DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
197 6TH AVENUE, SUITE 229
FORT KNOX, KENTUCKY 40121-5720

REPLY TO
ATTENTION OF:

IMSE-KNX-SO (385) 28 March 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Summer Safety Campaign

1. References:

a. FM 100-14, Risk Management, 23 Apr 98.

b. GTA 5-8-12, Individual Safety Card, Basic Heat Injury Prevention and Cold Injury Prevention, 25 Feb 99.

c. TB MED 507, Heat Stress Control and Heat Casualty Management, 7 Mar 03.

d. Memorandum, USAARMC, ATZK-S, 16 Apr 03, subj: Fort Knox Privately-Owned Vehicle (POV) Accident Prevention Program.

e. Fort Knox Reg 385-10, The Fort Knox Safety Program, 23 Apr 04.

f. Operational Plan 1-06, Fort Knox Tornado Warning/Shelter Plan (TW/SP), 25 Jan 06.

g. Fort Knox Policy Memorandum No. 18-06, IMSE-KNX-SO, Command Safety and Risk Management, 10 Feb 06.

2. This memorandum is my plan to ensure a safe summer season for all Fort Knox personnel. It addresses requirements concerning both on- and off-duty activities. Planning and preparation for the summer season must begin now in order to ensure success. In line with my Summer Safety Campaign plan, the Installation Safety Office (ISO) will conduct a summer season public awareness and information program. My expectations are that every Soldier, civilian employee, family member, and visitor completes the summer season free of accidents and injury.

3. The period from Memorial Day weekend through Labor Day weekend marks a time of increased summer vacation travel. During this same time, our training load increases with Army Reserve and National Guard Soldiers here for annual training along with Reserve Officers' Training Corps and West Point cadet training. In addition, we can expect continued construction

and building demolition activities to continue that will affect vehicle travel and will require extra precaution and patience. The hazards we face on a daily basis combined with the high Operational Tempo of the summer season calls for increased safety vigilance and leaves no room for error.

4. This campaign focuses on six areas that historically present the greatest challenge during the summer months: heat injury prevention, weather hazards, water and recreational activities, seasonal hazards (i.e., poisonous plants, venomous snakes, insects, ticks), increased POV travel, and community/home safety. Of particular concern is the prevention of West Nile Virus. In addition, special emphasis will be placed on motorcycle and General Services Administration (GSA) vehicle accident prevention. The effectiveness of this program depends on the accomplishment of the following key strategies.

a. **Fort Knox Safety Stand-down Day.** On 23 May 06, all nonessential operations will be rescheduled and activities curtailed to allow time for Safety Day activities. Every Fort Knox unit, directorate, and activity will devote the entire duty day to promoting safety awareness. The only exception is units which have scheduled program of instruction training; these units are required to schedule and conduct a Safety Day during the fourth week in May 06.

b. **Comprehensive Command Information Program.** The ISO will conduct a summer safety information program starting in February and running through the summer season. This program will use the following local resources: KNOXINFO, the Turret, memos and safety bulletins, safety councils, and the Fort Knox Safety Office web page http://www.knox.army.mil/center/safety/index.htm).

c. **Accurate and Timely Weather Information.** Planning and conducting military training and other outdoor activities requires timely, accurate weather information. 3D Research Corporation is responsible for assisting units and organizations with summer season weather information. They are available 24 hours a day, 7 days a week at 624-5653; the alternate point of contact is the Installation Operations Center (IOC) at 624-5151. Units may also access Wet Bulb Globe Temperature (WBGT) information online via the Heat Injury Prevention link on the Fort Knox homepage. This website does not relinquish units of the requirement to monitor the WBGT index at the training site.

d. **Thorough Training and Education.** All personnel subject to working or training in environments that could result in heat injuries will receive training by 15 Apr 06.

