



DEPARTMENT OF THE NAVY
NAVAL WEAPONS STATION YORKTOWN
P.O. DRAWER 160
YORKTOWN, VA 23691-0160

WPNSTA YORKTOWNINST 3006.1A
DP
14 Jan 03

NAVAL WEAPONS STATION YORKTOWN INSTRUCTION 3006.1A

Subj: WINTER STORM CONDITION PLAN

Ref: (a) Federal Personnel Handbook
(b) PWCNORVAINST 11300.12N
(c) COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 3141.7
(d) WPNSTA YORKTOWNINST 5512.1

Encl: (1) Winter Storm Condition Phone Directory
(2) WPNSTA Yorktown Snow Removal Priorities List
(3) WPNSTA Yorktown Cheatham Annex Snow Removal
Priorities List
(4) WPNSTA Yorktown Base Map
(5) WPNSTA Yorktown Cheatham Annex Base Map

1. Purpose. To establish policy and prescribe procedures for the Naval Weapons Station (WPNSTA) Yorktown/Cheatham Annex complex and all attached tenant commands/storefronts in the event of severe winter storm conditions. This plan also assigns certain duties and responsibilities to specific commands and personnel during severe winter storm conditions. Note: All further references in this instruction to WPNSTA Yorktown shall be all inclusive of WPNSTA Yorktown and Cheatham Annex unless specifically noted.

2. Cancellation. WPNSTA YORKTOWNINST 3006.1

3. Background. Reference (a) contains rules and regulations for the administrative dismissal of civil service personnel during periods of destructive weather. Reference (b) is the PWC Norfolk Winter Storm Condition Plan. Reference (c) establishes winter storm conditions for the Hampton Roads area. Reference (d) provides personnel badging direction for force protection and severe weather conditions.

4. Discussion. During severe winter storm conditions, snow or ice accumulation on roads in the Hampton Roads area causes hazardous driving conditions requiring specific procedures to maintain public safety. It is the purpose of this plan to provide for the safety of all attached personnel by limiting the number of personnel required on base during such winter storm

conditions. The staggered dismissal and/or arrival of personnel will assist in limiting the number of personnel on area roads as well as controlling base vehicular traffic. Limiting base vehicular traffic will help to expedite the removal of ice and snow from base roads, ensuring the speedy return to normal base operations. It is the intent of this plan to provide notification to all personnel when conditions warrant limiting access to base facilities as well as assigning action items to specific base entities.

5. Definitions

a. Winter Storm Condition: When accumulated snowfall, icy road conditions, freezing rain, forecasts of snowfall or freezing conditions in the Hampton Roads area may adversely impact normal operations.

b. Hampton Roads Area: The complex of Navy and Marine Corps activities within a 50-mile radius of the Lafayette River Annex.

c. Yorktown Subarea: Is described by Commander, Navy Region, Mid-Atlantic (COMNAVREG MIDLANT), as the complex of Navy and Marine Corps activities located onboard WPNSTA Yorktown/Cheatham Annex including all detachments and piers.

d. Regional Commander: COMNAVREG MIDLANT as SOPA (Admin) Hampton Roads establishes winter storm conditions for the Hampton Roads area and delegates the establishment of personnel reporting criteria (Alpha/Bravo) to Installation Commanders.

e. Installation Commander: The Commanding Officer, WPNSTA Yorktown is designated by COMNAVREG MIDLANT as the Installation Commander and is therefore overall responsible for the safety and well being of all personnel onboard WPNSTA Yorktown.

6. Responsibilities

a. CO WPNSTA Yorktown:

(1) Will establish reporting criteria for Alpha and Bravo personnel attached to WPNSTA Yorktown, tenant commands, and storefronts onboard the Station when winter storm conditions are set by COMNAVREG MIDLANT SOPA (Admin) Hampton Roads.

(2) Decide when Alpha personnel are to report for duty and Bravo personnel are to be released.

