



DEFENSE INSTITUTE OF SECURITY ASSISTANCE MANAGEMENT

2475 K STREET

WRIGHT-PATTERSON AIR FORCE BASE, OHIO 45433-7641

1 February 2014

MEMORANDUM FOR DISAM STUDENTS AND STAFF

SUBJECT: DISAM Inclement Weather Policy

1. This letter describes DISAM'S policy as it pertains to our response to inclement weather conditions. The letter cannot cover all of the variables that may materialize in response to weather.

2. If a decision such as an early release is made during normal duty hours, it is transmitted to all base organizations via phone calls, emails, text messaging and pop-up messages. Notification will be as described in WPAFBI 36-802, Release of Personnel Due to Hazardous Weather or Emergency Conditions. During normal off-duty time, decisions such as delayed arrival or base closure will be transmitted via radio television or web site announcements. A list of radio and television stations is listed in paragraph 3 below. You may also find them at:

<https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c6925EC1926D70FB5E044080020E329A9&channelPageId=s6925EC1355760FB5E044080020E329A9&programId=t6925EC303DFF0FB5E044080020E329A9/>

<https://www.my.af.mil/gcss-afbvpcp/USAF/AFP40/d/s6925EC1355760FB5E044080020E329A9/Files/editorial/Hazardous%20Weather%20Letter%20-%202013.pdf>

3. The standard public news release will state:

"Wright-Patterson Air Force Base": (plus the portions in quotations in a, b, and c below)

a. Wright-Patterson AFB is closed. Employees are excused from duty today, except those personnel who are designated base-essential. Base essential employees must use Gates 1A, 12A and 19B.

In this case there will be no classes. Students, faculty and staff should not report to DISAM.

b. Wright-Patterson AFB employees are on a _____ (i.e., 1, 2, 3 or 4) hour delay from normal reporting time this morning, except those personnel who are designated base essential. Base essential personnel who are still required to report for duty must use Gate 1A, 12A or 19B. All other gates will be delayed in opening by _____ (i.e., 1, 2, 3 or 4) hours.

In this case:

- Classes will start as scheduled.
- Students should report as scheduled.
- Buses will pick up as scheduled.

Faculty scheduled for class will report as scheduled, if they can safely do so. If not, the faculty member will contact a qualified instructor on the recall roster that can safely arrive in time to teach the designated course. All other employees who can safely report to DISAM at their nonnal time, or shortly thereafter, are expected to do so. Employees are expected to depart their residence at their normal time; however, they may arrive up to the number of hours in the base notice after their nonnal start time with no charge to leave in order to safely arrive at DISAM.

c. *"employees are authorized an early departure beginning at _____ local today, except for personnel designated base essential."*

DISAM management will notify the class manager of the time that class will dismiss. Classes will end at the hour designated by DISAM management. All students, faculty, and staff are released from duty at that time.

3. WPAFB closings and delays will normally be reported on the following radio-television stations:

a. FM Radio Stations: WCDR (90.3), WYSO (91.3), WVXU (91.7) WROU (92.1), WCOL (92.3), WOFX (92.5), WGTZ (92.9), WFCJ (93.7), WVMX (94.1), WDKF (Kiss 94.5), WZLR (Eagle 95.3), WHIO (95.7), WBNS (97.1), WNCI (97.9), WHKO (K99.1), WLQT (99.9), WEBN (102.7), WDHT (102.9), WTUE (104.7), WDSJ (106.5), WMMX (107.7).

b. AM Radio Stations: WKRC (550), WTVN (610), WONE (980), WGNZ (1110), WCOL (1230), WHIO (1290), WIZE (1340), WING (1410), WBNS (1460), WBZI (1500).

c. Television Stations: WHIO-TV Channel 7 (CBS Dayton), WDTN-TV Channel 2 (NBC Dayton), WKEF-TV Channel 22 (ABC Dayton), WRGT-TV Channel 45 (FOX Dayton), WKRC-TV Channel 12 (CBS Cincinnati), WBNS Channel 10 (CBS Columbus)

d. Base status information is posted online at the following public, off-base website, <http://www.wpafb.af.mil/>. Additionally, base status information can be obtained by calling (937) 656-SNOW (7669).

e. WPAFB Alerts & Notices (Self-Subscription Service) are posted online at the following website <https://lava.wpafb.af.mil/installation-messa ges/ManageSubscriptions .asp>.



RONALD H. REYNOLDS, DPA; GS-15
Commandant