

FY 2014 BUFFALO FEB 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. 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. 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.

In the event of a major contingency the Committee will expand to include representatives of the other Federal agencies in the affected area.

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 committee, after reviewing the circumstances surrounding the contingency, or in the case of adverse weather, both weather forecast and travel conditions, will reach a consensus on the operating status of the federal workforce. If a decision to change operating status is made, the FEB Executive Director will notify appropriate authorities of the recommendation.

PROCEDURES

1. Upon notification by the Emergency Dismissal Committee to recommend change in operating status, the FEB Executive Director will:
 - Transmit a status message via the Buffalo FEB Email Directory.
 - Contact facility lead agencies (working hours only) with a recommendation to implement in place procedures.

- Media – the FEB will contact the media only in the event of a wide spread event that would affect all agencies and locations.

In order to properly determine travel conditions and evaluate weather forecasts, the decision to change operating status 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 encouraged to have internal procedures in place to notify employees of 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. In the event of severe weather conditions, the FEB Executive Director will issue an advisory via email 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. Actions of the Emergency Dismissal Committee will be consistent with policy prescribed by the Office of Personnel Management (OPM). This policy can be found at:

www.opm.gov/oca/compmemo/dismissal.pdf

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.