

DETROIT FEB FY2014 ALL HAZARDS EMERGENCY COMMUNICATION PLAN

Part I: INTRODUCTION

This Emergency Communication Plan (herein referred to as the Plan) outlines the FEB's role in emergency situations and authority, identifies responsibilities and provides interagency communication strategies that may be used by Federal Agency leadership for workforce planning purposes.

This plan applies to participating administrative offices in the Executive Branch. This plan is not intended for employees of the U.S. Postal Service, State and Local Government, or private sector entities, including Federal contractors. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements and/or other controlling policies, authorities, and instructions.

Part II: PURPOSE

This plan is to inform and assist Federal agency leaders during situations that prevent significant numbers of Federal workers in the Detroit Metropolitan area from reporting to work on time, or which require agencies to close all or part of their operations. This includes, but is not limited to, adverse weather conditions (snow emergencies, severe icing conditions, tornadoes, floods, earthquakes), disruption of power/water, national security and other emergency situations.

Part III: FEDERAL EXECUTIVE BOARD ROLE IN EMERGENCY SITUATIONS

FEBs stand ready to provide timely and relevant information to support emergency preparedness and response coordination.

- FEBs will coordinate with a core group of Federal leaders in each community to establish notification networks and develop a protocol (Communications Plan) to be used in non-emergency and emergency situations.
- FEBs will activate established notification systems for transmission of local emergency information, as prescribed by the FEB's protocol (Communications Plan).
- FEBs will support Federal agencies during emergencies.
- FEBs will relay local emergency situation information to appropriate Federal officials and partners.
- FEBs will disseminate emergency information from the appropriate National level.

Part IV: FEDERAL EXECUTIVE BOARD AUTHORITY

Federal Executive Boards were established on November 13, 1961 by Presidential Memorandum. As outlined in *Part 960 of Title 5 of the Code of Federal Regulations*, "Federal Executive Boards shall be responsible for . . . emergency operations, such as under hazardous weather conditions, responding to blood donations needs, and communicating related leave policies." (*Reference: 5CFR Part 960.107*)

The FEB networks' critical communication role has been outlined in several key national preparedness documents, including the National Response Framework (*released March 2008*). The U.S. Office of Personnel Management, on behalf of the FEB Network, entered into a Memorandum of Agreement with FEMA to formalize the FEB communications role in emergencies (*Reference: August 1, 2008*).

Part V: FEB GOALS AND RESPONSIBILITIES

The Detroit FEB's goal is to provide area agency heads with accurate, timely, consistent and up-to-date information to assist them in making informed decisions on operating status. This includes information available from General Services Administration (GSA), DHS, Federal Protective Service (FPS), the National Weather Service, local public safety and law enforcement officials. The FEB will also provide White House/Administration and U. S. Office of Personnel Management policies that relate to emergency response.

The FEB maintains 24/7 contact information for participating area agency heads, and their designated emergency contacts. All hazards notification will be distributed to the emergency contacts via the FEB's web-based Emergency Communication System. The FEB will also notify the U. S. Office of Personnel Management's (OPM) 24-hour Situation Room of any situations that impact Federal operations in our area.

COMMUNICATION SYSTEM:

Effective August, 2012, the FEB Network migrated to the (web based) platform COMMUNICATOR! NXT. NXT allows communication with members via email, and Text to Voice messaging to office and cell phone lines on a 24/7 basis. This web based system requires no special software and can be activated from any computer nationwide. NXT also enables the FEB Network to communicate among themselves.

The Detroit FEB will also continue to use the Email distribution list that we have traditionally used to allow feedback from members during weather emergencies.

Part VI: SUMMARY

The FEB Will:

- Strive to provide agency heads with accurate, up-to-date and consistent information so that informed decisions can be made about agency operations;
- Work closely with GSA and DHS, FPS to keep emergency contacts informed;
- Maintain a database of emergency contact information for local agency heads and their designated alternates;
- Facilitate communication with agency heads via COMMUNICATOR! NXT when deemed appropriate;
- Facilitate email messages that allow members to communicate their operating status with the FEB and/or other agencies during hazardous weather situations;
- Provide status reports to the OPM FEB Team and/or 24-hour Situation Room during non-weather related emergency situations;
- Distribute OPM and other guidance as appropriate

The FEB Will Not:

- Close Federal buildings or Federal facilities;
- Speak on behalf of an individual Federal agency (to the media, Federal employees or the general public);
- Have final decision-making authority regarding the status of Federal agency operations;
- Designate “emergency” employees

Federal Agency Responsibilities:

Each agency will make decisions regarding their own office Operating Status. Agencies are responsible for determining closure, dismissal, and leave policies for employees on shift work and alternative work schedules (flexible or compressed work schedules) and for informing employees of these policies. Agencies should incorporate “Telework arrangements” into their agency emergency planning so that eligible employees may use Unscheduled Telework in the event of emergencies. 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 Detroit commuting area. The procedures should tell employees “how” they will be notified and provide a detailed explanation of the terms used in the notification and/or announcement. At least annually, agencies should identify personnel and notify them in writing that they are designated as an “emergency employee”. The term “emergency employee” is used to designate those employees who must report for work in emergency situations.

OPM encourages local Federal agencies to consider use of the nine OPM operating status announcements and reminds agencies that the **term “liberal leave” is no longer used, having been replaced with the term “unscheduled leave” in November 1995** (<http://archive.opm.gov/news/unscheduled-leave-is-the-call-when-snow-forces-some-employees-to-stay-at-home,1545.aspx>).

- **WEBCAST:** OPM Dismissal and Closure Webcast (December 5, 2013) - http://www.youtube.com/watch?v=o7b4rX3Yv6Y&feature=player_embedded
- **MEMORANDUM:** Subject: *Washington, DC, Area Dismissal and Closure Procedures* (December 5, 2013) - <http://chcoc.gov/transmittals/TransmittalDetails.aspx?TransmittalID=5881>
- **PROCEDURES:** *Washington, DC, Area Dismissal and Closure Procedures* (December 2013) - <http://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismisal.pdf>

- **OPM OPERATING STATUS ANNOUNCEMENTS:**

- OPEN
- OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK
- OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK
- OPEN – DELAYED ARRIVAL – EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK
- OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE
- OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE – EMPLOYEES MUST DEPART NO LATER THAN XX: XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED
- IMMEDIATE DEPARTURE – FEDERAL OFFICES ARE CLOSED
- FEDERAL OFFICES ARE CLOSED – EMERGENCY AND TELEWORK-READY EMPLOYEES MUST FOLLOW THEIR AGENCY’S POLICIES
- SHELTER-IN-PLACE

The following are useful local websites and phone numbers:

Federal Protective Service (FPS) MegaCenter: 877.437.7411

Michigan State Police, Office of Emergency Management and Homeland Security:

<http://www.michigan.gov/msp/>

City of Detroit Office of Public Health Emergency Preparedness (OPHEP)

<http://www.detroitmi.gov/DepartmentsandAgencies/DepartmentofHealthWellnessPromotion/EmergencyPreparedness.aspx>

Michigan Committee for Severe Weather Awareness: www.mcswa.com

Michigan National Weather Service (NWS) Weather Preparedness

www.crh.noaa.gov/dtx/?n=weather_preparedness

National Weather Service Detroit/Pontiac 24-hour Media/Agency Coordination:

248.625.4249

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