Federal Executive Board
Honolulu-Pacific

300 Ala Moana Boulevard
Suite 4-123, Box 50268
Honolulu, Hawaii 96850
https://honolulu-pacific.feb.gov//

All Hazards Emergency Notification and Advisory Plan For Agency Directors

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Foreword

The Honolulu-Pacific Federal Executive Board's *All Hazards Emergency Notification and Advisory Plan* outlines how Federal Agencies located within the State of Hawaii will be contacted and how the communications and collaborative capabilities of the Federal Executive Board will be utilized to help support federal agencies in emergency situations.

This plan describes the authorities, planning assumptions, concept of activation (notification), notification processes, and collaborative efforts to build situational awareness amongst federal agency partners. It also provides guidance to help prepare for the dismissal of federal employees in anticipation of or during natural or manmade disasters.

This plan reflects a revised role for the Honolulu-Pacific Federal Executive Board (HPFEB) in the areas of emergency notification and employee dismissal decisions for federal agencies in Hawaii during emergency events. In lieu of assumptions made in previous plans or processes regarding an advisory role for federal agencies on base/agency closures, and a press role in regards to those closures, the HPFEB will serve primarily to partner with Hawaii federal agencies to disseminate information and build mutual situational awareness on agency decisions and operating status during an emergency event. Plans and processes for a crisis management team, an HPFEB media role, and the like are no longer included or necessary in this revised role. This is consistent with current program direction from the US Office of Personnel Management (OPM). Instead, the HPFEB responsibilities, which will be detailed in this plan, include:

- Developing a straightforward, actionable protocol for emergency actions for the HPFEB. Re-enforcing the advisory role of the HPFEB and that decisions regarding closure of agencies/facilities and disposition of employees in the various emergency scenarios are best made by informed leaders in those specific agencies.
- Maintaining a 24/7 data base of emergency contacts updated at least once annually.
- Supporting a 24/7 communications system which is tested at least once annually.
- Providing a repository of general guidance to HPFEB agencies regarding their individual responsibilities for developing and testing continuity of government/continuity of operations plans, emergency procedures for employees, and human resources policies for federal employees in emergency situations, telework guidance and media relations.
- Providing a resource list for HPFEB agencies which includes links to various sources for disaster preparedness, notification and response in the State of Hawaii.

The Honolulu-Pacific Federal Executive Board's *All Hazards Emergency Notification and Advisory Plan* will continue to evolve, reflecting lessons learned from actual emergencies and ongoing planning, training and exercises. It should serve as a solid foundation for improving information sharing and situational awareness among federal agencies in Hawaii, and help strengthen relationships among the Federal Executive Board's membership. Updated copies of this plan will be posted on the HPFEB local website, under emergency preparedness, here: https://honolulu-pacific.feb.gov/emergency_prepararedness/all-hazards-emergency-notification-advisory-plan/ .

List of Acronyms, Abbreviations, and Terms

AAR	After Action Report
COG	Continuity of Government
CFR	Code of Federal Regulations
COOP	Continuity of Operations
DHS	Department of Homeland Security
EAP	Emergency Action Plan
EM	Emergency Management
ERG	Emergency Relocation Group
FCD	Federal Continuity Directive
FEB	Federal Executive Board
FEMA	Federal Emergency Management Agency
FPX	Functional Planning Exercise
GETS	Government Emergency Telecommunications Service
GSA	General Services Administration
HEMA	Hawaii Emergency Management Agency
HPFEB	Honolulu-Pacific Federal Executive Board
HSPD	Homeland Security Presidential Directive
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NSPD	National Security Presidential Directive
NWS	National Weather Service
OEP	Occupant Emergency Plan
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PJKK	Prince Jonah Kūhiō Kalaniana‘ole Federal Building
PTWC	Pacific Tsunami Warning Center
WPS	Wireless Priority Service

A. PURPOSE

When an emergency situation exists, federal agencies need to react responsibly and in unison to protect the well-being of the federal workforce and their customers. This plan provides procedures, identifies responsibilities, and provides interagency communications strategies for use by Hawaii federal agency leadership for workforce planning purposes. Also included are procedures for maintaining, exercising, and activating the **All Hazards Emergency Notification and Advisory Plan.** This plan provides a standard method for the Honolulu-Pacific Federal Executive Board (HPFEB) to communicate emergency information regarding a variety of emergencies and other hazards to the federal agencies located in the State of Hawaii, and to build awareness amongst those agencies of closures and dismissal actions. This plan is also intended to serve as a repository for best practices and resources for agencies to meet their responsibilities under federal continuity directives and other authorities.

B. CANCELLATION

This document cancels and supersedes all previous Honolulu-Pacific Federal Executive Board (HPFEB) guidelines, crisis communications plans or other planning documents for emergency response and dismissal of federal employees during emergency situations.

C. SCOPE

This plan is applicable to all participating federal agencies located in Hawaii. Notifications regarding emergency conditions are strictly advisory in nature. The plan does not replace agencies' individual emergency plans, but rather provides background and guidance to consider when developing those plans. It is highly recommended that each agency develop internal policies and procedures consistent with federal continuity directives for executive agencies with the intent to execute, if deemed appropriate by the participating agency, procedures to close, exercise early dismissal, unscheduled telework or other procedures to meet mission essential functions and responsibilities while protecting employees during the various emergency scenarios.

D. AUTHORITIES

The broad authority and responsibility for the implementation of this plan is the Federal Executive Board Charter signed by President John F. Kennedy on November 13, 1961 and Part 960 of Title 5 of the Code of Federal Regulations (5 CFR § 960.107). Other authorities and guiding principles for federal agencies in preparing for and responding to emergencies include:

1) The *National Response Framework (NRF)*: presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The *Framework* defines the key principles, roles, and structures that organize the way we respond as a Nation. It describes how communities, tribes, states, the federal government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. Further, the National Response Framework directs that the Federal Emergency Management

Agency (FEMA) maintain continuity with Federal Executive Boards and other federal and state operations and coordination centers that have potential to contribute to situational awareness in emergency situations.

2) *The National Incident Management System (NIMS):* Emergency management doctrine used across the United States to coordinate emergency preparedness and incident management and response among the public and private sectors. The Incident Command System (ICS) consists of a standard management hierarchy and procedures for managing temporary incidents of any size.

3) National Security Directive 51/Homeland Security Presidential Directive 20, *National Continuity Policy*: was issued by the President to establish and maintain a comprehensive national continuity policy to ensure resilience of government and perform essential functions under all conditions. The National Continuity Policy Implementation Plan provides guidance to federal executive branch organizations on appropriately identifying and carrying out their primary mission essential functions that support the eight national essential functions – the most critical and essential functions to lead and sustain the nation during a national emergency.

