



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

DepO 3440.5J
G-3

08 MAR 2011

DEPOT ORDER 3440.5J

From: Commanding General
To: Distribution List

Subj: COLD WEATHER PROTECTIVE MEASURES

Ref: (a) Depot Order P5000.16
(b) Depot Order 2000.1C

Encl: (1) Actions Required during Frost/Freeze Warning
(2) Actions Required during Freezing Precipitation
Advisory/Warning and Light to Moderate Snow Advisory
(3) Standard Press Release Examples
(4) List of Local TV/Radio Stations

1. Situation

a. General

(1) The coldest weather in this region normally occurs during the months of December, January, and February. During this period, the potential exists to receive the various types of cold weather listed in paragraph 5 of this order and in reference b.

(2) During periods of cold 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.

(3) 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.

(4) Freezing or near freezing temperatures, coupled with precipitation, may cause ground icing conditions. These types of conditions could cause injury to personnel through slipping or skidding on icy sidewalks, 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.

b. Specific Cold weather conditions. Freezing conditions and freezing conditions with precipitation require special precautionary measures and the measures that will be required to be put into effect on Parris Island are outlined at enclosures (1) and (2). Specific cold weather conditions that are applicable are described below and can be found in reference b.

(1) Frost/Freeze Warning. This condition will exist at any time temperatures are forecasted to fall below 32 degrees fahrenheit.

(2) Hard Freeze Warning. The condition will exist when temperatures are forecast to be below 32 degrees fahrenheit for more than 24 hours or the temperature is forecast to fall below 20 degrees fahrenheit.

(3) Freezing Precipitation Advisory. This condition will exist when temperatures are forecasted to be 32 degrees fahrenheit or lower with an accumulation of up to one fourth inch of ice or snow.

(4) Freezing Precipitation Warning. This condition will exist when temperatures are forecasted to be 32 degrees fahrenheit or lower with an accumulation of ice or snow greater than one fourth inch.

(5) Light to Moderate Snow Advisory. This condition will exist when temperatures are forecasted to be 32 degrees fahrenheit or lower with an accumulation of up to 1" of snow in 12 hours; or up to 2" of snow in 24 hours.

2. Cancellation. DepO 3440.5H

3. Mission. Marine Corps Recruit Depot/Eastern Recruiting Region will prepare for cold weather conditions during the months of December, January and February and on occasions outside these specific months when cold weather conditions persist in order to prevent damage to facilities and to ensure the safety of all MCRD/ERR personnel.

4. Execution

a. Commander's Intent. Omitted.

b. Concept of Operations

(1) Cold weather condition warnings and/or advisories will be disseminated by the Assistant Chief of Staff Operations and Training (AC/S, G-3). Cold weather condition warnings/advisories will come directly from the METOC section located at MCAS, Cherry Point, N.C. and will be recorded in the Emergency Operations Center (EOC) at MCRD, Parris Island. The EOC which is manned 24 hours/day with either personnel from the AC/S, G-3 or the MCRD PI, Command Duty Officer (CDO); will upon receipt of a cold weather condition warning or advisory contact the AC/S, G-3 for the decision to disseminate the warning/advisory to MCRD Parris Island personnel via Frost Call/All-Hands e-mail. If directed, the Provost Marshal Office will deliver the information to all occupants of housing via a vehicular mounted public announcement system.

(2) Cold weather condition warnings and/or advisories will be automatically terminated the following morning without further announcement, All-Hands e-mail or Frost Call. If the temperatures remain 32 degrees fahrenheit or below for an extended period, additional announcements, all-hands email and/or frost call will be again issued to advise all personnel to continue precautions for freezing/extreme cold weather conditions.

(3) Conditions may warrant the necessity to use civilian news media to inform military and civilian personnel of adjusted working hours. Enclosure (3) is one example of an appropriate press release that will be used by the Public Affairs Office (PAO) for release to local TV/Radio Stations (enclosure 4). The PAO will seek approval for the release of the Press Release from the Chief of Staff or the AC/S, G-3.

c. Tasks

(1) Assistant Chief of Staff, Operations and Training (G-3)

(a) From 1 December to 28 February obtain a daily weather forecast.

(b) If a cold weather condition exists/will exist or upon notification from the Cherry Point METOC Section of such a

condition prepare to disseminate information pertaining to the particular warning/advisory.

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

(2) Assistant Chief of Staff, Installation and Logistics (G-4)

(a) Ensure an adequate supply of rock salt and sand is on hand prior to 1 December of each year.

(b) Identify buildings that do not have an adequate heat source.