(1) Initial entry training (IET) Soldiers will be trained in heat injury prevention at the start of each cycle. Training will include information on the recognition, prevention, and prompt treatment of heat injuries. Guidance to accomplish hot weather injury prevention training is in reference 1c. The Preventive Medicine Office, Medical Department Activity (MEDDAC), is

available to conduct Heat Injury Prevention training upon request. Units interested in requesting Preventive Medicine instructor support should call 624-0703/0507 to schedule training.

(2) Driver training programs must address hazards that a driver may encounter in the summer season, which includes instruction on precautions for flash flooding, thunderstorms, extreme heat, and high winds. Units must have a program in place that ensures GSA vehicle operators are trained and qualified for the type vehicle they will operate. Drivers will be held accountable if they are found at fault in an accident. Military personnel will not operate a motorcycle on or off post before completing the Motorcycle Safety Course. Unit S-3s will ensure driver training is scheduled and conducted as required.

e. **Continuous Risk Management Implementation.** Units and organizations will conduct initial and refresher risk management training as part of their Safety Stand-down Day activities. The 5-step risk management process in reference 1a will be used to identify, assess, and mitigate or eliminate seasonal hazards. Commanders will ensure leaders and supervisors receive training on the preparation and use of FK Form 5008-E, Fort Knox Risk Management Worksheet. Risk acceptance/signature authorities on FK Form 5008-E are Extremely High Risk missions, which requires approval by the senior mission commander of general officer rank; High Risk missions, which requires approval by colonel-level brigade/regimental commander or director; Moderate Risk missions, which requires approval by lieutenant colonel or equivalent and the Commandant, NCOA (this authority will not be delegated); and Low Risk missions, which requires approval by an CPT-level company commander (this authority may be delegated to the next lower level). Daily risk assessments will be conducted, signed, and dated, and FK Form 5008-E will be on-site at all ranges and training areas. Encourage Soldiers and civilian employees to apply the risk management process in their off-duty and family activities.

f. **Privately-owned Vehicle (POV) Safety.** Increased summer travel brings with it the need to redouble POV accident prevention efforts. Commanders, directors, and leaders will conduct an aggressive program that addresses all facets of my POV accident prevention program outlined in reference 1d. The POV pre-trip risk assessments will be conducted prior to all permanent changes of station, temporary duties, and vacation trips that involve long distance driving. The electronic POV Pre-trip Risk Management Worksheet is available at https://safety.army.mil. A hard copy version of the worksheet is available as FK Form 5069-E on the Fort Knox DOIM forms web page.

5. Responsibilities:

a. The ISO.

(1) Provide Public Affairs Office (PAO) with summer safety information for use in the Turret. Begin in March and continue throughout the summer season.

(2) Provide safety alerts on KNOXINFO to keep personnel aware and abreast of critical summer safety issues.

(3) Provide posters, handouts, and information to support unit heat injury prevention programs.

(4) Review unit and organization summer safety plans/programs by 15 Apr 06 for completeness and provide assistance and input where necessary.

(5) Coordinate with Range Control to inspect range facilities by 15 Apr 06 and include an inspection of installed lightning protection systems.

(6) Conduct training site inspections throughout the summer season to ensure hot weather safety requirements are followed by units and organizations and provide feedback to unit commanders.

(7) Address summer season safety issues and precautions at all safety briefings for units conducting annual training at Fort Knox.

(8) Conduct an in process review by 15 Apr 06 to ensure provisions of this document are implemented.

b. Directorate of Plans, Training, Mobilization, and Security (DPTMS).

(1) Review, and update as necessary, Operational Plan No. 1-01, Fort Knox Tornado Warning/Shelter Plan.

(2) Conduct the annual tornado warning exercise in both the Garrison and training complex by 15 Mar 06.

(3) Notify the PAO to disseminate tornado warning over the installation Television Override System. During nonduty hours, IOC has this responsibility.

(4) Direct PAO to announce tornado and severe thunderstorm watches and warnings, as well as "ALL CLEAR" conditions, over Channel 98 television.

(5) Ensure IOC instructions outline actions to take in the event of a tornado warning and conduct briefings for the IOC to clarify required actions.

