



DEPARTMENT OF THE AIR FORCE
65TH MISSION SUPPORT GROUP (USAFE)
LAJES FIELD AZORES PORTUGAL

SEP 15 2009

MEMORANDUM FOR ALL US PERSONNEL

FROM: 65 MSG/CC

SUBJECT: High Wind School Cancellation Notification Procedures and Actions

1. The 65 MSG/CC will use the following procedures with respect to cancellation of school or early dismissal in the event of high winds.

a. If weather conditions indicate winds in excess of 58 mph (50 knots), the 65 OSS Weather Flight Commander and 65 MSG/CC will coordinate prior to 0600 to discuss possible cancellation of bus services or school closure. Parents may be required to transport their children to school if it is determined that buses will be unable to run but the school remains open. Classes may also be cancelled for the entire day or delayed until conditions permit resumption of classes.

b. When delay or cancellation conditions exist, announcements will be made on both radio and television NLT 0615. Vehicle Operations Dispatch will be notified and school buses will either be cancelled or run on a delayed schedule.

c. If school is in progress when winds in excess of 58 mph (50 knots) are expected, the 65 OSS Weather Flight Commander and 65 MSG/CC will coordinate prior to 1330 hours to determine if it is safe to transport children via buses. If not, Vehicle Operations Dispatch will be notified and school buses will not run. Parents will be notified via announcements on radio, television and Lajes Field/All Personnel E-mail NLT 1400 to pick up their children at the end of the school day. Elementary School students will only be released if a parent is present to pick them up. All other students will be dismissed on their own recognizance.

2. Please remember that high winds are likely at Lajes and they can develop quite suddenly. Lajes personnel need to be vigilant of possible weather warnings and postured to react quickly when warnings are issued. Please do not call the weather station or AFN for additional information. Weather forecasters and AFN personnel must be free to monitor weather indicators and provide notifications when adverse conditions are expected.

3. Direct questions to 65 MSG/School Liaison Officer at 535-1314.

A handwritten signature in black ink, reading "Roderick E. Dorsey, Jr.", is positioned above the typed name.

RODERICK E. DORSEY, JR., Col, USAF
Commander