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

(3) Provost Marshal Officer (PMO)

(a) When directed, conduct a vehicular public announcement of a cold weather condition warning/advisory in all base housing areas.

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

(4) Public Affairs Officer (PAO)

(a) Conduct liaison with local TV/Radio Stations prior to 1 December

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

(5) Commanding Officers and other General and Special Staff. Take appropriate action in accordance with enclosures (1) and (2).

(6) Depot Officer of the Day

(a) On weekends from 1 December to 28 February, obtain a weather report from the Cherry Point METOC Section, telephone number is 252-466-2346.

(b) Implement actions at enclosure (1) upon receipt of a cold weather warning/advisory and upon consultation with the AC/S, G-3.

(c) Implement actions at enclosure (2) upon receipt of a Cold weather warning/advisory and upon consultation with the G-3.

d. Coordinating Instructions

(1) Detailed task lists for cold weather conditions are at enclosures (1) and (2).

(2) Example Public Affairs notifications are at enclosure (3)


(3) TV/Radio Stations to be notified are at enclosure (4).

5. Administration and Logistics. See enclosures (1) and (2) for detailed tasks to be completed by each command and staff section to adequately prepare for cold weather conditions.

6. Command and Signal.

a. The AC/S, G-3 is the sponsor of this order at extension, 2543.

b. All information pertaining to cold weather conditions will be disseminated from the EOC.


R. L. GRABOWSKI
Chief of Staff

DISTRIBUTION: A

ACTIONS REQUIRED DURING FROST/HARD FREEZE WARNING

1. Assistant Chief of Staff, Operations and Training (G-3)

a. If required coordinate with PMO to conduct vehicular public announcements pertaining to the respective Cold weather condition.

b. If required coordinate with PAO and direct them to prepare a press release applicable to the respective Cold weather condition to ensure that the military and civilian work force is informed.

2. Assistant Chief of Staff, Installation and Logistics (G-4)

a. Direct the Facilities Maintenance 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.

(3) Advise civilian contractors to take necessary measures against freezing weather conditions.

(4) Coordinate with Tri-Command Housing to ensure all unoccupied living quarters are prepared for the announced Cold weather condition.

3. Commanding Officers and other General and Special Staff

a. Maintain temperatures of 65-68 degrees Fahrenheit in all occupied buildings that have individual controls.

b. Ensure unoccupied buildings are maintained at a temperature of 55 degrees Fahrenheit where individual controls are available.

c. Request Facilities Maintenance Division of the G-4 (Ext. 3145/2273) 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 all portable water-type fire extinguishers located outside indoors into a heated building. Ensure these extinguishers are returned to their permanent location at the end of the cold weather condition.

ACTIONS REQUIRED DURING FREEZING PRECIPITATION ADVISORY/WARNING
AND LIGHT TO MODERATE SNOW ADVISORY

1. Assistant Chief of Staff, Operations and Training (G-3)

a. Execute the tasks listed at enclosure (1).

b. Coordinate with the Commanding Officers, Assistant Chief of Staff, Manpower (G-1) and the Director, Marine Corps Community Services in order to make recommendations to the Chief of Staff concerning release of information and instructions regarding military and civilian personnel reporting for work or early release from work, the closing of the Depot Child Care Center and if any modifications to the recruit training schedule/recruit graduation are required.

c. Coordinate with the Assistant Chief of Staff, Installation and Logistics (G-4), Depot Safety Officer and the Provost Marshal regarding vehicle and pedestrian safety precautions on the Depot.

d. Coordinate with the Public Affairs Officer concerning the release of an applicable press release.

e. Coordinate with MCAS, Beaufort and Naval Hospital Beaufort to develop a consistent policy pertaining to civilian employees.

f. Coordinate with MCAS for the notification of MCRD personnel residing at the Laurel Bay Housing Areas.

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

a. Execute the tasks listed at enclosure (1).

b. If a decision is made to suspend work, prepare and distribute a confirmation order signed by the Chief of Staff to all Commands, and General and Special Staff Sections that employ civilian personnel.

3. Assistant Chief of Staff, Installation and Logistics (G-4)

a. Execute the tasks listed at enclosure (1).

b. Direct Facilities Maintenance Officer to either use sand or salt on bridges, roadways and walkways when required.

c. Request a 20 man working party from H and S Battalion.

4. Public Affairs Officer

a. Upon notification and approval by the Chief of Staff or Assistant Chief of Staff, Operations and Training (G-3) contact the Radio/TV Stations listed at enclosure (4) in order to release the approved press release pertaining to the Cold Weather Situation aboard Parris Island.

b. Ensure the information will be broadcast between the hours of 0500 and 0730 and thereafter at regular intervals or until the cold weather condition is suspended.

