



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 3440.5K
G-4

06 MAR 2001

DEPOT ORDER 3440.5K

From: Commanding General
To: Distribution List

Subj: COLD WEATHER PROTECTIVE MEASURES

Encl: (1) Action Required Under Freezing Conditions
(2) Action Required Under Extreme Weather Conditions
(3) Standard Press Releases for Extreme Weather Conditions

1. Situation. The coldest weather in this region normally occurs during the months of December, January, and February. During this period, freezing and extreme weather conditions (freezing with precipitation) may be expected.

a. During freezing weather, insufficient heating of certain portions of buildings may cause pipes and containers to freeze and burst, thereby rendering inoperable existing fire protection systems. Places where "freeze-ups" are most likely to occur are in concealed spaces of walls or above false ceilings, roofs, and in blind attics, at large open doorways such as truck entrances, at entry ways, and in spaces under buildings.

b. Water pipes, liquid containers, and fire extinguishing apparatus will not become damaged or inoperable unless the temperature falls to 28 degrees Fahrenheit and remains there in excess of 10 hours. Temperatures below 28 degrees Fahrenheit can cause severe damage in a short period of time.

c. Freezing or near-freezing temperatures, coupled with precipitation (extreme weather conditions), may result in ground icing conditions. This condition could cause injury to personnel through slipping or skidding on icy sidewalks, steps, streets, highways, and bridges. This icing will hinder or preclude vehicular and pedestrian traffic on the Depot and the movement of military and civilian personnel and supplies outside of Parris Island.

2. Cancellation

a. DepO 3440.5J.

b. Summary of Changes. This revision contains a number of

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changes, which requires it to be reviewed in its entirety. The major modifications to this Order are as follows:

(1) Inclusion of social media weather condition announcements and news for reporting to work

(2) Removal of the task for Provost Marshal Office (PMO) to drive through Housing with a loud speaker to announce freezing conditions

(3) Specification of "Tier 1 - Mission Essential" civilian personnel to ensure the terminology coincides with the language used in designation letters issue to civilian employees

3. Mission. This Order prescribes actions for individuals and organizations of this Depot to take in order to prevent injury to personnel and damage to property in the event of freezing or extreme weather conditions.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. To ensure all Depot personnel take appropriate action in order to mitigate the effect of cold weather on Depot Operations.

b. Subordinate Element Missions

(1) Commanding Officers

(a) Take appropriate actions in accordance with enclosure (2) to ensure all personnel within your command are notified of freezing or extreme weather condition.

(b) Ensure mission essential personnel rosters are updated quarterly.

(2) Assistant Chief of Staff (AC/S) G-1, Manpower.

(a) Take appropriate actions in accordance with enclosure (2).

(b) Maintain the Depot mission essential personnel rosters and ensure they are updated quarterly.

(3) Assistant Chief of Staff (AC/S) G-3, Operations and Training

(a) During normal working hours from the first of December through the end of February, obtain a daily weather forecast. If a cold weather condition exists or will exist, within the next 24 hours, make a recommendation to the CG or CoS regarding early release or delayed reporting.

(b) Take appropriate action in accordance with enclosures (1) and (2).

(4) Assistant Chief of Staff (AC/S) G-4, Installations and Logistics. Take appropriate actions in accordance with enclosure (1) and (2).

(5) COMMSTRAT. Prepare press releases and update Depot social properties regarding freezing or extreme weather conditions per enclosures (2) and (3).

(6) General and Special Staff Officers

(a) Take appropriate actions in accordance with enclosure (2) to ensure all personnel within your command are notified of freezing or extreme weather conditions.

(b) Ensure mission essential personnel rosters are updated quarterly.

