

December 2, 2003

**MEMORANDUM FOR FEDERAL EXECUTIVE BOARD MEMBERS**

/signed/

**FROM: JAMES F. MARTIN  
CHAIR, FEDERAL EXECUTIVE BOARD**

**SUBJECT: Emergency Dismissal or Closure Procedures for Adverse Weather Conditions  
and Other Emergency Situations**

Every year, the Chicago Federal Executive Board issues *Emergency Dismissal or Closure Procedures* for agencies and employees in the Chicago area. These procedures, which are designed to apply not just in adverse weather conditions but in all kinds of emergency situations, were developed over a period of several years. As in the past, the attached procedures are based on the principle that the business of the Federal Government is vital to serving the public.

**Please Note: Liberal leave is the default policy in most emergency situations.** Please see the Emergency Plan for details.

Please review the attached plan and take whatever actions you deem necessary to ensure that the plan has been incorporated into your office's internal system. We suggest you pay particular attention to the Procedures section of this plan.

The Emergency Plan features three methods of communication to disseminate the information as quickly and as widely as possible. **These are a direct call notification through the Emergency Automated Notification System, a 24-hour hotline, and a posting on the FEB Web site.**

- 1) The Emergency Automated Notification System is administered for the FEB by the Federal Aviation Administration. This computer system has the capability to simultaneously broadcast telephone messages during both duty and non-duty hours to all Federal executives who have provided contact information. **We will be testing this emergency contact information within the next few weeks. If your contact information should change, please alert the FEB office immediately by emailing the correct information to the FEB Executive**

**Director, Jan Stinson, at [jan.stinson@gsa.gov](mailto:jan.stinson@gsa.gov) or her assistant, Veronica Leyva Jackson, at [veronica.jackson@gsa.gov](mailto:veronica.jackson@gsa.gov). NOTE: Please make sure to maintain a copy of the information you provide to the FEB for your own records.**

**NOTE: Unfortunately, we cannot place an identifier, such as “FEB”, on the outgoing calls made by this system. Please be aware of this fact should an emergency occur during off-hours when a call would be placed, in many cases, to your residence.**

**2) A confidential 24-hour "hotline." Our confidential FEB phone number for emergency information is 312-353-9463 (WIND). It is operational 24 hours a day, making it available for both on-duty and after-hours emergencies. Agency, office, and installation heads are responsible for calling the hotline for both on-duty and after-hours emergencies. We will not call you. Although the "WIND" number should be easy to remember, we suggest that you carry the number with you at all times.**

*Your cooperation is essential in restricting the disclosure of the "hotline" phone number within your organization. With 180 member agencies and over 78,000 Federal employees, the "hotline" number will be ineffective if everyone accesses it. We would suggest you strictly minimize who has access to this number to yourself, as agency head, and one additional key staff member.*

**3) Emergency information will be posted on the FEB Web site at [www.chicago.feb.gov](http://www.chicago.feb.gov).**

*Although any one of these methods alone is not guaranteed to reach all member agencies, we believe that there is sufficient overlap and redundancy in the system to be confident that all agencies will be able to obtain the information they need.*

Comments and recommendations for changes to the plan should be communicated to the FEB office at 312-353-6790.

Attachment

**CHICAGO FEDERAL EXECUTIVE BOARD**

**EMERGENCY ALERT AND DISMISSAL PLAN FOR FY 2004**

**DECEMBER 2003**

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**CHICAGO FEDERAL EXECUTIVE BOARD**  
**EMERGENCY ALERT AND DISMISSAL PLAN**  
**FOR FY 2004**

**SECTION I - POLICY**

The following establishes a uniform policy for advising agency heads of emergency information and/or dismissal of Federal employees in the immediate Chicago area during emergency situations.

Emergency situations covered by the plan are those of sufficient magnitude to cause serious and hazardous conditions dangerous to the health and safety of Federal employees. Situations are confined to those involving Government agencies as a whole. Any problem not involving the entire group is a matter for local attention and resolution.

When the need arises, a message will immediately be placed both on the "hotline" and the web site indicating that a decision is pending. Regardless of whether the situation is weather or facility related, the Co-Chairs of the Emergency Advisory Committee, the Manager of the Chicago Human Capital Group for the Office of Personnel Management and the Regional Administrator for the General Services Administration, will confer with the small, but representative, group of agency officials who form the Emergency Advisory Committee to consider appropriate action. If, in the judgment of the Co-Chairs, it is impossible or impractical to obtain such advice, they will act after conferring with each other. If one of the co-chairs is absent, the other co-chair will act in his/her stead.

**In most emergency situations, liberal leave will be the default policy. This should be helpful to FEB members, particularly when a final decision regarding dismissal has not yet been determined by the Emergency Advisory Committee.**

While the FEB notification is advisory only, agencies are strongly encouraged to give special weight to the advisory when making decisions. Deviations should be reserved for special conditions relating to such factors as geography or unique agency missions, so that our actions will be better understood by both the public and our own employees.

