

## **FY 2017 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 and non-binding 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.

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 recommended operating status of the federal workforce. If a decision to recommend change is made, the FEB Executive Director will notify appropriate authorities of the recommendation.

### **PROCEDURES**

1. On 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.

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 at 5 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 and social media 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/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisal.pdf](http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisal.pdf)

### **TRAVEL RECOMMENDATIONS**

- Employees should be encouraged to plan for alternate routes to and from work in the event of road closures.

### **TELEWORK READY**

If agencies use telework to maintain continuity of government operations during emergency situations recommend policies be in place to ensure those employees are advised to properly manage their telework equipment as forecast conditions dictate.

### **WINTER WEATHER PREPAREDNESS**

Useful information for individuals and families can be found in the following document:

[www.fema.gov/media-library-data/1408633655071-32caae446efef4ab2f4fccdb55f725c/PrepareAthon\\_WINTER%20STORMS\\_HTG\\_FINAL\\_508.pdf](http://www.fema.gov/media-library-data/1408633655071-32caae446efef4ab2f4fccdb55f725c/PrepareAthon_WINTER%20STORMS_HTG_FINAL_508.pdf)