4) *Federal Continuity Directive 1 (FCD1)*: was established in February 2008 and updated January 17, 2017 by the Department of Homeland Security to provide operational guidance to implement the President's continuity policies, and support federal agencies in their continuity planning and programs. Effective continuity plans and programs support the resilience of organizations and facilitate the performance of essential functions during all-hazards emergencies or situations that may disrupt normal operations. The primary goal of continuity in the executive branch is the continuation of essential functions.

5) *Federal Continuity Directive 2 (FCD 2*) was published in 2008 and updated in June 2017 by the Department of Homeland Security to implement the requirements of FCD, Annex D. It provides guidance and direction to Federal Executive Branch Departments and Agencies to validate and update their Mission Essential Functions (MEFs) and Primary Mission Essential Functions (PMEFs).

6) Public Law 111-292, *Telework Enhancement Act of 2010*: builds upon previously enacted public law regarding telework authority and support for executive agencies, and requires that Federal executive agencies establish a policy under which eligible employees of the agency may be authorized to telework, provides for training and monitoring, policy and support, the designation of a Telework Managing Officer for each agency, reporting, and other purposes related to Federal telework. The act further states that each executive agency shall consult with the Office of Personnel Management in developing telework policies.

7) *The Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Conditions or Other Emergency Situations*: is published by the US Office of Personnel Management (OPM). This *Handbook* provides a general summary of the many pay and leave benefits available to assist Federal agencies and employees who must cope with severe weather conditions or other emergency situations and their aftermath.

8) *Washington, DC, Area Dismissal and Closure Procedures*: is published by the Office of Personnel Management (OPM) and reviewed annually. This guideline includes procedures and status announcements for agencies during area-wide work disruptions in the Washington, DC Capitol Area. OPM's announcements and policies allow for coordination with municipal and regional officials, with a goal of maintaining continuity of government essential functions, reducing disruption of the transportation system and ensuring that affected employees are treated as consistently as possible. Recent updates have stressed migration towards uniform telework policies and procedures and stressed the utilization of unscheduled telework as a standard human resources tool during emergencies that impact federal agencies and facilities.

9) *Governmentwide Dismissal and Closure Procedures:* In November, 2018 the Office of Personnel Management (OPM) issued guidance modifying the *Washington, DC, Area Dismissal and Closure Procedures* to reflect a Governmentwide approach, and help provide for effective stewardship of taxpayer funds by offering agencies guidance on how to continue their important mission during emergency situations. OPM also established, based on previous congressional authority, a new type of leave called 'weather and safety leave", previously granted as administrative leave or excused absence. These guidelines also discuss the significant role of telework during emergency situations, by enabling a greater number of Federal employees to work and supporting continuity of operations. One note is that, as a result of these new regulations, agencies, with very limited exception, will not be able to provide weather and safety leave to a telework program participant who is not prevented from working safely at an approved telework site during severe weather or other emergency situations. Appendix E to this plan has links to specific guidance.

10) The U.S. Office of Personnel Management (OPM), on behalf of the FEB network, entered into a Memorandum of Agreement with FEMA to formalize the communications role of the FEB on August 1, 2008.

E. POLICY

The primary objectives of this plan are to communicate the approved processes and assign responsibilities to:

1) Disseminate timely, relevant and accurate information to all participating federal agencies concerning natural or manmade disasters which have the potential to result in facility closures and/or the dismissal of federal employees.

2) Build situational awareness amongst HPFEB member agencies regarding individual agency responses, facility closures and/or the dismissal of their respective federal employees.

3) Emphasize the requirement for federal agencies to comply with directives regarding continuity of operations, designation of emergency employees, emergency communications, etc., and provide a resource list of guidance and best practices to assist agencies with compliance.

Federal agencies maintain the authority and responsibility to protect their personnel and provide direction that meets their individual needs. This plan does not replace individual emergency plans or building occupant plans, but rather complements them and serves as a resource for information sharing and uniform decision-making. **The final decision to dismiss employees or curtail operations rests with the principle regional officer of each individual federal agency.** Nothing in this plan shall detract from or usurp the inherent and specific authorities and responsibilities of the federal agencies over their employees.

F. RESPONSIBILITIES

1. **The HPFEB Executive Director is responsible for**:

a. Maintaining the *All Hazards Emergency Notification and Advisory Plan for Agency Directors* including reviewing and updating it annually, distributing it to HPFEB member agencies, and briefing agency leadership as required on the responsibilities and protocols established in the plan.

b. Scheduling periodic exercises to verify the effectiveness of the plan and to ensure all participating agencies are familiar with their roles and that federal employees understand their roles and their agencies' procedures for dismissal, facility closures and other emergency actions. Following exercises or significant emergency event, an After Action Report (AAR) is recommended to capture what happened, why it happened and appropriate lessons learned.

c. Serving as the local administrator for the *Everbridge* emergency notification system. This proprietary system is provided for the entire FEB network under a contract managed by the Office of Personnel Management. It is a widely deployed, highly utilized platform providing complete automation of list-based communications procedures, including multi-modal notifications. Capabilities and protocols for the *Everbridge* Platform are contained in Appendix A.

d. Maintaining a 24/7 database of contacts for agencies that is updated at least annually, designating groups and notification priorities and pre-approved notification scenarios, and initiating emergency notifications and advisories as directed by the Executive Director as appropriate.

e. Ensuring that the emergency notification system is tested at least once annually.

f. Complying with protocols from the Office of Personnel Management, Director of Federal Executive Board (FEB) Operations regarding reporting during emergencies in an individual FEB area, including daily status reports.

g. Serving as a repository for information regarding federal agency status, facility closure and employee dismissal/work status during emergency events. Maintaining liaison with the HPFEB Chair and Vice-Chair, Hawaii Emergency Management Agency, City and County of Honolulu, FEMA and other stakeholders to help build situational awareness regarding emergency situations and federal agency closure and dismissal actions. The focus of this communication and collaboration will be the federal workforce, not the operational responses of agencies charged with emergency response and management.

h. Serving as a standing member of the PJKK Federal Complex Facility Security Committee.

i. Distributing US Office of Personnel Management administrative and other guidance as appropriate.

2. **The HPFEB Executive Committee is responsible for:**

a. Reviewing and approving this plan and subsequent updates or modifications.

b. Approve exercise scenarios and providing concurrence for exercise schedules and participants.

3. **The Director of Readiness, Federal Emergency Management Agency (FEMA) Region IX Pacific Area Office:**

a. Provides guidance and expertise on response, relief, and recovery of a disaster. This plan does not preclude the responsibilities of FEMA in its role to support state and local jurisdictions as the administrator of the Stafford Disaster and Relief and Emergency Assistance Act, as amended.

b. Advocates for the Emergency Preparedness Working Group, which provides federal agencies' emergency management expertise and staff to learn, teach, share, and promote vigilance for all hazards events in Hawaii and the Pacific Rim.

