

## INFORMATION PAPER

IMNE-MEA-PA

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SUBJECT: Dissemination of inclement weather information

PURPOSE: To explain how organizations receive information regarding weather closures

1. When the garrison commander makes the decision based on adverse weather for a post closure, late opening, or early dismissal, that information is initially disseminated by the Installation Operations Center (IOC). The IOC contacts installation and partner key personnel, including the public affairs officer, via phone; disseminates a mass e-mail with closure information; and updates the information on Meade information line (301-677-MEAD).
2. Once the call is made for a closure, PAO contacts Baltimore and D.C. radio and television stations to announce the closure. In addition, we post the information online to:
  - a. The Fort Meade Public Web Site (Only if the call is made during regular duty hours) - [www.ftmeade.army.mil](http://www.ftmeade.army.mil)
  - b. The Fort Meade Video Blog - <http://meadetv.wordpress.com/>
  - c. The Fort Meade Facebook<sup>™</sup> page - <http://www.facebook.com/pages/Fort-George-G-Meade-Md/80128057786?ref=ts>
  - d. The Fort Meade Twitter<sup>™</sup> page - <http://twitter.com/meadetv>
3. PAO we will begin publicizing the Meade information phone number and Fort Meade blog address prominently on the Fort Meade public Web site ([www.ftmeade.army.mil](http://www.ftmeade.army.mil)), Soundoff! newspaper, and on our social networking sites.