

**DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
UNIT 31401, BOX 92
APO AE 09630**

IMEU-VIC-MWC

20 November 2009

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Inclement Weather Plans

1. REFERENCES:

- a. AR 608-10, Child Development Services, 15 July 1997.
- b. DFMWR and DPTMS current communication (see enclosure).

2. PURPOSE: To outline procedures and guidelines in the event of inclement weather and snow days.

3. GENERAL: If the post is closed or operations curtailed, DFMWR staff should not come in to work unless they are mission essential or called in by the Director, FMWR. When the USAG Vicenza Commander makes the decision to close the programs, all staff members will follow his guidance. However, no programs may close or reduce hours without approval from the Director, FMWR or Division Chief.

4. PROCEDURES:

- a. Each CYSS program must have an up-to-date contingency plan with phone numbers.
- b. The call for CYSS mission essential managers and caregivers will be made not later than 0500 hours. All CYSS mission essential employees will report to work if instructed to do so.
- c. CYSS nonmission essential staff will be advised by their managers whether or not to come to work not later than 0630 hours.
- d. The list of mission essential staff is approved by the CYSS Coordinator.
- e. The DFMWR will advise Marketing Office of closures or changes in operating hours for all CYSS activities.
- f. If programs are already open and operating when a severe weather closure is announced, the CYSS Coordinator will notify the Program Directors when Command has declared emergency weather conditions and whether lockdown procedures are to be implemented.

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g. Program Directors will designate an adequate number of staff (preferably those that live very close to post) to be mission essential staff who will continue operating the center if necessary during red or black road conditions.

A handwritten signature in black ink that reads "Eric Weisel". The signature is written in a cursive style with a large, looped initial "E".

ERIC WEISEL

Coordinator, Child, School and Youth
Services

Encl
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Caserma Ederle Inclement Weather Plan

Updated November 08

In the event of inclement weather, the DPTMS will notify the following:

DES 0444-71-7626/7233(Road Conditions Update)
DoDDs Bus Manager, (School Bus departure) 0444-874449/335-773-9702
Mr. Ephem: 0444-351041/335-141-5637
Aviano weather Update, 634-7568/7336
AFN Blue Screen, 634-8288
PAO, 0444-913565/335-737-8412

A recommendation to the garrison commander Col. Erik Daiga as to delay activities on the installation and its sites or to cancel the work day for all personnel (Military and or Civilian) will then be transmitted via numerous links upon this approval.

DPTMS will then notify, AFN Vicenza whom will broadcast as soon as possible over AFN radio 106FM (channel 142 on AFN decoders), AFN television channel 14 and the Command Information Channel (found on post, Villaggio and in barracks), for a delay or closure information for schools and the installation.

Personnel without access to AFN radio or television can contact the INSTALLATION STAFF DUTY 0444-71-7867 OR 634-7867 from DSN lines, for delay or closure information.

All installation units and agencies will be responsible for activating their internal phone rosters to contact and inform their Soldiers and civilian employees.

Caserna Ederle Inclement Weather Plan

Updated November 08

AAFES, Commissary and other activities on the installation will notify their employees of any decision to close and or delay opening of a facility they are responsible for.

In the event of early school closure, the DODDS Student Transportation office will inform the USAG Vicenza DPTMS, who will relay the information to the garrison EOC.

The EOC will then contact all units and agencies on the installation via Mass Notification system and inform them of the early closure. These announcements will air over AFN radio (106 or decoder channel 142) and AFN television decoder channel 14. In the event of inclement weather, parents are advised to allow their children to be transported home through normal means (contracted bus).

If parents must pick up their children, please coordinate with the school office to ensure proper accountability for all students.

In the event a student cannot be dropped off at home (no parent or guardian available) students will be returned to the elementary school and may be picked up at the library.

Parents can get information on student locations by contacting the School Transportation office at 0444-71-8132 or the EOC at 0444 -71-7378/6540 (DSN 634-6540/7378).



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1 December 2009

MEMORANDUM FOR RECORD

SUBJECT: "Mission Essential Only" Childcare

1. In the event CYSS is required to provide care for emergency essential personnel only (ex: post closure/delay due to inclement weather) the following plan will be implemented.
2. CDC #395 will open in order to provide care. Children who are enrolled in CDC #398 and the SAS program will be cared for in CDC #395. The manager on duty will post signage on the door of each of those facilities upon reporting to work.
3. The CDC #395 Director (or Assistant Director) will serve as manager on duty and coordinate staffing based on the attached emergency call roster. Staffing will consist of at least one SAS CYPA, cook, Administrative Assistant, and a sufficient number of CYPAs to provide anticipated care.
4. Care will be provided for those who are determined to be mission essential during normal operational hours, 0600-1800 Monday thru Friday, unless otherwise directed by Command. This memorandum of record will remain in effect until otherwise noted and attached emergency call rosters will be updated regularly.
5. POC for this action is the undersigned at DSN 634-8347.

A handwritten signature in black ink that reads "Eric Weisel".

ERIC WEISEL
CYS Services Coordinator

Encl:
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EMPLOYEE	Telephone #	Job Title	ROOM	Address:	DISTANCE TO POST w/o SNOW
Luca Harbeson	347-592-5687	Manager CDC 395		Torri di Quartesolo	15 mins
Michelle Sterkowicz	346-5328223	Manager CDC 398		Vicenza	10 mins
	335-6907126				
Jake Jacobsons	347-754-0927	Cook	Kitchen (395)	Vicenza	5 mins
Michelle Angel	327-339-7293	Admin Asst	Front Desk(395)	Villaggio	7 mins
Andre Luster	0444-414-044 3460507626	Program Asst	SAS	Grisignano	20 mins
Samantha Rodgers	327-744-1248	Program Asst	FDTodd (395)		7 mins
Ramona Stendardi	347-290-4735	Lead	HPS (395)	Torri di Quartesolo	10 mins
Silvia Freato	347-095-5890	Lead	Infant (395)	Vicenza	15 mins

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Stephanie Nickell	320-900-8716	Admin Asst		Villagio	7 mins
Kim Woodall	328-858-0260	Lead	Toddlers (398)	Villagio	7 mins
Jackie Ross (after mid Dec.)	388-694-5842	Admin Asst		Villagio	7 mins
Yulia Muenzel	389-788-9597	CYPA	Infants (398)	Villagio	7 mins
Sabrina Pertegato	340-6649047	Lead	Infant (395)	Vicenza	15 min