(3) Ensure this instruction is distributed to all commands at WPNSTA Yorktown. Instruct all personnel to listen to local radio and television stations, as outlined in enclosure (1), for current information on winter storm conditions and which local area reporting criteria applies to them.

b. Public Works Officer, Navy Public Works Center Peninsula:

(1) Coordinate snow removal and road clearance in accordance with enclosures (2) through (5).

(2) Ensure the continued operation of all base utilities.

(3) Keep Commanding Officer WPNSTA Yorktown advised of the operational status of all base utilities as well as the progress of snow and ice removal operations during the course of severe winter storm conditions.

c. Command Duty Officer (CDO) WPNSTA Yorktown:

(1) Keep the Commanding Officer and Executive Officer advised of area and base road and weather conditions as the storm evolves.

(2) Evaluate and forward any requests for changes to reporting requirements of attached units to the Commanding Officer via the Executive Officer.

(3) Ensure base security, fire, and medical personnel are informed of all changes to reporting criteria prescribed by Commanding Officer, WPNSTA Yorktown.

(4) Assign the Assistant Command Duty Officer (ACDO) to task base duty section to assist with base cleanup as required.

d. Tenant Commands and Storefronts:

(1) Designate all assigned personnel as either Alpha or Bravo personnel and provide Alpha personnel with appropriate identification stickers for Station badges in accordance with reference (d).

(2) Review the Installation Commander's instruction and ensure all personnel know where to obtain Winter Storm condition information.

14 Jan 03

(3) Commanding Officers of tenant commands, storefronts, and visiting ships are permitted to vary from announced Alpha and Bravo personnel reporting criteria only during extreme circumstances (i.e., underway commitments, mission requirements, etc.). Commanding Officers needing to vary from Alpha/Bravo personnel reporting criteria must coordinate with the Installation Commander's staff to ensure media announcements promulgated include any exemptions or variances. Variances and exemptions from local area Alpha/Bravo reporting criteria have the potential to create confusion and overload the media dissemination system; therefore, they are discouraged unless absolutely necessary.

(4) Ensure that individuals assigned to their commands are aware that the Installation Commander has the authority to order the removal of vehicles from streets and parking areas that are blocking emergency lanes or impeding snow removal operations.

(5) The Dockmaster will coordinate with Public Works the snow removal operations on the pier and in parking lots adjacent to the pier as necessary.

(6) Tenant commands and storefronts should contact Navy Public Works Center Peninsula Trouble Desk at 887-4900 to have their parking lots and areas cleared. Note: These areas will only be cleared after roads and other areas listed as priorities 1, 2, and 3 in enclosures (2) and (3) have been completed and as equipment becomes available.

(7) Ensure all employees are aware of the hazards associated with winter storm conditions and that safety training is conducted to specifically include employees assigned to snow removal.

e. Afloat Units: Afloat units at the WPNSTA Yorktown or Cheatham Annex pier will follow Alpha and Bravo personnel reporting criteria set forth by Commanding Officer, WPNSTA Yorktown for the Yorktown Subarea. Units that require exceptions to reporting criteria shall coordinate with SOPA (Admin) Yorktown Subarea by contacting the WPNSTA Yorktown CDO at numbers listed in enclosure (1).

14 Jan 03

7. Action

a. General

(1) COMNAVREG MIDLANT has overall authority and will set winter storm condition when appropriate in the Hampton Roads area in accordance with reference (c).

(2) COMNAVREG MIDLANT Watch Officer will immediately notify WPNSTA Yorktown CDO via telephone (see enclosure (1)).

(3) Public Works Officer, Navy Public Works Center Peninsula will implement reference (b) when winter storm condition has been set.

(4) COMNAVREG MIDLANT Public Affairs Officer (PAO) will announce winter storm condition has been set for the region to local media outlets and the Installation Commander will establish personnel reporting criteria. COMNAVREG MIDLANT PAO will coordinate regional media queries and will keep COMLANTFLT PAO informed of regional media reporting and interest.

(5) Commanding Officer, WPNSTA Yorktown or designated representative will determine personnel reporting criteria requirements for commands under his cognizance.

