

EMERGENCY

DISMISSAL

PLAN

Published by the:

Cleveland Federal Executive Board

Revised: January, 2001

# TABLE OF CONTENTS

Table of Contents .....	1
Introduction .....	2
Emergency Situation Defined .....	3
Initiating Procedure .....	3
Notification Procedures .....	4
During Working Hours .....	4
During Non-Working Hours .....	4
Non-Participating Agencies .....	5
Agency Responsibilities .....	5
Appendix (1) Emergency Dismissal Notification Procedure .....	7

## INTRODUCTION

The purpose of the Emergency Dismissal Plan is to coordinate plans for the release or excusal of employees from all federal offices and activities affected by the same emergency situation.

Emergency situations occasionally arise which are beyond the control of management or employees. These situations may prevent the opening of federal offices, prevent employees from getting to work, or create the necessity to dismiss employees early in certain areas.

It is important that all federal agencies affected by the same emergency conditions try to coordinate, to the maximum extent possible, their plans for the release or excusal of their employees, as well as appropriate leave policies. This coordinated effort promotes equitable treatment of employees, avoids confusion, and lessens traffic congestion and hazards.

Adoption of these guidelines, in whole or in part, is at the discretion of each individual agency. The Cleveland Federal Executive Board urges agencies to use the procedures described in this plan to the extent feasible. The guidelines are intended to cover the majority of situations and the majority of federal employees in Cleveland, regardless of the nature of employment.

No provision of these guidelines may be applied in contravention of contractual agreements; agency instructions or guidelines; Comptroller General rulings; or other pertinent controlling policies, authorities and instructions governing the granting of annual leave or authorization of excused absence without charge to leave during emergency situations.

**The task of the Emergency Dismissal Committee is to make recommendations when an emergency situation arises.** Each agency head is responsible for determining when his/her agency will be closed, when to grant administrative leave, when to apply a liberal leave policy, etc. By participating in this plan, an agency is expressing its desire to coordinate its plans, when possible, with other federal agencies in the Cleveland area, through the recommendations of the Emergency Dismissal Committee.

Federal Personnel Manual Supplement 990-2 is the appropriate reference guidance on leave administration.

## **EMERGENCY SITUATION DEFINED**

For the purpose of this plan, an emergency situation is one which may prevent employees in significant numbers from report for work, or may necessitate the closing of federal activities in whole or in part.

The emergency situation must be general in scope and impact. It may be caused by such developments as heavy snow or icing conditions, floods, earthquakes, hurricanes, or other natural disasters; air pollution, massive power failure, major fires, or serious interruptions to public transportation caused by such incidents as strikes of local transit employees or mass demonstrations.

Significant emergency situations of the scope and impact reflected in these guidelines will usually be the subject of a public declaration of emergency or disaster by appropriate state or local authority.

Civil Defense emergencies are **NOT** covered by this plan.

It is emphasized that the health and safety of employees in these emergency situations is of prime concern to the government.

## **INITIATING PROCEDURE**

In an actual or impending emergency situation, the Ninth Coast Guard District Command Center will act as the single initiating activity for the dismissal plan under cognizance of the Federal Executive Board. Hazardous weather warnings will be received from the National Weather Service. Road conditions or situations, defined above as being emergency, may be reported by any responsible person or agency. Only emergent situations should be reported.

The Coast Guard Command Center Duty Officer will inform the Committee Chairman (or his/her alternate) of current and expected conditions.

The Committee Chairman will consult with the committee members (or their alternates) who are available to ascertain the committee's recommendation. The Chairman will relay the recommendation to the Coast Guard Command Center Duty Officer for dissemination.

## **NOTIFICATION PROCEDURES**

When an emergency situation develops it is essential that all employees receive prompt and clear information as to what effect the emergency situation will have on their work or leave status.

### **During Working Hours**

If the emergency situation develops during working hours and the Emergency Dismissal Committee has made a decision to recommend/not recommend dismissal, the notification to all participating agencies will follow the established telephone notification procedures in Appendix (2).

One of three announcements will be given. See Appendix (1), during working hours.

### **During Non-Working Hours**

It is considerably more difficult to inform the entire workforce when the emergency situation developed during non-working hours. Reliance for the notification process must be placed on the news media, including radio and television.

Agencies should advise their employees that when storms or other hazardous conditions develop during non-working hours, they should listen to radio or television news and follow their agency's specific standing instructions related to the situation described.