4. **The US Office of Personnel Management (OPM)**:

   a. Interprets personnel policies regarding dismissal, special leave, and reporting during an emergency.

5. **The Commander, Fourteenth Coast Guard District**:

   a. As the designated official within the PJKK Federal Building and Courthouse, the USCG maintains the Occupant Emergency Plan (OEP), and hosts a Facility Security Committee, which includes agency head representatives and allows for review of building security and security countermeasures. For purposes of the building OEP, with assistance and recommendations from the General Services Administration (property manager) and the Federal Protective Service (FPS), may direct building evacuation, closure, early dismissal, late arrival, shelter in place, etc. to building occupants as appropriate to various natural and man-made emergencies. Approximately 50 federal agencies are currently located in the PJKK Federal Building and Courthouse Complex, including the federal courts.

6. **The General Services Administration (GSA):**

   a. GSA is responsible for providing guidance to federal agency leaders regarding opening and closing of the PJKK Federal building and courthouse complex, and leased locations where federal agencies are located. GSA is also responsible for the coordination of inspections of federal buildings and leased buildings and providing telecommunication network support. Additionally, GSA communicates with individual building tenants and other facilities' staff when there is a critical incident specific to a building (e.g. maintenance problems). Last, during certain emergency situations, including inclement weather, individual federal agency tenants may choose to curtail operations, but buildings may remain "open."

7. **The Federal Bureau of Investigation (FBI) and Federal Protective Service (FPS):**

   a. The FBI and FPS provide federal agencies with information and guidance on security matters affecting the safety of federal workers and federal property. They also serve as a liaison to the Joint Terrorism Task Force and other law enforcement agencies.

8. **The National Weather Service (NWS):**

a. The mission of the NWS Forecast Office Honolulu is to provide accurate and timely watches, warnings, advisories, and forecasts for hazardous weather conditions. The National Weather Service Forecast Office in Honolulu, Hawaii, activates the Central Pacific Hurricane Center when there is a tropical system in the Central Pacific from 140 Degrees West Longitude to the International Dateline. In the event of severe weather, the HPFEB Executive Director will obtain and review current weather information from the NWS Forecast Office. This information will be considered in formulating the appropriate notification for Hawaii Federal Agency Directors and their designated employees. Weather information for Hawaii is available at https://www.prh.noaa.gov/hnlor by calling (808) 973-5286.

b. The National Weather Service operates the Pacific Tsunami Warning Center, (PTWC), which disseminates messages and the provision of interpretive information to emergency managers and other officials, news media and the public regarding potential tsunami events in the Pacific. For tsunami warnings issued to Hawaii, the Center makes recommendations; however, evacuations are coordinated by state and county civil defense authorities. Information and tsunami messages from the Center are available at: https://ptwc.weather.gov/.

9. **HPFEB Member Agencie**s:

a. HPFEB member agencies are responsible for designating an individual who is empowered to issue agency orders in emergency situations, and for providing the HPFEB with up-to-date emergency contact information for the senior agency official and at least one designated alternate, at least annually, or upon a change in designated personnel. (Distribution of emergency contact information will be strictly limited to the FEB staff, the FEB Chair and Vice-Chair, and will be utilized for emergency situations only).

b. Participation in this notification process is voluntary. However in order to ensure and maintain an executive level exchange, communications are designed for agency heads, deputies or designated alternates only. The designated official should have decision making authority relative to the federal workforce. It is not appropriate to delegate this responsibility to facility or building managers, COOP planners, contractors or other non-federal employees. However, listing additional contacts in addition to the designated official/alternate, such as administrative assistants, human resources specialists or emergency management specialists is acceptable and encouraged.

c. Agencies can update their contact information for the emergency notification system by submitting the web form available on the HPFEB website here:

https://honolulu-pacific.feb.gov/emergency_preparaedness/emergency-notification-contact-form/
This web form can be used to update key agency contacts, or individual notification contacts. This information is used for emergency notification purposes only, and is not shared in the public domain. Agency heads and deputies are automatically included in the notification system data base – for work phone and e-mail address unless more detailed information is individually provided.
The web form also allows agencies to update information in the HPFEB Federal Agency Directory, which is updated and published (internally to the government) semi-annually.

d. HPFEB member agencies, as their operations permit, will provide status updates to the HPFEB regarding agency or facility closures or workforce status changes during emergency situations upon request from the HPFEB, to enhance mutual situational awareness of federal agency actions. The HPFEB will develop protocols for sharing this information across the network to enhance awareness. Multi-agency conference calls or other means will be used as appropriate to share information from federal, state or county emergency managers with federal agencies. The focus of the status information shared locally is the federal workforce and relevant facilities, not the agency's operational response to the specific emergency, which typically is reported to the relevant headquarters via established protocols.

e. In addition, individual agencies are responsible for maintaining up-to-date Emergency Management (EM) and Continuity of Operations Plans (COOP), accountability and reporting of personnel status to their national and/or regional headquarters, designating "emergency" personnel and notifying emergency personnel in writing of this designation and attendant responsibilities. Agencies determine closure, dismissal and leave policies for employees on shift work and alternative work schedules, and policies on telework. Background on government telework policy including minimum requirements for an employee telework agreement is attached as Appendix B.

f. Federal agencies on at least an annual basis should notify personnel who must report for work and continue government operations during a disruption of operations and notify them in writing that they are designated as "Emergency Employees." The notice should include the requirement that emergency employees report for, or remain at work during emergency situations, and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. Agencies should also develop a procedure to notify non-emergency employees to remain at work during an emergency if necessary to support essential functions. Agencies may also designate employees who telework/telecommute from an alternative work site as "Emergency Employees."

g. Federal agencies, whenever possible (such as for hurricane and tsunami exercises), should include the HPFEB in coordination when exercising their COOP emergency plans, thus allowing a link of this plan into the exercise play. This will help allow the smooth activation of the plan when a disaster threatens the State of Hawaii.

h. Federal agencies are responsible for advising the public and media regarding the status of their individual agencies and any service disruptions to public services resulting from an emergency. The Designated Official for the PJKK Federal Building and Courthouse may act as media spokesman regarding the status of federal agencies in the Honolulu federal building complex, but will normally refer specific questions regarding individual agency service disruptions or protocols to that specific agency. In general, military base and facility commanders in Hawaii will act within their local facility emergency and contingency plans and will provide media advisories in accordance with their prescribed procedures. The HPFEB will not act as a spokesman for federal agencies.

i. The HPFEB will leverage the *Everbridge* communications capability, when appropriate, to build a repository of information regarding the status of federal agencies, facilities, employees and services which will be available to other agencies, the HPFEB executive leadership and other stakeholders such as State of Hawaii, Department of Emergency Management, to help build situational awareness during emergencies. However this information will not be used for media advisories or press notifications.