(6) PAO WPNSTA Yorktown or designated representative, having already received media access code words from area media outlets, will notify local media outlets concerning personnel reporting requirements. Inputs should be reported to media outlets no later than 2100 in order to make the 2200 and 2300 newscasts and no later than 0400 in order to make the 0600 newscast. It is important to ensure command name desired to appear on TV scrolls/radio announcements is correct. The installation PAO should monitor media announcements for accuracy and correct when necessary. Update the WPNSTA Yorktown severe weather work recording (887-7777/78) as conditions change.

(7) When winter storm condition is canceled, COMNAVREG MIDLANT will send out routine "stand down" message and all personnel will report for work on their next normal working day or shift. Media announcements will be discontinued by COMNAVREG MIDLANT when condition is canceled.

14 Jan 03

b. Miscellaneous

(1) Alpha personnel will work hours specified by parent command or activity.

(2) Bravo personnel may be dismissed from work by their parent command or activity.

(3) Establishments that provide health, comfort, or survival items for personnel residing on base or in government housing will remain open as deemed necessary by the Commanding Officer.

(4) Vehicular traffic on installations may be restricted to "essential vehicles only" during snow removal operations. Essential vehicles are defined as vehicles necessary for Alpha personnel, duty sections, and emergency vehicles to perform essential operations.

(5) Any person on foot normally authorized to enter the Station will be permitted entry.

(6) To facilitate snow removal operations, vehicle parking on installation streets may be prohibited, to include areas where parking is normally authorized.

(7) Snow removal vehicles will have the right of way over all vehicles except emergency vehicles. All other vehicles will give way to snow removal vehicles in the same manner accorded emergency vehicles.

c. Snow Removal at WPNSTA Yorktown

(1) Enclosure (2) designates overall priorities for snow removal onboard WPNSTA Yorktown. Enclosure (3) designates overall priorities for snow removal onboard Cheatham Annex. Requests for changes in priority and assignment of snow removal equipment shall be made to the Public Works Officer, Navy Public Works Center Peninsula.

WPNSTA YORKTOWNINST 3006.1A

14 Jan 03

(2) When the snow removal plan is implemented, Navy Public Works Center Peninsula will man a central phone, 887-4900 during normal working hours, to receive and coordinate calls for assistance.



K. L. SKUDIN

Distribution: (WPNSTA YORKTOWNINST 5216.2X)
Lists I,II and III

14 Jan 03

Winter Storm Condition Phone Directory

ORGANIZATION	PHONE NUMBER
WPNSTA Yorktown Severe Weather Recording	887-7777 887-7778
Command Duty Officer	897-5265
Assistant Command Duty Officer	897-5264
Disaster Preparedness	887-7790 887-7791
Self Help	887-4293
PWC Trouble Desk	887-4900
Security Dispatch	887-4676
Weapons Station Emergency	887-4911

**Television and Radio Stations Carrying WPNSTA Yorktown
Weather-Related Information**

Television Stations	Channel (COX)
WTKR (CBS)	3
WAVY (NBC)	10
WVEC (ABC)	13
WHRO (PBS)	15

Radio Stations	Frequency
WNIS	AM 790
WTAR	AM 850
WGH	AM 1310
WRVA	AM 1140
WPCE	AM 1400
WFOG	FM 92.9
WKOC	FM 93.7
WWDE	FM 101.3
WJQI	FM 94.9
WHRV	FM 89.5
WLTJ	FM 95.7
WROX	FM 96
WOWI	FM 103
WGH	FM 97.3
WHRO	FM 90.3
WNVZ	FM 104
WXEZ	FM 94
WNOR	FM 98.7
WAFX	FM 106.9
WCMS	FM 100.5
WSVY	FM 107.7
WXGM	FM 99.1

14 Jan 03

WPNSTA YORKTOWN SNOW AND ICE REMOVAL PLAN

(Road Clearance Priorities for WPNSTA Yorktown)