For emergency conditions arising during non-working hours which are not severe enough to prevent office openings but may cause delays in the arrival of employees, tardiness of up to two hours may be routinely excused by supervisors. Supervisors should consider all factors impacting upon their employees. Among some of the factors taken into account are distance between the employees residence and office, and the success of other similarly situated employees in getting to work.

Agencies having employees working other than the normal day shift should make clear to employees on the second or third shift whether the announcement will or will not apply to them and the procedures to follow to determine whether or not their shifts are to report to work. This will not be a matter for action by the Emergency Dismissal Committee.

When the emergency situation occurs during non-working hours, the dismissal announcement will be made available to Cleveland radio and television stations. In addition, the announcement will be recorded so federal employees can call in for information before working hours. See Appendix (1), during non-working hours.

### **NON-PARTICIPATING AGENCIES**

Agencies that determine it is not feasible or desirable to follow this coordinated emergency plan should advise their employees accordingly so radio and television announcements directed to federal employees are not misunderstood.

### **AGENCY RESPONSIBILITIES**

It is the responsibility of participating agencies to inform their employees of the details of this plan and of the procedures to be followed for emergency dismissals during working and non-working hours.

Participating agencies are responsible for promptly and clearly informing their employees when a dismissal notice is given during working hours.

Non-participating agencies are responsible for informing their employees of their non-participation so radio and television announcements are not misunderstood.

It is the responsibility of each agency to designate those essential individuals who must exert every effort to report for work in exception to the Emergency Dismissal Committee recommendation.

Agencies shall inform any second or third shift employees whether any dismissal announcement applies to them and the procedures to be followed to determine whether or not to report to work.

Agencies shall instruct their employees **NOT** to call local media, the Federal Executive Board office, or the Coast Guard Command Center for information regarding dismissal information. When a dismissal decision is made, it will be in accordance with this plan.

Heads of participating agencies wanting to check on Emergency Dismissal Committee actions, or to request that the Committee consider action, should contact the head of the agency who is responsible for notifying them under the plan (see Appendix 2).

Agency head serving as Emergency Dismissal Committee members must ensure enough personnel within their agency are trained to carry out notification responsibilities in their absence.

## APPENDIX (1)

### EMERGENCY DISMISSAL NOTIFICATION

#### RESPONSIBILITIES

##### During Working Hours

During working hours, after the Emergency Dismissal Committee has made the decision to recommend/not recommend dismissal, the notification procedure will be in accordance with Appendix (2).

The following wording will be used:

- #1 "This is (name of agency calling). The FEB Emergency Dismissal Committee recommends early dismissal of \_\_\_\_\_ hours."
- #2 "This is (name of agency calling). The FEB Emergency Dismissal Committee recommends dismissal at (time)."
- #3 "This is (name of agency calling). The FEB Emergency Dismissal Committee does not recommend dismissal.  
However, a liberal leave policy is recommended."

**Note: Announcement #2 above will be used when the staggered dismissal of announcement #1 above would jeopardize the health and safety of employees.**

##### During Non-Working Hours

During non-working hours, after the Emergency Dismissal Committee has made a decision, one of the following announcements will be disseminated.

- #1 "Federal agencies participating in the Cleveland Federal Executive Board Emergency Dismissal Plan will be open today, (date)."
- #2 "Federal agencies participating in the Cleveland Federal Executive Board Emergency Dismissal Plan will be open today, (date). However, a 1 or 2 hour delayed arrival policy is in effect."



- #3 "Federal agencies participating in the Cleveland Federal Executive Board Emergency Dismissal Plan will be open today, (date). However, a liberal leave policy is in effect."
- #4 "Federal agencies participating in the Cleveland Federal Executive Board Emergency Dismissal Plan will be closed today, (date)."

**EMERGENCY DISMISSAL NOTIFICATION**

**RESPONSIBILITIES**

The dismissal announcement will be made available to all Cleveland radio and television stations. The following radio and television station will be contacted:

Television: WKYC Channel 3  
 WEWS Channel 5  
 WJW Channel 8  
 WOIO Channel 19

Radio:	<b>AM Stations</b>	<b>FM Stations</b>
	WTAM 1100	WMJI 105.7
	WKNR 1220	WQAL 104.0
	WHK 1420	WMMS 100.7
	WJMO 1490	WLTF 106.5
		WNCX 98.5
		WZAK 93.1

**The Coast Guard Command Center will also update the government services status message. Federal Employees who cannot get the information from local television or radio stations can get it by calling 1-216-902-6185 to hear the status of the building.**

**This Page Intentionally Left Blank**