G. PROCEDURES

1. **Emergency Notification Plan:** The Notification and Advisory plan addresses "no notice" emergencies and "developing" emergencies.

   a. **No Notice Emergency -** Many unpredictable natural or man-made disasters result with no prior warning or notification. A no notice emergency allows for no or minimal time to plan. Effective response will depend on proper prior planning and exercising to ensure the effectiveness of the response plan and the responders' roles within the Plan. Some No Notice emergencies are listed below:

      1) Tsunami
      2) Earthquake
      3) Volcanic Eruption (Big Island)
      4) Flooding
      5) Terrorist Attack or Bomb Threat
      6) Ballistic Missile Threat to Hawaii
      7) Industrial Chemical release

b. **Developing Emergency -** Emergencies with a minimum of 72 hours to prepare, for the purpose of this plan, will be considered a "Developing" Emergency. A developing emergency can allow for additional communication and planning for federal agencies and affected employees. Developing emergencies for Hawaii could be, but are not limited to:

1) Hurricanes or Other Significant Weather Events
2) Scheduled Events with a high probability of impact to federal work places
3) No notice disasters that have occurred that require extensive recovery phases and therefore require courses of action to ensure that Federal Employees remain up to date and informed on their work status
4) Pandemics, such as Pandemic Influenza
5) Civil Unrest

Note: Major traffic issues/road closures/localized flash flooding/severe thunderstorms, etc. notifications are available from the City and County of Honolulu, including the HNL Info Alerts system. Employees can sign up for this system and download the smart phone app here: https://hnl.info/alerts/login.php.

Wireless Emergency Alerts (WEA) are emergency messages sent by authorized government alerting authorities through your mobile carrier. Government partners include local and state public safety agencies, FEMA, the FCC, the Department of Homeland Security, and the National Weather Service. No signup is required. In general, the HPFEB emergency notification supplements these broad area alerts.

2. **Emergency Notification Procedures:** The following procedures provide a basic protocol for gathering and disseminating critical emergency information and direction to the federal community. If the telecommunication systems in the area fail, agencies should follow local response directives. The HPFEB Executive Director, or in his/her absence the Deputy Executive Director, will initiate emergency communications upon receipt of information regarding a no-notice or developing emergency to federal agencies via the *Everbridge Mass Notification* system*.

a. If necessary, the HPFEB may initiate conference calls with the appropriate officials in FEMA (Region IX Pacific Area Office), the National Weather Service or Pacific Tsunami Warning Center, Hawaii Emergency Management Agency, HPFEB Executive Committee Chair or Vice-Chair as appropriate to confirm the assessment of the emergency information and to validate the need to notify all federal agencies.

b. Using the file attachment protocols, watch, warning or other emergency information can be included in attached files with alert e-mails provided by the *Everbridge* system to designated HPFEB agency representatives. This system can also be used to established dynamic bridges for conference calls and has polling and other employee response options.

c. Once notified, the decision to curtail operations and/or release employees is the responsibility of individual agency leadership.

d. For impending or actual emergencies that affect the PJKK Federal Building, the HPFEB Executive Director will consult with the U.S. Coast Guard District Fourteen Commander, the current Designated Official per the PJKK Federal Building OEP, regarding a decision to close or partially close the federal building. The Designated Official will normally consult with the GSA Property Manager, and the Federal Protective Service as appropriate, regarding any decision to close or curtail operations in the Federal Building. Also, GSA operates and tests on a routine basis an installed public address system in the PJKK Federal Building for no-notice emergencies which may require direction to evacuate the building or direct employees to shelter in place, etc.

e. After consulting with the Designated Official for the PJKK Federal Building, if a decision to close the building or direct other action by the agencies in the building or their employees (early dismissal, shelter in place, late arrival, etc.), the HPFEB director may utilize the *Everbridge* system to notify affected federal agencies of the operating status announcement.

f. Individual agency heads are responsible for any appropriate local press announcements or press conferences regarding the status of facilities and/or employees and mission essential functions affected by the specific emergency. However, the Designated Official for the PJKK Federal Building, as the decision maker regarding the status of the building, may act as press spokesman and initiate general public announcements regarding the status of the Federal Building and federal agencies/workers residing in the building. Questions regarding disruption to mission essential functions and/or public services provided by individual agencies with offices in the Federal Building will be referred to those specific agencies.

g. As an emergency situation dictates, whether a no-notice or developing emergency, the HPFEB will use the *Everbridge* system to provide status updates on the specific threat or emergency situation on a routine basis, or upon significant changes.

h. Although individual agency heads are in the best position to make decisions regarding the status of their agencies' workforce, facilities, and essential functions

in the various emergency situations, there is significant value in building mutual situational awareness amongst the HPFEB member agencies of actions taken by agency leadership regarding facilities, workforce, and mission essential functions. To build and maintain this situational awareness, the HPFEB will utilize the *Everbridge* protocol to act as a repository for agency status information. The HPFEB will "poll" specific agencies for operating status and build situational awareness using a color coded spreadsheet that will be updated and made available to all HPFEB agencies during the emergency period via e-mail file attachment protocols in *Everbridge*. This updated information will also be posted on the HPFEB website and updated appropriately. Individual agencies may designate specific emergency contacts, HR contacts, etc., to receive notifications and help build situational awareness with the HPFEB during emergencies, which may free senior agency leaders to focus on higher priority emergency actions.

i. Appendix C lists sample OPM designated standard agency announcements for federal offices and their employees during emergency situations. Individual agencies are responsible for agency operating and workforce decisions and for making appropriate announcements to employees. For purposes of this notification and advisory plan to build situational awareness amongst HPFEB agencies, the following minimum should be reported for agency status report:

1) Agency is OPEN, employees are expected to report to work on time. Status is "GREEN."

2) Agency is OPEN, but with limited services and/or reduced hours, employees who are not designated as emergency employees are excused from duty, and may be granted weather and safety leave, unscheduled leave, unscheduled telework, or other status. Employees designated as emergency employees are expected to report for work on time (this may include employees telecommuting at an alternative site such as a COOP location or from home). Status is "YELLOW."

