



## Dallas-Fort Worth Federal Executive Board EMERGENCY NOTIFICATION PROCEDURES

### Introduction

The following guidelines apply to situations that prevent significant numbers of Federal Government employees in the Dallas-Fort Worth area from reporting for work on time or which require agencies to close all or part of their activities. This includes, but is not limited to adverse weather conditions (*snow emergencies, severe icing conditions, tornadoes, floods, earthquakes and hurricanes*), air pollution, disruption of power and/or water, interruption of public transportation, National security and other emergency situations.

These procedures apply to employees (*including employees telecommuting from an alternative work site*) in all executive agencies located inside the Dallas-Fort Worth Metropolitan area. These procedures do not apply to employees of the U.S. Postal Service, State & Local Government, or private sector entities, including contractors.

Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements or other controlling policies, authorities, and instructions.

### FEB's Emergency Notification Responsibilities

In the Dallas-Fort Worth area, the DFW Federal Executive Board (FEB) is the Federal Government's point of contact with municipal governments and National and regional organizations, such as the White House, Office of Personnel Management (OPM), National Weather Service, General Services Administration (GSA), and Area Transit Services. **FEB officials** will consult with appropriate Federal officials before making a **recommendation on closure, dismissal, or special leave treatment during emergency conditions or situations**. The FEB Chairperson (or designated official) will be briefed on any emergency condition which could curtail Federal operations or effect the safety or security of Federal employees.

### EMERGENCIES DURING NORMAL WORK HOURS

The FEB will coordinate the distribution of an **EMERGENCY NOTIFICATION** message to designated emergency officials via the DFW FEB Broadcast system (email or text msg). A message will simultaneously be recorded on the FEB Hotline. The emergency notification message will include as much available information as possible regarding the nature of the emergency, potential hazard to employees and status of GSA-controlled facilities during emergency period. When appropriate, the notification will include information on any decision made to curtail GSA operations. This decision will be based on the need to keep Federal operations functioning as normally as possible and on concern for the safety of Federal employees.

### EMERGENCIES DURING OTHER THAN NORMAL BUSINESS HOURS

The FEB will provide an emergency notification message via the communications network, the FEB Email Broadcast System, FEB Hotline, and/or Hazardous Weather website not later than 5:00 AM cst. Confidential Hotline numbers will be provided annually to the Agency Head and/or the designated Agency Senior Emergency Official for use in retrieving emergency messages.

## NATIONAL EMERGENCIES

In the event of a National **Security** emergency, the FEB will receive information and/or direction from the Office of National Security Coordination: DHS or Federal Bureau of Investigation (FBI). The FEB point of contact will issue a special broadcast message transmitted to Agency Heads and Emergency Officials (COOP Managers) via the internet-based secure communication network.

**During any emergency or All-hazards condition, the FEB will post Agency Operating Status decisions made by key federal offices on the DFW FEB website [[www.dfwfeb.us](http://www.dfwfeb.us)].**

### Agencies' Emergency Notification Responsibilities

Each Agency head or Senior Emergency Official will make a decision regarding their office status (dismissal, office closure, or delayed opening) and emergency leave policy. Information provided by the FEB will be reviewed and considered prior to making staff announcements. Emergency decisions will include such terms as: **NORMAL BUSINESS HOURS; NORMAL BUSINESS HOURS WITH UNSCHEDULED** or **LIBERAL LEAVE** policy; **OPEN FOR BUSINESS under an ADJUSTED HOME DEPARTURE** or **DELAYED OPENING** policy; **ADJUSTED BUSINESS HOURS** or **EARLY DISMISSAL** policy; or **CLOSED**. Definitions of these terms and additional guidance may be found in the OPM Emergency Dismissal or Closure Procedures at [www.opm.gov](http://www.opm.gov).

An Agency Official shall inform the FEB via the information hotline or FEB office voicemail system of their decision regarding office operating status during the emergency period. The Operating status will be posted on the FEB website.

Agencies are responsible for maintaining and implementing an appropriate plan to notify employees of all emergencies. At least annually, agencies should provide written emergency procedures to employees working in the DFW commuting area. The procedures should tell employees how they will be notified and provide a detailed explanation of the terms and meanings to be used in the notification and/or announcement. The procedures should explain that if an "unscheduled leave" policy is announced, employees must contact their office to request annual leave, leave without pay, and/or the use of previously earned compensatory time off or credit hours under an alternative work schedule.

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. 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.