

MEMORANDUM

01 SEPT 2018

From: MIDN 2/C Ryan, Battalion Safety Officer
To: MIDN 1/C Bucholz, Battalion Commanding Officer
Via: MIDN 1/C Wieber, Battalion Operations Officer

Subj: INCLEMENT WEATHER BATTALION EVENT CANCELLATION
SOP

Encl: (1) Battalion Inclement Weather ORM

1. To reduce the likelihood of accidents or injury during the transition in POV or other means of transportation to and from the location of a Battalion Event, this memorandum will outline conditions that will result in the cancellation of PT.

2. Due to the fluid and unpredictable nature of weather conditions in the Great Lakes area, there are five conditions that may require the cancellation of a Battalion Event(s).

- a. The cancellation of either Eastern Michigan University or University of Michigan classes by University officials due to inclement weather.
- b. The presence or prediction of temperatures below -10°F to include wind-chill.
- c. The presence or prediction of 4 inches or more of snow.
- d. The issue of a Winter Storm Warning by the National Weather Service.
- e. The presence or prediction of weather conditions which do not meet the above criteria but present undue risk to those transitioning to and from a Battalion event, as outlined in enclosure (1).

3. Following any of these conditions, the Battalion Safety Officer will make the recommendation to the Battalion Operations Officer to cancel a Battalion event.

4. The Battalion Operations Officer will review the recommendation. If endorsed, the Battalion Operations

Officer will forward the recommendation to the Battalion Commanding Officer.

5. The Battalion Commanding Officer will review the recommendation. If endorsed, the Battalion Commanding Officer will forward the recommendation to the Unit Operations Officer for review.

a. All recommendations for event cancellation will be submitted to the Unit Operations Officer prior to 1600 the eve of the affected PT session, or prior to 0800 the morning of an affected Drill Period.

b. Recommendations will be submitted to the Unit Operations Officer via voice. If unreachable by voice, recommendations will be submitted via text. If unreachable by text, recommendations will be submitted via e-mail.

6. The Unit Operations Officer will review the recommendation. If endorsed, the Unit Operations Officer will forward the recommendation up the unit staff chain of command for final determination by the Unit Commanding Officer.

7. If the event is cancelled by the Unit Commanding Officer, the Unit Operations Officer will notify the Battalion Commanding Officer. The Battalion Commanding Officer will ensure the battalion is notified as soon as is practicable.

Very respectfully,

S. A. Ryan, MIDN 2/C USNR