3) Agency is CLOSED, and employees are excused from duty on weather and safety leave or unscheduled leave status. Status is "RED."

j. While agencies may provide more specific information regarding the status of agency operations and employees, the basic "red, yellow, green" status reports are all that is required to allow the HPFEB to build a general situational awareness matrix for member agencies.

k. The HFEB Executive Director or his/her designate will notify OPM Headquarters of emergency events and provide status updates in accordance with the written guidelines in Appendix D.

l. In Hawaii, there is a plethora of available resources for agency heads to obtain updated information on weather or other emergencies on a real time basis. A resource list is included in Appendix E.

m. Appendix F is an addendum which includes agency human resource guidance. Additional information for employees is included in Appendix G.

n. *Federal Continuity Directive 1*, as updated by FEMA in January 2017, details the use of continuity facilities where essential functions are continued or resumed during a continuity event. This typically involves the relocation of Emergency Response Group (ERG) members to alternate sites (locations, other than the primary facility, used to carry out essential functions) following activation of the continuity plan. Organizations must issue all ERG members Government Emergency Telecommunications Service (GETS) cards and pre-position GETS cards for emergency use at all primary and continuity facilities in the quantity equal to 50% of the total number of ERG personnel who are assigned to use the particular facility. The government-issued cellular telephones for all ERG members must be Wireless Priority Service (WPS)-capable and have WPS activated.

Appendix A: <u>The *Everbridge* Mass Notification System for Emergency Notifications</u>

The *Everbridge mass notification system* is a proprietary emergency communications system managed by the *Everbridge* Corporation and contracted by the US Office of Personnel Management for use by the Federal Executive Board network to support the boards' role in emergency preparedness. This is a secure, web based system using a widely deployed, highly utilized platform which automates simple to highly complex list-based communications procedures. It facilitates immediate, multi-modal notification of specific individuals, groups or teams, and has the ability to capture important feedback from notified contacts.
Features of the *Everbridge mass notification system* of primary interest to the *HPFEB All Hazards Emergency Notification and Advisory Plan* include (*Everbridge* platform brief):

a. The ability to build and update a contact database which can be synchronized with the HPFEB personal contact data base (Microsoft Access or Excel).
b. The ability to design and build specific groups based on organization, function, location (e.g. all PJKK federal agencies, all Executive Committee members), etc.
c. The ability to build both static and scenario driven dynamic groups.
d. The ability to build standard scenarios (e.g. tailor notification to a tsunami, hurricane, or less widespread event) as well as to create instant activation scenarios.
e. Messages can be created for each selected device type; including voice messages, PC alert systems, answering machine messages, e-mail/mobile e-mail messages, text/SMS messaging, numeric pager messages and facsimile messages.
f. Specific scenarios can include device order for notifications and a call flow template for voice messages.
g. Location aware messages using precision GIS, and user designed incident zone capability.
h. Polling enabled notifications, and dynamic conference bridge capability.
i. File attachments can be shared with e-mail messages.
j. Scenarios can be activated by computer, telephone or mobile device (includes the Mobile Manager application for Android/IOS).

General Procedures for the Use of *Everbridge Mass Notification System* by the HPFEB for Emergency Notifications:

a. The HPFEB will serve as the local system administrator and build the initial contact database using the local personal contact data base. This data base will be updated semi-annually and upon change to senior agency personnel. Agencies

and individuals can use the web form on the HPFEB local website to update agency emergency contact information, or single contact information on-line. The contact web forms are here: HPFEB Emergency Contact Web Forms

b. The heads of HPFEB member federal agencies and their designated alternates will be listed as priority contacts for specific agencies. All HPFEB Executive Committee members will be priority contacts in the notification data base. Agency leadership has the discretion to include emergency management specialists, administrative assistants, human resources specialists, etc. as desired.

c. Priority for notifications will flow from the HPFEB Executive Committee membership to other HPFEB federal agency leadership to other agency designated contacts, to include non-federal stakeholders, such as Hawaii Emergency Management Agency and the City and County of Honolulu Department of Emergency Management. Normally, specific instructions on how to respond to notifications by agency officials will be provided in advance.

d. The HPFEB will develop specific scenarios and groups and so designate in the *Everbridge* system. Federal agencies residing in the PJKK Federal Building will be designated an individual group.

e. Both the HPFEB Executive Director and Deputy Executive Director will be authorized local users for purposes of administering and activating the *Everbridge* system. The HPFEB designated primary emergency "back-up", the Executive Director of the Los Angeles Federal Executive Board, will be designated a user for activation purposes in the event that circumstances prevent the HPFEB from meeting notification requirements.

f. The interactive capabilities of the *Everbridge* mass notification system, including will be leveraged, along with the HPFEB website, to build situational awareness amongst HPFEB agencies of agency status, building, installation or facility closures, workforce changes, etc. during emergency events.

g. Personnel on the FEB network program management staff in the US Office of Personnel Management (OPM) will be included in the contact listings for emergency notifications.

h. Contact information for HPFEB agency members will be kept secure and only accessible to the HPFEB Executive Director and Deputy Director. No contact information is posted on the public domain.

Appendix B: Telework by Federal Employees

For decades, certain Federal employees have been expected to work during emergencies to provide continuity of Government functions. OPM introduced unscheduled telework in 2010 to provide improved continuity during emergencies by having as many Federal employees as possible ready to telework so they can continue the work on which our Nation depends. Generally, telework provides employees with flexibility to balance work and personal needs. Telework is a means to keep employees safe during weather emergencies and help reduce traffic congestion. Telework is also a powerful tool to provide agencies with the resources they need to accomplish their missions during emergencies. Telework is voluntary, but a written agreement which outlines expectations is required before an employee can participate in telework. In the case of unscheduled telework, continuity of operations are supported and enhanced significantly when employees with telework agreements continue the work of the Federal Government.

It is paramount that agencies communicate expectations to their employees in written policies and procedures, subject to any applicable collective bargaining responsibilities, as consistent with law. Expectations must be made clear in continuity or operations plans, as well as in written telework agreements, in compliance with the Telework Enhancement Act of 2010. Employees must understand which human resources flexibilities are available to them during specific agency operating procedures, such as unscheduled telework, unscheduled leave, leave without pay, alternative work schedule day off, etc. In an emergency situation, timing is crucial. Employees must be able to act under their own agency's procedures when unscheduled telework or unscheduled leave are options, or when provisions in agency telework agreements requiring employees to telework when the Federal Government is closed have been triggered.

The *Washington, DC, Area Dismissal and Closure Procedures* stress the use of unscheduled telework by federal employees, include an amendment to the operating status announcement used for Federal office closures to make it clear that while Federal offices are indeed closed during this announcement, continuity of Government endures and many employees will continue to work. The revised announcement is "Federal Offices Are Closed - Emergency and Telework-Ready Employees Must Follow Their Agency's Policies."

While these procedures do not affect agency closures in Hawaii, they are a valuable source of information for agencies developing emergency and continuity plans, and are available (updated December, 2015) at https://www.opm.gov/oca/compmemo/dismissal.pdf.