Priority #1

1. Main Road from Gate 1 to Fire Station Number 2
2. Access to Fire Station Number 2
3. Access to Headquarters Building (Bldg 1959)
4. Spring Road from Barracks Road to Bollman Road
5. Lee Road from Main Road to Wolf Road
6. Indian Field Road from Main Road to Mason Row
7. Mason Row
8. Kiskiack Road and Kiskiack Circle
9. Manley Road to the NAVSURFWARCENDIV IH DET Office building (Bldg 457)
10. Access roads to NAVSURFWARCENDIV IH DET Chemistry Lab and Explosive Processing Building
11. Required magazines and access roads (as designated by Ordnance and NAVSURFWARCENDIV IH DET)
12. Roosevelt Road and Pier
13. Access roads to Medical, Dental and NAVOPHTHALSUPTRACT buildings
14. Bollman Road from Spring Road to Old Williamsburg Road
15. Old Williamsburg Road from Gate 1 to Halstead Road
16. Halstead Road
17. Access to Fire Station Number 1
18. Shupper Road (Barracks and Galley access roads)
19. BOQ access road
20. Hamilton Redoubt, Garrison Way, Covenant Trace access roads, NEX, and Gym

14 Jan 03

WPNSTA YORKTOWN SNOW AND ICE REMOVAL PLAN
(Road Clearance Priorities for WPNSTA Yorktown)
Priority #2

1. Holm Road to Buildings 1833 and 1834
2. Access road to Building 430
3. Sharpe Road from Lee Road to ASW (Bldg 1456)
4. Access road to Building 1347
5. Access road to Building 1346
6. Old Williamsburg Road from Halstead Road to Lee Road
(intersection near the old Transfer Depot)
7. Wolf Road
8. Old Williamsburg Road from Wolf Road to Ringfield Road
9. Explosive Gate 13 to Ringfield Road
10. Turkey Road from Ringfield Road to Old Williamsburg
Road
11. Ringfield Road from Old Williamsburg Road to Felgates
Road
12. Felgates Road from Ringfield Road to Main Road
13. Priority list of magazines as required

14 Jan 03

WPNSTA YORKTOWN SNOW AND ICE REMOVAL PLAN

(Road Clearance Priorities for WPNSTA Yorktown)

Priority #3

1. Access road to buildings in the Industrial Area will be cleared at the discretion of the Disaster Preparedness Officer
2. Other magazines as required by Atlantic Ordnance Command Detachment Yorktown
3. Other roads as required

14 Jan 03

CHEATHAM ANNEX SNOW AND ICE REMOVAL PLAN

(Road Clearance Priorities for Cheatham Annex)

Priority #1

1. Main road (Sanda Ave) from Gate 1 to Supply Pier
2. Access to and around Security building (Bldg 109)
3. Access to and around Fire Station Number 3 (Bldg 119)
4. Access to and around Headquarters Building (Bldg 108)
5. Pier
6. Access to Officer Housing (Point St) and Junior Officer Housing ("F" St)
7. Access to and around Officer and Enlisted Quarters (off 4th St)
8. Access to and around dining facility
9. Access to and around Maintenance and Utilities building (Bldg 150)

14 Jan 03

CHEATHAM ANNEX SNOW AND ICE REMOVAL PLAN
(Road Clearance Priorities for Cheatham Annex)
Priority #2

1. Access to MWR cabins ("D" St)
2. Trailer Road to 4th Street
3. 1st Street
4. 2nd Street
5. Access to and around Water Filtration Plant (through Gate 11, prior to Parkway underpass, off Route 199)
6. "B" Street
7. "C" Street
8. "E" Street

