



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY SUSTAINMENT COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND IL 61299-6500

AMSAS-CG

MAY 31 2017

MEMORANDUM FOR All Rock Island Arsenal Commands, Tenant Organizations, and Residents

SUBJECT: Rock Island Arsenal (RIA) Policy on All Hazards Notification Process – RIA Policy # 525-27

1. References:

- a. RIA Regulation 525-27 (All Hazards Notification Process), 04 November 2016.
- b. AR 600-20 (Army Command Policy), 06 November 2014.
- c. AR 690-11 (Use and Management of Civilian Personnel in Support of Military Contingency Operations), 26 May 2004.
- d. Department of Defense (DOD) Directive Number 1200.7 (Screening the Ready Reserve), 18 November 1999.

2. Applicability. This policy is applicable to all Rock Island Arsenal Commands, Tenant Organizations, Military members, Department of the Army (DA) Civilians, RIA Contractors and Family members.

3. General. DA and the U.S. Army Sustainment Command (ASC) are dedicated to the health, well-being, safety and security of Military Members, DA Civilians, RIA Contractors, Family members and visitors. To this end, RIA has developed and implemented an All Hazards Notification Process. This process uses a community-based, all hazards approach to disaster management. It is a collaboration with RIA and emergency management professionals from the Quad Cities (local, county, state and federal agencies). This collaboration has improved RIA capabilities to prepare for and respond to any and all hazards, which may affect RIA.

4. Policy Statement. The Senior Commander, in consultation with the Garrison Commander, is the deciding official in delaying employee arrival or closing the Installation during an all hazards event or incident. The RIA may change its operating status prior to, during, and/or after periods of a hazard situation, whether it is inclement weather or a terrorist event. This policy sets forth guidance and procedures for notifying the RIA workforce of impending hazards on and/or around the Installation. Paragraph 1, references, outlines methods of evaluation and communication of these changes to Military Members, DA Civilians, RIA Contractors and Family members. The

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RIA Commands, Organizations, Agencies and Tenant Units are expected to abide by the Senior Commander's decision regarding Installation operating status.

5. The Senior Commander's authority over the Installation derives from the Chief of Staff, Army (CSA) and Secretary of the Army's (SecArmy) authority over Installations. AR 600-20, paragraph 2–5, Command of installations, activities and units, b. (1): Command of Army Installations is exercised by a Senior Commander (SC). The SC is designated by senior Army leadership. This is a direct delegation of command authority for the installation to the SC. The SC's command authority includes all authorities inherent in command including the authority to ensure the maintenance of good order and discipline for the Installation.

6. Key and Essential Personnel: DOD Directive Number 1200.7 and AR 690-11 define a key position as, "A Federal position that shall not be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively."

a. Organization and Unit plans must identify Military and Civilian employees who may be required to return to their place of duty/employment and identify possible resources to accomplish critical work should a hazard situation occur.

b. Employees occupying positions that are essential to Agency operations in closure situations must be identified and designated by activity Commanders and Directors.

7. The Directorate of Plans, Training, Mobilization & Security (DPTMS) Emergency Manager, the Directorate Emergency Services (DES) Law Enforcement Duty Officer and the Directorate Public Works (DPW) Operations and Maintenance Supervisor will monitor the weather situation both on post and in the local communities. Based on collected data concerning deteriorating weather and road conditions, both on and off post, the DPTMS will initiate a 6-way conference call between the Garrison Commander, the Deputy Garrison Commander, the DES Law Enforcement Duty Officer, the DPW Operations and Maintenance Supervisor, the Garrison Public Affairs Officer and the ASC G-3/5/7 to discuss the situation and develop courses of action using the teleconference line 309-782-6000, code 6040.

a. The Garrison Commander will provide the Senior Commander a recommendation to issue a "delayed reporting", "do not report" or "early release" message.

b. Following the SC's decision, the Garrison Commander will direct DPTMS to document the workforce instructions in WebEOC and disseminate the weather call decision via all available communications means.

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8. The following RIA notification systems will be used to inform the community of an impending hazard (man-made or natural) and to provide mitigation instructions:


- a. AtHoc Mass Warning and Notification Systems (text, email, phone).
- b. U.S. Army Garrison (USAG) RIA inclement weather page on the USAG RIA website.
- c. USAG RIA Facebook pages.
- d. Organizational staff duty emails/phone calls.
- e. Island-wide workforce notification emails.

9. The following Garrison functional areas will continue to provide essential services during RIA Base Operations curtailment(s):

- a. USAG RIA Directorate of Plans, Training, Mobilization & Security (Command and Control).
- b. USAG RIA Directorate of Emergency Services (Police, Fire and Guard functions).
- c. USAG RIA Directorate of Public Works (snow, ice and debris removal).
- d. USAG RIA Child, Youth and School Age Services (until all children are received by a parent or guardian).
- e. The Defense Commissary Agency and the Army Air Force Exchange Service hours of operation will be determined based on consultation between the Garrison Commander and Facility Managers.

10. USAG RIA Organizational Inclement Weather Operational Impact status can be found at: http://www.usagria.army.mil/sites/Inclement_Weather/dsp_main.cfm.

11. The point of contact for this policy is the USAG RIA DPTMS at 309-782-2336 or email at: usarmy.RIA.imcom-central.mbx.usag-eoc@mail.mil.


EDWARD M. DALY
Major General, USA
Commanding