

# TOP 5 WAYS TO GET EMERGENCY INFO

This guide is designed to help employees find the most current and accurate information about conditions and operations at Defense Supply Center Richmond during emergencies and inclement weather. When situations call for delayed openings, early closures or full closures, employees can learn about these status changes several ways, at work and at home.



## Telephone

Information/Hazardous Weather Hotline  
TOLL-FREE: 1-888-3-CLOSED  
(1-888-325-6733)  
LOCAL AREA: 804-279-3599



## Internet

[www.aviation.dla.mil](http://www.aviation.dla.mil) (LOOK FOR RED ALERT NOTE)  
[www.wtvr.com](http://www.wtvr.com)  
[www.wric.com](http://www.wric.com)  
[www.nbc12.com](http://www.nbc12.com)



## Television

WTVR TV-6    WRIC TV-8    WWBT TV-12  
NOTICES APPLY TO ALL TENANT ACTIVITIES ON POST.  
ANNOUNCEMENTS REFERRING TO FEDERAL AGENCIES  
IN RICHMOND AREA DO NOT APPLY TO DSCR.



## Radio

FM 95.3	FM 99.3/105.7
FM 94.5	FM 96.5
FM 92.1	FM 102.1
FM 101.1	FM 98.1
FM 103.7	FM 106.5
FM 104.7	FM 98.1
AM 1140	



## Systems Broadcast

A systems broadcast message will be sent via e-mail and will be accessible via workstations, laptops and hand-held devices.

Along with info from supervisors, employees at work can check:

- DLA TODAY NEWS ON INTRANET
- SCREENSAVER SLIDES
- PUBLIC ADDRESS ANNOUNCEMENTS
- ELECTRONIC MARQUEE



Richmond, VA



**EMERGENCY  
NOTIFICATION  
EMPLOYEE GUIDE**



# From the Commander

## Warfighter support

Because DLA and tenant activities located on Defense Supply Center Richmond perform critical support functions for our military forces, some portions of the installation must remain open at all times regardless of weather conditions.

Procedures are in place to ensure the safety of all employees and the continuous operation of critical functions during hazardous weather conditions.

## Mission essential operations

Senior leaders from the various DLA and tenant activities on the installation will identify essential operations that must remain open.

Government personnel and contractors responsible for those tasks will be designated as emergency and/or mission essential personnel and must report for duty as scheduled. During hazardous weather, designated personnel already on duty may be required to stay beyond regular hours until relieved.

## Closures, delayed openings

Extremely hazardous weather may necessitate closing the installation and granting administrative leave to employees.

During less severe weather conditions, however, we will remain open and maintain a liberal annual leave policy. Any decision to close will be made by the DLA Aviation commander; all tenant organizations have agreed to abide by this decision.

## Timeline for deciding closures

The decision-making process for determining whether to close or delay opening the installation takes several factors into consideration, including current road conditions on and off the installation, availability of parking and ease of access onto the installation and into facilities, and the continued weather forecast.

When reliable information is available to make an early decision the preceding night, it will be made and posted at that time. However, due to typical weather patterns in Central Virginia, the worst weather conditions generally occur between 4-6 a.m.

While this sometimes requires late decision-making to ensure the safety of all during times when weather conditions deteriorate, decisions are rarely made past 4 a.m., allowing sufficient time to notify employees before 6 a.m., the earliest official start time.

## Information resources

Employees have several options when it comes to getting information about delayed openings or closures due to inclement weather.

Call the Information Hotline for a recorded message on current operations: 804-279-3599 or toll-free 1-888-3-CLOSED (1-888-325-6733).

Richmond area television stations (WTVR 6, WRIC 8 and WWBT 12) and radio stations (FM 92.1, 94.5, 95.3, 96.5, 98.1, 99.3, 101.1, 103.7, 104.7, 105.7 and AM 1140) will also run on-air announcements on post status.

## New media options

On the Internet, DLA Aviation's home page at [www.aviation.dla.mil](http://www.aviation.dla.mil) will run alert messages during hazardous weather and other emergencies.

Those with DLA-issued laptops or mobile devices will receive systems broadcast messages via e-mail.

## While at work

If the post closes during the workday, information will be posted on Screensaver slides and on DLA Aviation's internal page on DLA Today. A systems broadcast message will also be sent to all e-mail accounts.

Announcements will be also be made over the public address system. As always, employees are encouraged to contact their supervisors if they have questions.

## The bottom line

Employees who do not feel safe driving during hazardous weather should make a rational decision about whether to come to work or use accrued leave or credit hours.

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