prepare, when required, a Memorandum for the Record for any decisions concerning changes in the MCINCR-MCBQ Operating Status.

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

(a) Ensure snow clearing equipment and vehicles are prepared for winter weather operations no later than 1 November each year.

(b) Ensure supplies of snow shovels and salt are stocked at ServMart.

(c) Perform snow clearing operations as directed by the AC/S, G-F and in all G-4 Areas of Operation.

(d) Be prepared to provide four-wheel drive vehicles on request if available.

(e) Be prepared to billet and feed installation emergency/essential personnel as required.

(f) Be prepared to provide transportations support to H&SBN for movement of personnel and equipment in support of the Shovel Brigade as required.

(3) Assistant Chief of Staff (AC/S), G-F

(a) 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.

(b) In coordination with the G-4, MCCA, DoD Schools, and Lincoln Military Housing, direct all snow clearing operations.

(c) Procure, post, and replace when necessary "Snow Emergency Route" signs.

(d) Report the status of key supplies and equipment to the AC/S, G-3 Operations Division on a weekly basis throughout the winter season.

(4) Public Affairs Officer

2 Dec 16

(a) Execute an annual public affairs effort that addresses the command and individual preparedness and responsibilities.

(b) Publish winter weather preparedness articles in the Sentry and on Social Media in November and throughout the winter season.

(c) Update the Base Operating Status on the Base Website, Social Media, Hotline, and with the local media when directed by the AC/S, G-3.

(5) Commanding Officer, Security Battalion

(a) Ensure snow emergency routes are cleared of vehicles when winter weather is forecasted and during winter weather events.

(b) During periods of inclement winter weather, provide road status updates to the Command Duty Officer and AC/S G-3.

(c) Be prepared to modify the morning traffic patterns in support of changes in the Base Operating Status.

(6) Commanding Officer, Headquarters and Service Battalion. Be prepared to provide personnel (with shovels) to assist with clearing snow in key common areas as directed by the AC/S, G-3.

(7) Head, MCBQ Commissary. Ensure the commissary remains open at least one hour after receiving notification from the Commander, MCINCR-MCBQ that the installation is to be closed.

(8) Director, Marine Corps Community Services

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

(b) Perform snow clearing operations as directed by the AC/S, G-F.

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

2 Dec 16

(9) Comptroller. Provide contingency funds as necessary.

(10) Commanders and Heads of Tenant Activities

(a) Designate emergency and essential personnel as required.

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

(c) Ensure personnel observe the Base Operating Status in order to allow snow clearing operations to occur.

(d) If mission requirements prevent the adherence to the Base Operating Status, provide specific tenant command/activity guidance or direction to personnel during snow emergencies.

(e) Clear sidewalks, steps, and assigned areas of snow and ice using assigned/organic personnel.

(f) Report dangerous conditions related to storm effects upon personnel, equipment, and facilities to the AC/S, G-3.

(g) Brief personnel concerning safety regulations and precautions to be observed during inclement winter weather.

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.

(h) Consolidate vehicle parking of all TAD or deployed personnel, long term parking, and military vehicles to one area of a parking lot.

(11) Lincoln Military Housing

(a) Ensure snow clearing equipment and supplies are on hand prior to 1 November.

(b) Ensure housing residents are reminded to not park along neighborhood streets where possible to facilitate clearing operations.

(c) Perform snow clearing operations under the direction of the AC/S, G-F consistent with current land lease agreements.

(12) Family Housing Residents

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

(b) Do not park 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. Coordinate closure or delayed opening of dependent schools with the AC/S G-3.

(14) Commanding Officer, Marine Corps Air Facility Quantico. Ensure weather forecasts are provided to the AC/S, G-3 each day.

d. 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, MCINCR-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 the MCINCR-MCBQ Command Duty Officer.

16

X 

---

R. V. BOUCHER

By direction

Signed by: BOUCHER.ROBERT.VANCE.1037078529

GLOSSARY OF DEFINITIONS

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

2. 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.

3. Base Operating Status Codes

a. 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.

b. 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.

c. CODE BLUE. 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.

d. 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



2 Dec 16

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.

4. 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. The AC/S, G-3 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 are placed on standby and/or billeted on base.
  - c. H&S Bn alerts and prepares "Shovel Brigade."
3. During working hours and if conditions warrant, the AC/S G-3 makes recommendation to the Commander on early release, cancellation of planned/scheduled after hours events and visits, and suspension of field training.
4. The Commander makes decision on early release and cancellation of activities.
5. The PWO ensures roads and parking areas are treated or plowed as necessary and provides progress updates to the AC/S G-3. Clearing operations normally commence when accumulations are over 2 inches.
6. The AC/S G-3, PWO, PMO, and 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 the AC/S G-3 with the weather update, road conditions, status of adjacent units (OPM, PWC, Stafford).
9. The AC/S, G-3 makes Base Operating Status recommendation to the Commander prior to 0400.
10. Prior to 0400, the Base Commander makes his decision on the Base Operating Status.

2 Dec 16

11. The AC/S, G-3 contacts DoD Schools regarding schools (open, delayed, closed).

12. The AC/S, G-3 makes Base Operating Status notifications to CDO, PAO, Public Works, G-4 Motor T, MCCA, Commissary, and PMO.

13. The AC/S, G-3 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 AC/S, G-3 directs the Base Operating Status to return to normal ops.

16. The AC/S, G-3 tracks progress of snow clearing efforts.

a. Public Works is responsible for coordinating clearing operations.

b. May establish EOC if conditions warrant.

c. Receives reports from PMO, G-4, PWO, MCCA, Tenant Commands and Activities.

17. H&S Bn provides "Shovel Brigade" to hand clear key common areas (Commissary/PX sidewalks, etc.) if required.

18. Normally, the Base Operating Status/Status of DOD Schools reverts back to "green" by noon or when conditions warrant.

19. The AC/S G-3 completes and transmits a Memorandum for the Record to HRO and the AC/S G-1 regarding a delay or 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

1. 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 priority 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 Crossroads Elementary School, Quantico High School, the Child Development Center (to include parking lot), and Mars Station Road.

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

2. Snow emergency routes are to be continually cleared during  
snowfalls.