

FY 2008 WEATHER EMERGENCY PLAN

PURPOSE

This Emergency Plan establishes policies and procedures for early dismissal, evacuation, and cancellation of scheduled work hours for member agencies that have agreed to participate in the plan during emergency contingencies and hazardous weather conditions.

SCOPE

This plan is applicable to all participating Federal agencies within a thirty-mile radius of the Buffalo Central Business District including Erie and Niagara Counties. Notification of an emergency condition and recommended actions are strictly advisory in nature. Each agency, office or installation participating is expected to develop internal policies and procedures consistent with this plan to put into effect the FEB's recommendation to close or to initiate an early dismissal. Continuity of Operations and Employee Safety are paramount considerations. It is recognized that in the case of severe weather, varying conditions may exist within the area of operation, and agencies need to evaluate current and forecasted conditions for their locale.

POLICY

Recommendations to close government offices or to initiate early dismissal or evacuation are made by the Chair of the Federal Executive Board with the concurrence of members of the Emergency Dismissal Committee. This committee will be comprised of the FEB Chair, Vice Chair and Executive Director; select Agency Directors; and representation from the Federal Protective Service and General Services Administration.

All federal employees are to presume, unless officially notified by their agency or public announcement that their office is open. Agencies are requested to instruct employees not to contact the FEB for information on the status of a federal facility.

EXECUTION

The FEB Chair or Vice Chair, after reviewing the circumstances surrounding the contingency, or in the case of adverse weather, both weather forecast and travel conditions, will coordinate with members of the committee to reach a consensus on the status of the federal workforce in the affected area. If a decision to suspend operations is made, the FEB Executive Director will implement that decision by (1) telephonic contact to Facility Lead Agencies; (2) contacting appropriate media sources for public advisory; and (3) email to the FEB address list with operating status notification.

PROCEDURES

1. EMERGENCY DECLARATIONS

Upon notification by the Emergency Dismissal Committee to recommend facility closure, the FEB Executive Director will accomplish the following tasks:

- Contact the following media sources
 - WGR TV – Channel 2
 - WIVB TV – Channel 4
 - WKBW TV – Channel 7
 - WBEN Radio 930. WBEN Radio simulcasts closure information on the

following radio stations:

--- WGR AM 550
--- WBEN AM 930
--- AM 1400
--- 1520 AM
--- KISS 98.5 FM
--- STAR 102.5 FM
--- The Lake 107.7 FM

- Transmit a status message via the Buffalo FEB Email Directory.
- Issue an advisory on the Buffalo FEB Website – www.buffalofeb.org
- Contact facility lead agencies (working hours only) with a recommendation to implement Occupant Emergency Plans

Information provided to the media would advise that Downtown Federal Offices

1. Are closed
2. Will be closing at a specific time
3. Have delayed opening

In order to properly determine travel conditions and evaluate weather forecasts, the decision to implement emergency closure during non working hours will normally be made no earlier than 5:30 AM. Agencies that have employees with early report times need to have specific procedures in place regarding their status.

Agencies are advised to implement their recall roster procedures in either instance to ensure all employees are made aware of the decision as to the status of their respective office.

Regardless of the duration of the condition causing closure, the status of facility operation will be made on a daily basis. Unless advised by appropriate authorities, employees are expected to report to work on the next scheduled workday.

2. EMERGENCY ADVISORIES

In the event of a contingency or severe weather warning, the FEB Executive Director will issue an advisory via email, and on the web, as to the current and forecasted conditions. If the situation warrants, the FEB Executive Director will recommend to the FEB Chair that the Emergency Dismissal Committee be called. Individual agencies should evaluate the information provided by the Emergency Dismissal Committee and determine appropriate actions to be taken with regard to the status of their office.

3. RECOMMENDATIONS FOR DISASTER PREPAREDNESS

- Ensure one telephone in a residence is wired/handset cord connected (not portable). In the event of a power failure portable phones will not work.
- Have a battery-operated radio (with spare batteries)
- Cell phones – have a car charger, or battery pack (Energizer) available if electrical power is not available for recharging the phone.