Unscheduled telework is now a standard human resources tool in the *Procedures*. It is a product of the *Telework Enhancement Act of 2010*, which requires that all agencies incorporate telework into their Continuity of Operations Plans (COOP).

In practice, "telework" is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g. home, telework center). This definition of telework includes what is generally referred to as remote work, but does not include any part of work done while on official travel or mobile work.

Generally speaking, there are two types of telework; 1) routine telework in which telework occurs as part of an ongoing, regular schedule and 2) situational telework that is approved on a case-by-case basis, where the hours worked were not part of a previously approved, ongoing and regular telework schedule. In general, any employee who wishes to telework (regardless of which type) must first successfully complete an interactive telework training program provided by the agency and must enter into a written agreement with his/her supervisor.

No federal employee may be specifically required to telework. However, employees with approved telework agreements may be required by management to perform unscheduled telework during emergency situations. The Telework Enhancement Act of 2010 specifies roles, responsibilities and expectations for all Federal Agencies with regard to telework policies; employee eligibility and participation; program implementation; and reporting.

For employees who are expected to telework when Federal offices are closed, it is imperative that they have the opportunity to telework on a regular basis to ensure that they will be able to function effectively and efficiently.

For telework-ready employees, any requirements concerning the unscheduled telework option should be explicit in their telework agreements. If an agency determines that certain circumstances may require non-emergency employees to report for work or remain at work when Government operations are disrupted, the agency should establish a procedure for notifying them individually prior to the emergency.

The US Office of Personnel Management publishes a Guide to Telework in the Federal Government on its website, which contains specific guidelines for agency telework agreements, is available online at:
http://www.telework.gov/guidance_and_legislation/telework_guide/telework_guide.pdf.

Enclosure (1) to Appendix B: <u>Telework by Federal Employees</u>

(Excerpted directly from OPM *Guide to Telework in the Federal Government* – April 2011)

Telework Agreements
The Act **requires every telework participant to have a written agreement (regardless of whether telework is regular and recurring, or situational).** The written agreement is "entered into between an agency manager and an employee authorized to telework...outlines the specific work arrangement that is agreed to; and is **mandatory in order for any employee to participate in telework.**" It is important to remember that the Act requires that an employee successfully complete telework training before being allowed to enter into a written agreement and telework.

An employee may request a telework arrangement either orally or in writing (e.g., if an employee approaches her supervisor to participate in situational telework in order to complete a special project at home); however, this presumes that every employee has already successfully completed telework training and has a written telework agreement in place. It is especially important to take this into account for any employee that anticipates opting for "unscheduled telework" in accordance with dismissal and closure procedures. In other words, if an employee does not have a written telework agreement in place, that employee may not opt for "unscheduled telework" when it is offered due to the status of Federal Government operations. With this in mind, managers are strongly encouraged to think through potential employee situations and be flexible when developing telework agreements.

For example, let's assume an employee is not likely to work a routine telework schedule but the person's duties would allow situational telework on a case-by-case basis. If the manager of the office anticipates the employee could potentially request "unscheduled telework" when offered during inclement weather, it is up to the manager and employee to agree on and sign a written telework agreement that stipulates the employee's eligibility for situational telework (which includes "unscheduled telework"). In addition, the employee should be encouraged to telework on an ad-hoc basis during the year to ensure s/he is prepared for such an eventuality.

Many agency policies and collective bargaining agreements currently describe specific requirements for the telework agreement, or make agreement templates available to employees and managers. For agencies seeking to develop or revise agreement forms, it might be helpful for you to consider this bulleted outline when drafting specific content. The following are recommended tips based on best practices in order to help guide you in this process; *they are not specifically required in the Act*:

a. Term of the agreement: consider a one-year renewable agreement, or even a six-month agreement in telework situations that may need to be revised more frequently.

b. Type of telework specified by the agreement: describe if the agreement is for regular, recurring telework, or situational/ad-hoc/episodic telework.

c. Schedule: specify days of the week and the hours to be worked during telework days.

d. Requirements: outline any additional requirements (e.g., technology) beyond the prerequisites to telework outlined in the Act (e.g., training, written agreement).

e. Expectations: clarify any assumptions, for example, regarding work location (e.g., if expected to work only from home) and frequency and modes of communication (e.g., email vs. telephone, core hours for contact, speed for returning calls).

f. Equipment and other expenses: determine and specify equipment and/or expenses that will be covered by the agency, employee, or shared.

g. Expectations for emergency telework, i.e., be clear on whether or not an employee is expected to work in the case of a continuity event such as a National or local emergency; during an emergency event involving inclement weather; or another situation that may result in a disruption to normal office operations. With regard to Continuity of Operations, agencies should note that Emergency Relocation Group (ERG) members must be prepared to telework at any time.

h. Information security: provide a summary for data security procedures in the agreement.

i. Safety: provide a self-certification safety checklist to telework employees as a guide when preparing the alternative work location for telework.

j. Termination/modification: ensure that employees know the agreement can be terminated or modified, and outline the conditions for termination/modification.

To summarize, telework agreements should be well-written, jargon-free, practical, and clear regarding responsibilities, roles and expectations. In short, written agreements should reflect and be consistent with the agencies telework policy.

Appendix C: Emergency Announcements for Agencies' Status

According to OPM regulations on leave, agencies may excuse an employee without loss of pay or charge to leave (i.e., grant a reasonable amount of weather and safety leave) if the employee is unavoidably delayed in arriving for work. Factors such as distance, availability of transportation, the need to make alternative child care arrangements, and the success of other employees in similar situations should be considered in determining the amount of excused absence to grant. *However, employees have no entitlement to weather and safety leave.* Agencies must notify employees of the procedures to be followed in this situation.

Current guidance from OPM reinforces the need for agencies to use unscheduled telework **(in accordance with a previously approved telework plan)** as a human resource tool to allow continuity of government functions and employee productivity during emergencies when federal agencies and facilities' operations are disrupted. With certain specific exceptions, as detailed in the OPM guidance, employees with approved telework agreements are not authorized weather and safety leave.

A listing of OPM announcements, as included in the Washington, DC, Area Dismissal and Closure Procedures, as updated December 2015, and modified in November, 2018 follows:

Emergency Announcement	What it Means	Additional Guidance
1. OPEN	"Federal agencies are **OPEN**. Employees are expected to report to their worksites or begin telework on time. Normal operating procedures are in effect. "	Employees account for their hours of work by: Working at their regular worksite, Alternative work schedules day off, teleworking, or scheduled leave or other paid time off.
2. OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	"Federal agencies are **OPEN** and employees have the **OPTION** for **UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK**"	**Non-Emergency Employees** must notify their supervisor of their intent to use unscheduled leave or unscheduled telework (if telework-ready). In accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements, non-emergency employees have the option to use: (1) earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) leave without pay; (3) their alternative work schedule (AWS) day off or rearrange their work hours under flexible work schedules; or (4) unscheduled telework (if telework-ready).

