

**Defense Supply Center Richmond, Standard Operating Procedure  
Hazardous Weather Conditions Reporting Instructions  
December 17, 2010**

1. This SOP applies to the hazardous weather conditions affecting Defense Supply Center Richmond. These procedures will be used by all personnel located on the Installation.
2. When the DLA Aviation Commander has made the decision to open the Installation at a specific time (delayed opening), the following steps will apply.
  - 2.1. At no time will properly credentialed personnel be turned away at the gates. If the message reads "Mission Essential Personnel only", they are defined as those who are involved in the weather situation or have an immediate mission need to access their workplace (Commander, Deputy Commander, Chief of Staff, Director, etc.). Police officers at the gates shall ask individuals wanting to access the Installation their need to determine their category. If there is any doubt to who is mission essential, the on-duty Incident Commander (Installation Management Chief or designee) will be called to determine access. For Security and Emergency Services staff, the Emergency Operations Center will be the responsible entity for remaining in contact with the Incident Commander.
  - 2.2. If the incident Commander has not given the clear signal, and "non-mission essential", personnel are arriving at the gates before the official Installation open time; the officers shall advise the personnel and let them decide if they want to wait in the "safe area" or leave the Installation until the official start time. If personnel elect to enter the Installation police officers should direct personnel to a specific pre-identified parking lot/building and tell them they have to remain there until the roads and parking areas are cleared.
  - 2.3. In the event the weather conditions make it unsafe for personnel to remain in a vehicle (below freezing temperatures/high winds) or it will take at least 30 minutes to open the parking lots reasonable accommodations shall be sought by the Incident Commander or Police to place these personnel in a location where they have access to heat, water, bathrooms and sitting area determined by the Incident Commander.
3. External gates shall remain open according to the established gate schedules. Sufficient staffing shall be provided at all gates to assure all employees entering are handled in an expeditious yet safe and secure manner during peak arrival times. Internal gates shall be staffed and opened at least 30 minutes prior to a delay start time for the Center.
4. When the DLA Aviation Commander has made the decision to close the center early, Security and Emergency Services will ensure the police are positioned at critical traffic points to ensure a smooth traffic flow from the installation. Both gates shall be used during normal operating hours.
5. This SOP is in effect immediately and will be updated as required.



Terry D. Rodwell  
Site Director  
DLA Installation Support at Richmond