Each agency, acting on early dismissal information, should give consideration to the requirements for safeguarding Federal property and the needs of the Government to accomplish its work. The timing of the early dismissal should be arranged to avoid overtaxing public transportation facilities or causing traffic congestion.

The Regional Transportation Authority has indicated that neither the Chicago Transit Authority (CTA) nor the commuter railroads (METRA) can adjust capacity to handle early dismissal. They also have said that, for the most part, hazardous weather conditions do not appreciably interfere with normal schedules. It is their firm belief that public transportation problems are seriously increased by early dismissal. Therefore, while an early closing may be a benefit to those who depend upon private transportation, that benefit must be weighed carefully when making a decision for early dismissal.

Agencies located in areas outside the main business section of Chicago may or may not be directly affected by the emergency situation. The agency heads in those locations should use their own discretion regarding the need for an early dismissal of employees.

## **SECTION II - PROCEDURES**

### **Agency Responsibilities**

Each agency head is urged to develop, and communicate to employees, internal policies and procedures to be followed in case of early dismissal. Personnel should be informed regarding leave policies and the designation of employees who perform emergency services.

At least annually, agencies should provide written procedures for emergency dismissal or closure to employees working in the Chicago area. The notice should tell employees how they will be notified and include the text of the media announcements to be used and a detailed explanation of their meaning. The notice also should explain that if an "unscheduled leave" policy is announced, employees must contact their agencies to request to use annual leave, leave without pay, and/or previously earned compensatory time off or credit hours. As a general policy, if an "early dismissal" is announced, personnel should not be charged annual leave for the excused period. For detailed guidance, please refer to Title 5, Code of Federal Regulations (CFR), Subpart C.

At least annually, agencies should identify emergency personnel and notify them in writing that they are designated as "emergency employees." The term "emergency employee" is used to designate those employees who must report for work in emergency situations. The notice should include the requirement that "emergency employees" report for, or remain at work in emergency situations and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. *Agencies must be careful to designate which employees are "emergency employees" for the purpose of adverse weather conditions and other emergency situations.* If an agency determines that a situation requires employees not designated as "emergency employees" to report for or remain at work during an emergency, the agency should establish a procedure for notifying them individually.

Agencies are responsible for determining closure, dismissal, and leave policies for employees on shift work and alternative work schedules (i.e. flexible or compressed work schedules) and for informing employees of these policies.

### **Early Dismissal**

Information to all Federal Government agencies in the Chicago area will be initiated by the Co-Chairs of the Emergency Advisory Committee upon the Emergency Advisory Committee's determination that the emergency situation warrants an early dismissal of Federal employees. If this is the case, the following will occur:

1. The Emergency Notification System will be activated
2. An advisory message will be placed on the FEB 24-hour hotline
3. An advisory message will be placed on the FEB Web site

In the event a situation appears serious enough to warrant consideration for early dismissal and a decision to stay open is made, then an advisory message to that effect will be issued through these channels of communication.

### **Off-hours Notification**

If the emergency situation develops during off-duty hours, it may be necessary for all Federal employees, except those providing emergency services, to not report to work. Under such circumstances, the Co-Chairs of the Emergency Advisory Committee will initiate the following:

1. The Emergency Notification System will be activated
2. An advisory message will be placed on the FEB 24-hour hotline
3. An advisory message will be placed on the FEB Web site

Each agency head will be provided with the 24-hour telephone number, which can be called to obtain the announcement directly from the FEB. The message will give further details of the conditions upon which the decision was based. Agency, installation, and office heads will then disseminate the information to their employees through whatever internal agency procedures have already been established.

Since agencies located in areas outside of the main business section of Chicago may or may not be directly affected by the emergency situation, or may have different emergency or traffic conditions, they should develop internal instructions for how their employees should respond. Agencies also should provide internal instructions for those employees engaged in emergency services that cannot be suspended.

## **SECTION III - EMERGENCY TYPES**

### **Hazardous Weather Conditions**

The Meteorologist-in-Charge, National Weather Service Forecast Office, will notify the Manager of the Chicago Human Capital Group for the Office of Personnel Management when there is a 70 percent or greater probability of severe weather of sufficient magnitude to cause serious and hazardous conditions dangerous to the health and safety of Federal employees.

### **All Other Emergencies**

Included are unforeseen events having adverse impact on operations or presenting a dangerous environment, including, but not limited to, power failures involving Government agencies as a whole, acts of terrorism, civil disobedience, riots, fire, transportation strikes, etc. The foregoing types of situations may vary in their intensity and the area affected. The Co-Chairs of the Emergency Advisory Committee should be notified by an appropriate official of any agency when, in that official's judgment, a situation involves Government agencies as a whole and is of sufficient magnitude to jeopardize the health and safety of Federal employees. Either the early dismissal plan or the off-hours notification plan described in Section II will be invoked as appropriate.

**EMERGENCY ADVISORY COMMITTEE**

**CO-CHAIRS**

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Manager, Chicago Human Capital Group

Office of Personnel Management

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James Handley

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312-353-8373

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312-786-2600 (day)

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**2004 FEB Chair:**

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