		Telework-Ready Employees who are regularly scheduled to perform telework or who notify their supervisor of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements. **Emergency Employees** are expected to report to their worksites on time unless otherwise directed by their agencies.
3. OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	"Federal agencies are **OPEN** under **XX HOUR(S) DELAYED ARRIVAL** and employees have the **OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.** Employees should plan to arrive for work no more than XX hour(s) later than they would be expected to arrive. "	**Non-Emergency Employees** who report to the office will be granted weather and safety leave for up to XX hour(s) past their expected arrival time. In accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements, non-emergency employees may notify their supervisor of their intent to use: (1) earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) leave without pay; (3) their alternative work schedule day (AWS) off or rearrange their work hours under flexible work schedules; or (4) unscheduled telework (if telework-ready). (Employees who request unscheduled leave should be charged leave for the entire workday.) **Telework-Ready Employees** who are regularly scheduled to perform telework or who notify their supervisor of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements.

		Pre-approved Leave. Employees on pre-approved leave for the entire workday or employees who requested unscheduled leave for the entire workday should be charged leave for the entire day. **Emergency Employees** are expected to report to their worksite on time unless otherwise directed by their agencies.
4. OPEN – DELAYED ARRIVAL –EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK	"Federal agencies are **OPEN** under a **DELAYED ARRIVAL** where employees must **REPORT TO THEIR OFFICE NO LATER THAN XX:XX** and have the **OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK."**	**Non-Emergency Employees** who report to the office will be granted weather and safety leave up until the announced reporting time. In accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements, non-emergency employees may notify their supervisor of their intent to use: (1) earned annual leave, compensatory time off, credit hours, or sick leave, as appropriate; (2) leave without pay; (3) their alternative work schedule day (AWS) off or rearrange their work hours under flexible work schedules; or (4) unscheduled telework (if telework-ready). (Employees who request unscheduled leave should be charged leave for the entire workday.) **Telework-Ready Employees** who are regularly scheduled to perform telework or who notify their supervisor of their intention to perform unscheduled telework must be prepared to telework for the entire workday, or take unscheduled leave, or a combination of both, for the entire workday in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements. **Pre-approved Leave**. Employees on pre-approved leave for the entire workday should be charged leave for the entire workday. **Emergency Employees** are expected to report to their worksite

		on time unless otherwise directed by their agencies
5. OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE	"Federal are **OPEN**. Employees should depart **XX HOUR(S)** earlier than their normal departure times and may request **UNSCHEDULED LEAVE** to depart prior to their staggered departure times."	**Non-emergency Employees:** **Excused Absence.** Non-emergency employees will be dismissed from their office XX hour(s) early relative to their normal departure times and will be granted weather and safety leave for the number of hours remaining in their workday **Departure Prior to Early Departure Time.** Non-emergency employees who depart prior to their staggered early departure time or final departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted weather and safety leave. **Pre-approved leave.** Employees on pre-approved leave for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged annual or sick leave for the entire day or remainder of the workday, as applicable. **Telework-Ready** Employees performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements. **Emergency Employees** are expected to remain at their worksite unless otherwise directed by their agencies
6. OPEN - XX HOUR(S) STAGGERED EARLY DEPARTURE – ALL EMPLOYEES MUST DEPART NO LATER THAN XX: XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED	"Federal agencies are **OPEN.** Employees should depart **XX HOUR(S)** earlier than their normal departure time and may request **UNSCHEDULED LEAVE** to depart prior to their staggered departure time. All employees	**Non-emergency Employees:** **Weather and Safety Leave.** Non-emergency employees will be dismissed from their office early relative to their normal departure time or at the final departure time

	MUST DEPART at no later than **XX: XX** at which time **FEDERAL OFFICES ARE CLOSED**."	and will be granted weather and safety leave for the number of hours remaining in their workday beyond their early departure time or their final departure time. **Departure Prior to Early Departure Time.** Non -emergency employees who depart prior to their staggered early departure time or final departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not be granted weather and safety leave. **Pre-approved leave**. Employees on pre-approved leave for the entire workday or employees who have requested unscheduled leave before an early departure policy is announced should continue to be charged annual or sick leave for the entire day or remainder of the workday, as applicable. **Telework-Ready Employees** performing telework must continue to telework or take unscheduled leave, or a combination of both for the entire workday in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements. **Emergency Employees** are expected to remain at their work site unless otherwise directed by their agencies.
7. IMMEDIATE DEPARTURE– FEDERAL OFFICES ARE CLOSED	**"IMMEDIATE DEPARTURE**. Employees should depart **IMMEDIATELY. FEDERAL OFFICES ARE CLOSED."**	**Non-emergency employees** should depart immediately from the office. All non-emergency employees will be granted weather and safety leave for the number of hours remaining in their workday unless they are: • on official travel • on leave without pay, or • on an alternative work schedule (AWS) day off. **Telework-Ready Employees** performing telework must

		continue to telework for the entire workday or take unscheduled leave for the remainder of the workday, as applicable in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements. **Emergency Employees** are expected to remain at their worksite unless otherwise directed by their agencies.
8. FEDERAL OFFICES ARE CLOSED – EMERGENCY AND TELEWORK-READY EMPLOYEES MUST FOLLOW THEIR AGENCY'S POLICIES	"**FEDERAL OFFICES ARE CLOSED**. Emergency and telework-ready employees required to work must follow their agency's policies, including written telework agreements.	**Non-emergency employees (**including employees on pre-approved paid leave) will be granted weather and safety leave for the number of hours they were scheduled to work unless they are: • required to telework, • on official travel, • on leave without pay, or • on an alternative work schedule (AWS) day off. **Telework-Ready Employees** who are scheduled to perform telework on the effective day of the announcement or who are required to perform telework on a day when Federal offices are closed must telework the entire workday or request leave, or a combination of both, in accordance with their agency's policies and procedures, subject to any applicable collective bargaining requirements. **Emergency Employees are** expected to report to their worksite unless otherwise directed by their agencies.
9. SHELTER-IN-PLACE	"**FEDERAL OFFICES** are under **SHELTER-IN-PLACE** procedures and are **CLOSED TO THE PUBLIC**."	**Employees Located at Agency Worksite.** All employees should follow their agency's emergency procedures for shelter-in-place. Employees should remain in their designated safe area until they are notified by agency officials that they may return to the office or leave the worksite. **Telework-Ready Employees** performing telework are expected to continue working during the shelter-

		in-place unless affected by the notified by their agencies emergency or otherwise

Appendix D: <u>OPM Memo of Oct 01, 2018 "Protocol for Reporting During Emergencies to the Office of Personnel Management (OPM)"</u>

Employee Services

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

OCT 0 1 2018

MEMORANDUM FOR FEDERAL EXECUTIVE BOARDS

FROM: PAULA L. BRIDGHAM
Director, Federal Executive Board (FEB) Operations

SUBJECT: Protocol for Reporting During Emergencies to the Office of Personnel Management (OPM) / FEB ISSUANCE 19-001

This Memorandum updates the *Federal Executive Board Role in Emergency Situations* (September 2018), reissues the *Federal Executive Board Back Up Pairs* (October 2017), and outlines requirements for FEBs to report to OPM Headquarters in an emergency event.

