



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

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NAS PATUXENT RIVER INSTRUCTION 1754.3A

From: Commanding Officer, Naval Air Station Patuxent River

Subj: NAVAL AIR STATION PATUXENT RIVER CHILD & YOUTH PROGRAMS
INCLEMENT WEATHER PROCEDURES

Ref: (a) OPNAVINST 3440.17A
(b) NASPAXRIVINST 12610.7H

Encl: (1) Child Youth Programs Inclement Weather Contingency and Mobilization Plan
(2) Command Inclement Weather Conditions in reference to Naval Air Station Patuxent River Child & Youth Programs

1. Purpose. To establish uniform emergency guidelines and procedures for inclement weather in accordance with reference (a) that are specific to Naval Air Station (NAS) Patuxent River Child and Youth Programs (CYP).

2. Cancellation. NASPAXRIVINST 1754.3.

3. Discussion. Inclement weather conditions may vary in intensity and scope. It is imperative that clear and concise information is given to staff and families regarding emergency weather procedures and CYP service capabilities. This instruction provides guidance for NAS Patuxent River CYP staff, visitors, and children/youth to follow during inclement weather conditions.

4. Responsibilities.

a. The Installation Child and Youth Programs Director (ICYPD) will ensure availability of emergency supplies, as well as coordinate emergency procedure drills to ensure the safety of all children and employees. It is critical all are prepared for applicable inclement weather conditions. ICYPD will execute guidance as identified below in no particular order or application.

(1) Keep on hand emergency supplies to support center operation.

(2) Routinely review procedures as applicable with management and staff.

(3) Develop and maintain a staff recall roster, which identifies on-call staff personnel for reduced staffing requirements during inclement weather.

(4) Update and distribute recall rosters monthly.

b. Per reference (b), the Commanding Officer (CO) will determine the base operating "CONDITION" and the impact on employee reporting procedures. CYP will take action as indicated below:

(1) Review and implement the CYP Inclement Weather Contingency and Mobilization Plan (enclosure 1).

(2) Brief employees on emergency condition and their responsibilities per (enclosure 2).

(3) Check emergency kits for supplies and obtain items needed.

(4) Assist sponsors and/or family members who are detailed to perform duties critical to the continuity of installation operation. Advise all personnel and patrons of necessary support actions, while monitoring base and local media advisories.

(5) Ensure all government vehicle fuel tanks are full prior to inclement weather arrival.

(6) Ensure all walkways and sidewalks are cleared for emergency egress.

(7) Reduce all Child Development Programs to no less than custodial care minimums, as required or appropriate.

(8) Determine manning and facility requirements.

(9) Disseminate personnel to support CYP equipment security requirements.

(10) Cancel all CYP programs and close facilities upon CO's decision (when applicable).

(11) Ensure assigned personnel (highest supervisor present) will standby as needed to aid in emergency or facilities management.

(12) Installation CYP Director will utilize the emergency recall roster. CYP employees will be readily available to support child care and facility needs, as required.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

6. Review. Per OPNAVINST 5215.17A, the Installation Child & Youth Programs Director will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via

<https://g2.cnmc.navy.mil//CC/Documents/Forms/Directives%20Only.aspx>

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CHILD AND YOUTH PROGRAMS (CYP)
Naval Air Station Patuxent River
Mobilization and Contingency Plan

1. Child and Youth Programs (CYP) personnel are considered mission essential. During mobilization and unforeseen emergencies, it is the role of the CYP to support critical employees in performing duties that are critical to the continuity of Installation operations by providing Child/Youth Care Services, as well as, ensuring the safety and well-being of support staff.
2. The decision to meet child care needs during emergency conditions is determined by the Installation Commanding Officer (CO). CYP will operate in accordance with direction from the CO (enclosure 2) and manage operational hours and support care accordingly. The Installation CYP Director will set the schedules, using CYP staff on an as needed basis. The CYP staffing schedule will be adjusted accordingly to maintain operations. Children may be assembled together based on age groups until proper ratios are met.
3. In the event of a base wide emergency (inclement weather) in which the base access is restricted, the child/children will remain at the center, and will only be released to an authorized parent or emergency contact listed on the children's emergency card. Parents relieved of their command duties should proceed directly to the CYP site to pick up their child/children. CYP staff will be released based on child ratio requirements and their residence location.
4. If children remain in the facility after stated closing hours, the building will remain open with the appropriate amount of staff until a parent (or an emergency contact listed on the emergency card) is able to pick up their child/children. Staff will attempt to contact the parent to inform them that their child/children are safe at the center and are ready for pick-up.
5. If the CYP facility is unusable for any length of time, parents will be notified of the alternative location via the base AtHoc system and called by CYP staff using the number listed on their emergency card. All emergency contacts listed must be current and able to assist.
6. In the case of violence or threat to the facilities or the CO directs "Shelter in Place," the facility and classroom will be locked down. All children/youth within the facility will remain inside until instructed by the proper officials to unlock the doors.
7. In the event that an emergency should occur, CYP children and staff will be evacuated immediately to safety. Staff will follow training guidelines and execute appropriate support to ensure the overall safety of the children/youth, as well as, their own safety and well-being.

**INSTALLATION INCLEMENT WEATHER CONDITIONS
IN REFERENCE TO NAVAL AIR STATION PATUXENT RIVER
CHILD AND YOUTH PROGRAMS (CYP)**

1. **Open.** CYP will open normal hours.
2. **Open with Unscheduled Leave.** CYP will be open normal hours.
3. **Delayed Arrival.** CYP will open in conjunction with command established guidance regarding delayed timeframes. The reduced staffing pattern (on-call staff) will be activated and on-call staff will open the child care site at regular hours (0530) to provide custodial care for Critical employees serving aboard Naval Air Station (NAS) Patuxent River.
4. **Delayed Opening.** CYP will open in conjunction with command established guidance regarding delayed opening. The reduced staffing pattern (on-call staff) will be activated and on-call staff will open the childcare site at regular hours (0530) to provide custodial care for Critical employees serving aboard NAS Patuxent River.
5. **Restricted Access.** CYP will operate with reduced staffing (on-call staff) to provide custodial care for Critical employees during regular hours (0530-1900).
6. **Open with Staggered Departure.** CYP will open at regular hours (0530). Employees should depart # hour(s) earlier than their normal departure time, except for reduced staffing (on-call staff) to provide custodial care until all children of departing personnel are picked up. On-call staff will provide custodial care for Critical employees until normal closure (1900).
7. **Open with Immediate Departure.** Employees should depart immediately, except for reduced staffing (on-call staff) to provide custodial care until all children of departing personnel are picked up. On-call staff will provide custodial care for Critical employees until normal closure (1900).
8. **Shelter in Place.** CYP will lockdown the facilities and classrooms. All staff and children/youth within the facility will remain inside until instructed by the proper officials to unlock the doors.

*Critical personnel are defined as security, emergency management, medical, public safety and other crucial operations, personnel who perform maintenance and sustainment of core mission, personnel responsible for command and control, and personnel who perform mission essential functions, as designated by the Installation Commanding Officer. At NAS Patuxent River this typically includes ATC, Fire, Security and VQ-4.