5. Commanding Officer, Headquarters and Service Battalion.

Assemble and provide a 20 man working party and have them report to the Assistant Chief of Staff, Installation and Logistics (G-4) when ordered.

6. Commanding Officers and General and Special Staff Officers

a. Maintain a roster of all personnel to facilitate call-in for emergencies during cold weather conditions and assure these personnel are aware of their requirement to be available to report to work.

b. Advise civilian employees that in situations in which Cold weather conditions arise during non-working hours that they should tune into one of the Radio/TV Stations listed at enclosure (4) for instructions.

c. Advise civilian employees that they will be excused from their work when a cold weather condition is determined to be severe enough that normal work schedules cannot be maintained provided they are:

(1) Actually on duty at the time of the dismissal.

(2) Excused from duty at the time of dismissal (or at the beginning of the workday) with the expectation that they will return to duty before the end of the workday when the cold weather condition lessens.

(3) Excused from duty at the beginning of the workday for the entire workday.

d. Ensure all military personnel are aware that instructions regarding reporting for duty will be contained in announcements made over the Radio/TV Stations listed at enclosure (4).

STANDARD PRESS RELEASES EXAMPLES

1. When a cold weather condition develops it is essential that all personnel, military and civilian receive prompt and clear information as to the effect the condition will have on their work status.

2. The standard press releases listed below are examples of announcements that will be broadcast if required. Personnel should turn to one of the media outlets listed at enclosure (4).

a. Due to cold weather conditions, military personnel residing off the Depot and civilian employees of MCRD, Parris Island, SC are not to report for duty on (date). Civilian employees will remain in an "on-call" status and must report for emergency assignments upon notification.

b. Due to cold weather conditions, MCRD Parris Island is delaying commencement of working hours for all military and civilian employees residing off of the Depot unless otherwise notified. All military and civilian personnel are required to report to work by (time).

c. MCRD, Parris Island has announced that in view of improved cold weather conditions, all military and civilian employees are directed to report to work by (time) on (date).

d. Although cold weather conditions exist, MCRD, Parris Island military and civilian employees are expected to report to work as normally scheduled.

LIST OF LOCAL TV/RADIO STATION

1. The Public Affairs Officer will, upon notification from the Assistant Chief of Staff, Operations and Training (G-3), that an extreme cold weather condition exists, will make liaison with more than 15 TV/Radio stations spanning from Charleston to Savannah and as far inland as Columbia, SC. Some of these stations include; the NBC, ABC, CBS and FOX affiliates in Charleston, Columbia and Savannah; WYKZ 98.7 FM (Beaufort); WTKS AM (Savannah); and HHI TV-CH 3 (Hilton Head).

2. The Public Affairs Officer (PAO) will communicate one of the example messages at enclosure (3) or an appropriate message applicable to the specific cold weather condition approved by the Assistant Chief of Staff Operations and Training (G-3). The detailed list of TV/Radio Stations with POC's that will be contacted is listed below:

- a. WYKZ 98.7-The River: Mark Robertson; mark@987theriver.com
- b. Charleston WCSC (CBS 5): wscdesk@wcsc.com
- c. Clear Channel Radio: brianmudd@clearchannel.com; jwturner@clearchannel.com
- d. Columbia Radio Group (Columbia media): jilt@columbiaradiogroup.com
- e. FOX 102 Columbia: Michelle Alston; malston@innercitysc.com
- f. HHI TV Ch 3 Hilton Head Island: tjenkins@whhitv.com
- g. SC Radio Network: Michael Brown; mpbrown@southcarolinaradionetwork.com
- h. WCBD-TV 2 Charleston NBC: news@wcbd.com; slewis@wcbd.com
- i. WCIV (NBC 4) Charleston: desk@wciv.com
- j. WCIV-4 Charleston ABC: desk@abcnews4.com; mbutler@abcnews4.com
- k. WCSC CBS Channel 5 Charleston: Joy Nelson; jnelson@live5news.com

l. WJCL TV Ch 22/FOX 28: Ashley Jacobs;
ajacobs@thecoastalsource.com

m. WSAV Ch 3 Savannah: Holly Bounds Jackson;
hbounds@wsav.com

n. WTAT FOX Ch 24 Charleston: Jason Lewis;
jlewis@sbgnet.com

o. WTGS AM Savannah: Bill Edwards;
billedwards@clearchannel.com

p. WTOG CBS Ch 11 Savannah: Jaime Dailey; jdailey@wtoc.com