(6) Range Division will conduct WBGT readings hourly during the hot weather season. Make readings available to units and organizations by calling 4-HEAT (4-4328). Provide weather watches/warnings to personnel in the training complex.

c. Directorate of Public Works.

(1) Test the installation emergency siren system in conjunction with the DPTMS annual Tornado Warning Exercise.

(2) Activate the emergency siren system (three 1-minute steady tones, repeated three times) upon notification by 18th Weather Squadron forecaster, Military Police, Fort Knox IOC (nonduty hours), or DPTMS (duty hours). Activate the "ALL CLEAR" signal (one 45-second steady tone) when directed by 18th Weather Squadron forecaster.

(3) In the event of siren system failure, immediately notify the LEC/PM, IOC (nonduty hours), and DPTMS (duty hours).

(4) Spray insects based on MEDDAC-approved work order and spray poisonous plants and weeds based on work orders approved by the installation pesticide coordinator.

(5) Place a copy of reference 1f, appendix A, annexes 1 and 2, in all family housing information packets.

d. Public Affairs Office (PAO).

(1) Publish summer safety information in the Turret and on KNOXINFO.

(2) Publish annual tornado warning exercise information in the Turret and on KNOXINFO.

(3) Broadcast tornado and severe thunderstorm watches and warnings as well as the "ALL CLEAR" announcement on Channel 98 television and KNOXINFO.

e. Commander, MEDDAC.

(1) Publish Heat Injury Prevention memorandum by 15 Apr 06.

(2) Conduct heat injury prevention training upon request throughout the summer season.

(3) Conduct surveys to determine mosquito and tick populations throughout the summer season and publish recommended actions to control mosquitoes and ticks. Prepare a FK Form 5008-E, Fort Knox Risk Management Worksheet, Sep 03, on mosquito controls IRT West Nile Virus each week throughout the summer season; provide a copy to commanders and directors.

(4) Periodically survey field sites to test quality of the drinking water supply and ensure proper preventive medicine procedures, such as heat injury prevention measures and proper field sanitation practices, are implemented.

(5) Conduct water trailer inspections.

(6) Investigate each potential heat injury treated at Ireland Army Community Hospital or Nelson troop medical clinic.

(7) Report all validated heat injuries to the Office of the Surgeon General as required by Medical Command and report each validated heat injury to the installation commander through the ISO. Communicate recommendations for prevention of heat injuries to affected commanders and provide additional heat injury prevention training upon request.

f. OL-C, 18th Weather Squadron.

(1) Issue, terminate, or cancel all tornado and severe thunderstorm watches and warnings.

(2) Direct the installation fire department to sound the tornado warning and "ALL CLEAR" signals.

(3) When tornado and severe thunderstorm watches and warnings are determined, immediately provide information to the PAO. After duty hours provide information to the IOC.

(4) Provide daily heat index information to the installation.

g. Commander, Law Enforcement Command/Provost Marshal (LEC/PM).

(1) Time permitting and necessity dictating, broadcast tornado warnings from military police vehicles.

(2) Provide assistance and security, as necessary, in the event of a tornado or severe thunderstorm.

h. Commanders/directors, all units and organizations (includes Active and Reserve Component and other units training on Fort Knox).

(1) Conduct risk management training and ensure all personnel are proficient in the five-step risk management process.

(2) Always consider summer season weather conditions when conducting risk assessments. Include primary and alternate actions to take in the event of lightning and severe weather. Use the weekly MEDDAC risk assessment concerning mosquito control IRT West Nile Virus to ensure controls are in place and utilize the Department of Defense insect repellent system to prevent mosquito and tick-borne diseases.

(3) Review standard operating procedures, and update as necessary, to ensure summer season safety issues are adequately addressed by 15 Apr 06.

(4) Appoint a Heat Injury Control Officer/NCO before 5 Apr 06.

(5) Conduct training for all personnel on heat injury recognition, treatment, and preventive measures by 1 Apr 06. Refresher training will be conducted at least monthly during the summer season. Conduct weekly safety briefings on the dangers of alcohol consumption and the increased risk of dehydration.

