



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 19TH AIRLIFT WING (AMC)
LITTLE ROCK AIR FORCE BASE, ARKANSAS

30 November 2020

MEMORANDUM FOR ALL LITTLE ROCK AFB PERSONNEL

FROM: 19 AW/CC

SUBJECT: Inclement Weather Procedures at Little Rock AFB

1. Special report/release procedures have been created to ensure the safety of personnel and mission continuity during periods of inclement weather. As the Installation Commander, I may authorize the following based upon assessment of existing and/or forecast conditions:

a. **EARLY RELEASE:** Unit commanders and supervisors will release personnel who are non-mission essential in accordance with paragraph 4. Civilian employees under an approved telework agreement will be required to complete their work day in a telework status. All non-essential personnel will need to pick up their children from the Child Development Center (CDCs) and Youth Center.

b. **DELAYED REPORTING:** Delayed reporting applies to military and civilian personnel; personal leave will not be charged. Members are not expected to be at work until the delayed reporting time. The purpose of delayed reporting during hazardous weather conditions is to allow time for the roads and parking areas to be cleared and permit base personnel additional time for safe travel to their work center.

c. **MISSION-ESSENTIAL REPORTING:** Personnel identified by their commanders as mission essential or as identified in Civilian Position Descriptions are to report for duty (commanders are responsible to make this designation in advance). Civilian personnel identified as mission essential by their Position Description for Appropriated Fund employees, and the FSS Commander for Non-Appropriated Fund employees, are to report for duty. Service members not required to report will be placed on telephone standby until further notice. Civilian personnel not required to report, and not under an approved telework agreement, will be placed on administrative leave as granted by the installation commander. Only those children of mission essential personnel are allowed to be dropped off at the CDCs and Youth Center. (Mission Essential Personnel must submit a signed designation letter in advance to the CDC or Youth Center).

2. Information about base reporting postures will be distributed through multiple channels, including:

- a. Base-wide email or Commander's Call (during normal duty hours)
- b. Notification from supervisors
- c. Official Social media (Facebook/LRAFB App) and littlerock.af.mil
- d. On-base alerts: Marquee and Giant Voice
- e. HERKLINE: 987-HERC or 987-HERK
- f. AtHoc Installation Warning System Alerts
- g. Local Media

READY WARRIORS!

- (1) Channel 4, www.kark.com
- (2) Channel 7, www.katv.com
- (3) Channel 11, www.kthv.com
- (4) Channel 16, www.Fox16.com

h. In addition the following can be used for contingencies:

- (1) Recall Rosters (by phone or if necessary, in person)
- (2) Radios/LMRs

3. If there is confusion about reporting or release information, contact your supervisor, HERKLINE, LRAFB Facebook page, or www.littlerock.af.mil for clarification.

4. To reduce congestion at the gates and permit additional travel time for members with long commutes, supervisors will release non-mission essential members IAW the following (see Figure 1, Base Departure Procedures):

- a. Personnel living outside of the blue ring: released immediately after the early release order is issued.
- b. Personnel living outside the green ring: released 30 minutes after the order is issued.
- c. Personnel living inside the green ring: released one hour after the order is issued.

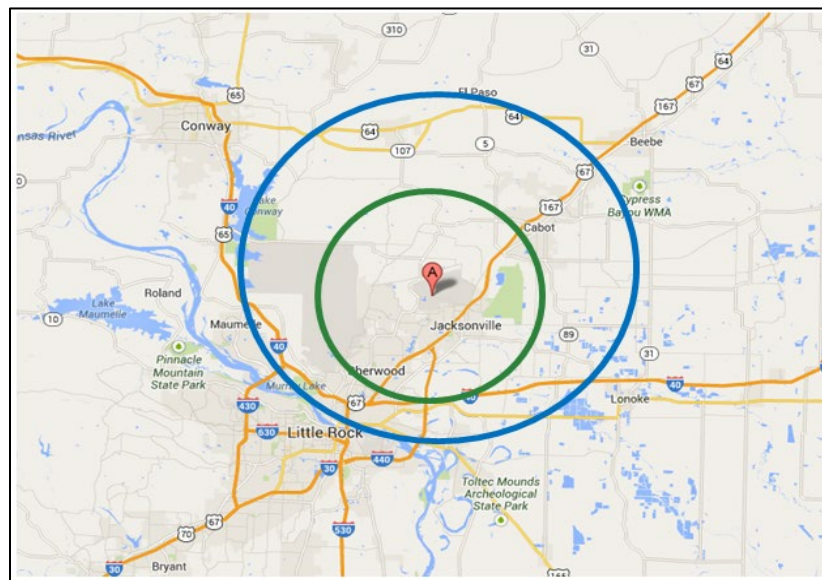


Figure 1, Base Departure Procedures

5. The Lighthouse Academy is in the Jacksonville/North Pulaski School District. If Jacksonville/North Pulaski schools are closed, the Lighthouse Academy will also be closed, even if the base is open. If the base is closed, but Jacksonville/North Pulaski schools are open, the Lighthouse Academy will follow the base and be closed.

6. Driving in extreme weather conditions can be very hazardous and caution must be taken. Maintain a safe speed and distance from the vehicle in front of you. One rule of thumb is that under ideal conditions, you should maintain at least one car length of spacing for every 10 mph increment (i.e. if you are travelling 40 mph, you should maintain at least 4 car lengths). If road conditions are poor, you should maintain 3-4 car lengths for every 10 mph increment. Bridges and overpasses often ice over even when roads are not slick and black ice can be invisible to drivers. When poor driving conditions are suspected call the Arkansas Road Condition Hotline (501-569-2374 or 1-800-245-1672) or go online to (www.idrivearkansas.com) to receive up to the minute updates on area road conditions. Snow chains are a useful tool, but be advised that they are not allowed on LRAFB roads.

7. When off-base report all emergencies via 911, including all vehicle accidents, medical emergencies, off-road entrapments or other weather-related incidents. For on-base reporting call the following: fire or medical emergencies 911; power outages 987-6553; vehicle accidents 987-3221; building damage 987-6554. Facility Managers and supervisors should consult the Snow and Ice Control Plan (LRAFB 032-12) prior to and during severe winter weather. Routine service calls should not be made until daily operations are resumed.

8. Team Little Rock Airmen reside across a wide geographic area and in some cases, conditions near their residence/travel route may be significantly different than those on base. If LRAFB is on normal or delayed reporting and you assess that conditions in your area are unsafe for travel, do not force yourself into an unsafe situation. Notify your chain of command immediately.

9. I will make every effort to announce implementation of inclement weather procedures at the earliest possible time. However, hazardous weather can occur with virtually no notice. Therefore, all Team Little Rock Airmen must be familiar with this policy and be prepared to execute. Use risk management principals to develop a safe plan: assess the situation, take action to mitigate/eliminate risk, communicate with your leadership, family, or a wingman, and decide to continue or knock it off. Any questions can be directed to 19th Airlift Wing Occupational Safety Section, 987-3290.

JOHN M. SCHUTTE, Colonel, USAF
Commander