(7) Depot Command Duty Officer. On weekends and holidays, from the first of December through the end of February, obtain the weather forecast from the weather forecaster, Marine Corps Air Station (MCAS) Beaufort (telephone 843-228-7904/7927). For a forecast of impending freezing or extreme weather conditions make recommendations to the Chief of Staff (COS) regarding the implementation of those actions prescribed by enclosure (1), (2) and (3).

a. Coordinating Instructions

(1) Freezing and extreme weather conditions will be set by Frost Call from the AC/S G-3, Operations and Training, in accordance with enclosures (1), (2) and (3), and announced to all occupants of quarters by Ad Hoc, Giant Voice, and social media.

(2) Freezing and extreme weather conditions are automatically terminated the following morning without further announcement or Frost Call, unless temperatures are expected to remain at 28 degrees Fahrenheit or below for an extended period. In the event weather forecasts indicate that an extended cold period will prevail, a Frost Call will be made via AdHoc, Giant Voice, and social media announcing, "Attention: Continue precautions for freezing/extreme weather conditions".

(3) Conditions that warrant the use of civilian news and social media to inform military and civilian personnel of adjusted working hours will be accomplished using the appropriate press release from enclosure (3).

5. Cold Weather Warning Conditions. Freezing and extreme weather conditions require special precautionary measures as set forth in enclosures (1) and (2). Warning conditions are established below:

a. Freezing - Condition 1-D. Overnight temperature is expected to drop at or below 28 degrees Fahrenheit for less than 10 hours without precipitation or hazardous icing. Freezing precautions required, proper procedures are located in enclosure (1).

b. Freezing - Condition 1-C. Overnight temperature is expected to drop at or below 28 degrees Fahrenheit for more than 10 hours

without precipitation or hazardous icing. Freezing precautions required, proper procedures are located in enclosure (1).

c. Extreme Weather - Condition 1-B. Overnight temperature at or below 32 degrees Fahrenheit with precipitation. Extreme weather precautions are required, proper procedures are located in enclosure (2).

d. Extreme Weather - Condition 1-A. Overnight temperature is expected to drop at or below 28 degrees Fahrenheit or lower with precipitation. Freezing and extreme weather precautions are required, proper procedures are located in enclosures (1), (2), and (3).

5. Administration and Logistics. Directives issued by this Command are published and distributed electronically via the Adjutant's Office (Central Files).

6. Command and Signal

a. Command. This Order is applicable to all individuals and organizations on the Marine Corps Recruit Depot, Parris Island.

b. Signal. This Order is effective upon the date signed.


J. L. NETHERCOT

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ACTION REQUIRED UNDER FREEZING CONDITIONS (1D, 1C, or 1A)

1. Assistant Chief of Staff G-3, Operations and Training will arrange for announcement of "Weather Condition Set" via Ad Hoc, Giant Voice, and Depot social media outlets.
2. Assistant Chief of Staff G-4, Installation and Logistics (I&L) will arrange for:
 - a. The Facilities Maintenance Engineer Officer to take the following actions:
 - (1) Drain standpipes at all lift stations and utility plants.
 - (2) Shut off water and drain all wash racks, gang faucets, and isolated buildings as deemed necessary.
 - b. The Public Works Officer will advise civilian contractors to take necessary measures against freezing weather.
3. Commanding Officers and Staff Officers having custody of buildings and quarters occupants, will:
 - a. Maintain temperatures of 65-68 degrees Fahrenheit in all occupied buildings that have individual controls available.
 - b. Ensure unoccupied buildings are maintained at a temperature of 55 degrees Fahrenheit where individual controls are available.
 - c. Request Depot Public Works Division, Operations (extension 2273/4654), at earliest possible time, to shut off water supply in all buildings or structures that are unoccupied.
 - d. Drip all faucets inside unheated buildings, buildings equipped with manually controlled heaters, or structures that will not be continually occupied and all outside faucets at a slow steady rate.
 - e. Disconnect and drain all garden hoses.
 - f. Move into heated buildings all portable, water-type fire extinguishers located outside or on porches of buildings. Extinguishers will be tagged to ensure return to proper locations. In addition, a tag will be placed in a conspicuous place at the correct locations, stating the temporary area in which the extinguisher is placed.
 - g. Ensure adequate steps are taken to properly prepare buildings that might not normally be occupied or monitored during the expected freezing period. This includes unoccupied public quarters or such quarters where the occupants may not be present due to leave, etc.