(6) Conduct interviews with all personnel by 15 Apr 06 to identify those with previous heat injuries. For IET Soldiers, conduct this interview during in processing. Place a piece of white 2" x 3" Velcro material on the Soldier's left and right ACU sleeve to identify them as a previous heat casualty. Utilize ogden cords to track water consumption.

(7) Conduct and record heat stress measurements as close to the training site as possible using the standard WBGT kit, NSN 6665-01-381-3023. Maintain a log of temperatures for 7 days.

(8) Supply adequate potable water and enforce water intake before, during, and after physical activity. Follow guidance in reference 1b. Ensure that unit field sanitation teams routinely monitor and maintain chlorine residuals. Ensure that water trailers have been inspected by Preventive Medicine within 6 months of use.

(9) Ensure all personnel receive training on proper nutrition, including the importance of monitoring your salt intake and eating at least three meals per day. The Nutrition Care Division, MEDDAC, is available to conduct classes on proper nutrition; contact them at 624-9286 to schedule classes.

(10) Minimize heat stress by decreasing work pace and/or increasing rest periods. Follow guidance in reference 1b for work-rest cycles.

(11) To ensure errors are identified and correction actions are taken, investigate and report all heat injuries to the ISO.

(12) Ensure all personnel operating "walk behind" power lawn mowers, weed eaters, hedge trimmers, and other powered hand tools are trained and that training is documented. Personnel operating or riding lawn mowers and tractors must be trained and licensed per AR 600-55.

(13) Inspect and service lawn mowers and lawn care equipment before each use.

(14) Use reference 1d to ensure POV accident prevention programs are up to standard.

(15) Considering the Army beret does not have a visor to protect the face, increased care should be given by using sun screen to prevent sunburn.

(16) Family and community safety is part of the summer safety campaign. The following "off-duty" issues must be included in summer loss prevention programs:

(a) Running Safety and PT. More people tend to jog during the warm weather months. Precautions must be taken to avoid heat injuries and vehicle-to-pedestrian accidents. Run only on authorized routes.

(b) Bicycles/Skateboards/Roller Blades. There will be more people, particularly children, on the roadways during the summer months utilizing these recreational items. Ensure family members and Soldiers receive guidance on the proper use of these items, the necessary safety equipment, and rules of the road. Motorized scooters, pocket bikes, and like conveyances are prohibited on Fort Knox.

(c) Swimming and Water Sports. Other than pools designated by Directorate of Morale, Welfare, and Recreation, there are no authorized swimming areas on Fort Knox. Follow water safety rules at off-post sites, e.g., wear personal flotation devices, allow only trained/experienced personnel to operate watercraft, and never mix alcohol and water sports.

(d) Picnics and Barbecues. Follow food safety rules – keep food refrigerated to avoid poisoning. Allow only experienced personnel to operate barbecue grills and rigidly enforce safety rules to prevent burns and fires.

(e) Heat and Sun Burn. Special care must be taken with children and pets during the summer months to prevent heat injuries and sunburn. NEVER leave children or pets alone in a vehicle where temperatures can quickly rise to deadly levels.

(f) Grass Cutting. Ensure children are knowledgeable and capable before allowing them to operate lawn care equipment. Before mowing or weed eating, ensure the area is clear of people and pets. Always wear proper clothing, hearing protection, and eye protection. Never allow children to ride on lawn mowers or lawn tractors.

IMSE-KNX-SO (385)
SUBJECT: Summer Safety Campaign

6. The effectiveness and success of our summer safety campaign depends on adequate planning and preparation. I expect leaders to know, teach, follow, and enforce standards dealing with heat injury prevention and other areas outlined in this memo. Now is the time to review safety program requirements and ensure they are in order. The simple fact is that we cannot afford the loss of a Soldier, civilian employee, or family member during this or any other season of the year.

ROBERT M. WILLIAMS
Major General, USA
Commanding

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