14 Jan 03

CHEATHAM ANNEX SNOW AND ICE REMOVAL PLAN

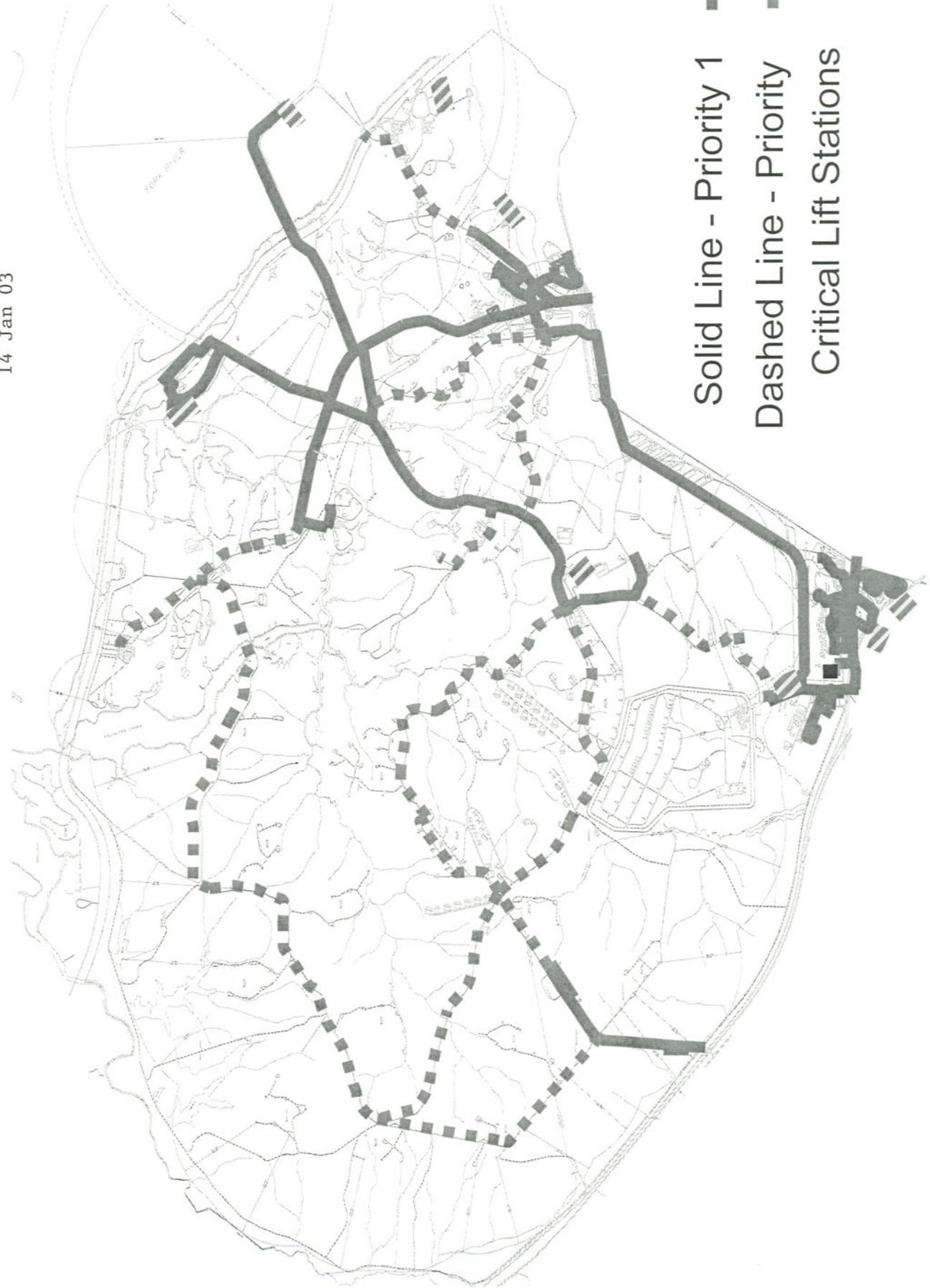
(Road Clearance Priorities for Cheatham Annex)

Priority #3

1. Access roads to buildings in the Industrial Area will be cleared at the discretion of the Disaster Preparedness Officer
2. Access to and around other buildings as required
3. Other roads as required

WPNSTA YORKTOWNINST 3006.1A

14 Jan 03



Solid Line - Priority 1

Dashed Line - Priority

Critical Lift Stations