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ACTION REQUIRED UNDER EXTREME WEATHER CONDITIONS (1B)1. Assistant Chief of Staff G-3, Operations and Training

a. In coordination with the Assistant Chief of Staff G-1, Manpower, make recommendations to the Chief of Staff concerning release of information and instructions regarding military and civilian personnel delayed reporting for work or their early release from work, the closing of the Depot Childhood Development Center (CDC), and Recruit Training Regiment outposting.

b. Coordinate with the Assistant Chief of Staff G-4, Installation and Logistics, regarding vehicle and pedestrian safety precautions on the Depot.

2. Assistant Chief of Staff G-1, Manpower:

a. In the event a decision is made to suspend work, distribute a confirmation order signed by the Chief of Staff to all general and special staff sections and organizations employing civilian personnel.

b. Request assistance as necessary from the Commanding Officer, Marine Corps Air Station (MCAS), Beaufort, to inform Depot personnel who reside in Laurel Bay concerning their reporting for work.

c. Coordinate with the Commanding Officer, MCAS Beaufort and Navy Medicine Readiness and Training Command (NMRTC) Beaufort, concerning consistent policy for civilian employees.

d. Coordinate with the Communication Strategy Officer regarding the release of information and announcement through local newspapers, radio, television, and social media as addressed in enclosure (3).

3. Assistant Chief of Staff G-4, Installation and Logistics: Arrange for the Facilities Maintenance Engineer Officer to sand or spread rock salt on bridges, roads and walkways when recommended by the Assistant Chief of Staff G-3, Operations and Training.

4. Commanding Officer, Headquarters and Service Battalion: Furnish a 20-man working detail to the Public Works Division when requested, for use in the sanding and rock salting of walkways and streets.

5. Communication Strategy Officer: Upon notification from the Assistant Chief of Staff G-1, Manpower that an extreme weather condition exists, ensure Depot social properties provide up-to-date information on Depot decisions and resources related to the weather event. Military and civilian employees may also access the Depot website at <https://www.mcrdpi.marines.mil> for weather information and updates.

6. Commanding Officers, General and Special Staff Officers Having Civilian Employees:

a. Maintain a roster of all Tier 1 - Mission Essential personnel to facilitate recall for emergencies during severe weather conditions and assure these personnel are aware of their requirement to be available to report for work.

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b. Advise civil service and non-appropriated employees that in situations in which severe weather conditions arise during non-working hours, they should refer to their designation letter for assigned category, contact their immediate Supervisor, and access the Depot website as named in paragraph 5 above for instructions.

7. Military personnel will be made aware that instructions regarding reporting for duty will be contained in announcements made over local radio stations.

STANDARD PRESS RELEASES FOR EXTREME WEATHER CONDITIONS

1. When an emergency situation develops, it is essential that all military personnel and civilian employees receive prompt and clear information as to the effect the emergency situation will have on their work status.

2. The following standard releases are for use in making announcements for broadcasts by radio, TV, and social media:

a. Due to severe weather conditions, military personnel residing off the Depot and civilian employees not designated as Tier 1 - Mission Essential are not to report for duty on (date). Tier 1 - Mission Essential civilian employees will report for work on their normal schedule.

b. Due to severe weather conditions, the Marine Corps Recruit Depot, Parris Island, South Carolina, is delaying commencement of working hours for all military personnel residing off the Depot and civilian employees not designated as Tier 1 - Mission Essential. Unless otherwise notified, all military and civilian personnel are required to report to work by (time).

c. The Marine Corps Recruit Depot, Parris Island, South Carolina, has announced that in view of improved weather conditions, all military personnel and civilian employees are directed to report to work by (time).

d. Although limited emergency weather conditions exist, the Marine Corps Recruit Depot, Parris Island, South Carolina, has announced that all military and civilian personnel are expected to report to work as normally scheduled