The attached *Federal Executive Board Role in Emergency Situations* document identifies the broad roles, at a minimum, that each FEB performs under Strategic Goal 1, Emergency Preparedness, Employee Safety and Security per the FEB National Network Strategic and Operational Plan. In addition, the FEB Executive Director, or his/her designee, is expected to notify the OPM FEB Operations team when a local emergency event in an FEB jurisdiction affects Federal business operations, and to provide regular status updates in accordance with the following guidance. Information provided to the OPM FEB Operations team will be shared with OPM senior leadership.

<u>Frequency of Status Reports:</u>
The FEB Executive Director, or his/her designee, will provide, at a minimum, *daily* status reports via email to the OPM FEB Operations team contacts listed below. Status reports should be provided to the OPM FEB Operations team as soon as information is available each day. The FEB will continue to report to the OPM FEB Operations team until standard operations resume.

<u>Content of Status Reports should include:</u>

1) Broad description and time of the emergency event*
2) Status of situation
3) Effect on FEB Office staff/function
4) Effect on local agencies' operations
5) Federal workforce operating status (open, unscheduled leave, unscheduled telework, delayed arrival, early departure, closed)
6) Any common issues of concern to local agencies.

*Information provided by official government sources

www.opm.gov Recruit, Retain and Honor a World-Class Workforce to Serve the American People www.usajobs.gov

Contact Information:

Please contact the OPM FEB Operations team individuals below.

Paula Bridgham
Director, FEB Operations, OPM
O: 202-606-1251/Cell: 202-437-8686
Email: Paula.Bridgham@opm.gov

Kimberly Moore Valentine
Program Manager, Emergency Preparedness, FEB Operations, OPM
O: 202-606-1230/Cell: 202-498-9738
Email: Kimberly.Moore@opm.gov

Anita Spinner
Program Manager, FEB Operations, OPM
O: 202-606-4805
Email: Anita.Spinner@opm.gov

Lindsey Griffing
Program Analyst, FEB Operations, OPM
O: 202-606-1079
Email: Lindsey.Griffing@opm.gov

Attachments: FEB Role in Emergency Situations
FEB Back Up Pairs

2

FEDERAL EXECUTIVE BOARD ROLE IN EMERGENCY SITUATIONS

Updated September 2018

ROLE: PROVIDE EMERGENCY LIAISON AND COMMUNICATIONS – Federal Executive Boards (FEBs) stand ready to provide timely and relevant information to support emergency preparedness and response coordination.

Emergency Preparedness

-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 disseminate relevant information received from OPM/DC and other partners regarding emergency preparedness information (i.e., memorandums from OPM officials, emergency guides, training opportunities, situational awareness, information from other government departments/agencies, etc.).

-FEBs will facilitate training and/or an exercise on Continuity of Operations (COOP), and other emergency preparedness topics for Federal agencies, Tribal, State, Local, and other relevant partners as appropriate.

Response Coordination

-FEBs will activate established notification system for transmission of local emergency information, as prescribed by the FEB's protocol (Communications Plan) provided that modes of communications are available.

-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 national level.

Devolution/Back-up Plan:

Per Federal Continuity Directive 1 (October 2012), devolution requires the transition of roles and responsibilities for performance of essential functions through pre-authorized delegations of authority and responsibility. The authorities are delegated from an organization's primary operating staff to other employees internal or external to the organization in order to sustain essential functions for an extended period. Devolution is a continuity option instead of or

in conjunction with relocation in order to ensure the continued performance of essential functions.

Devolution for an FEB would occur when a major incident renders an FEB (Board members and Executive Director) incapable of enacting an FEB's essential functions and unable to fulfill its role to provide emergency communication to its membership through available notification systems.

During an FEB devolution, OPM's Office of FEB Operations will contact the FEB Executive Director designated as back up to the affected FEB. Based on available resources, OPM will determine if the primary back up FEB can assume the following responsibilities. If not, OPM will contact the secondary back up FEB. Support will ideally be given to the affected FEB until local activity can be resumed by the local FEB:

- facilitate communications between select members* of the affected FEB and OPM, and

- become the temporary communication liaison between FEB Board members in the affected FEB location and other agencies or entities as the situation requires.

The FEB devolution/back up plan will include a primary and secondary back up for each FEB.

*as defined in that FEB's emergency plan, e.g., a representative decision making body for emergency response notification to all FEB members.

FEDERAL EXECUTIVE BOARD BACK UP PAIRS

Updated October 2017

Region	FEB	Primary Back Up
Region 1 and 2	Boston	New York City
	Buffalo	Newark
	Newark	Buffalo
	New York City	Boston
Region 3 and 4	Atlanta	Philadelphia
	Baltimore	Colorado
	Philadelphia	Atlanta
	Pittsburgh	South Florida
	South Florida	Pittsburgh
Region 5 and 6	Chicago	Dallas-Fort Worth
	Cincinnati	Detroit
	Cleveland	Houston
	Dallas-Fort Worth	Chicago
	Detroit	Cincinnati
	Houston	Cleveland
	Minnesota	Oklahoma
	New Mexico	San Antonio
	New Orleans	Baltimore
	Oklahoma	Minnesota
	San Antonio	New Mexico
Region 7 and 8	Colorado	New Orleans
	Kansas City	St. Louis
	St. Louis	Kansas City
Region 9 and 10	Honolulu	Los Angeles
	Los Angeles	San Francisco
	Oregon	Seattle
	San Francisco	Honolulu
	Seattle	Oregon

Appendix E: Agency Human Resources Guidance Addendum

At least annually, Federal agencies should identify employees who must report for work and continue government operations during a disruption of operations and notify them in writing that they are designated as "emergency personnel" (5 USC Sec 7106). The notice should include the requirement that emergency employees report for or remain at work when operations are disrupted and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise.

Agencies must be aware that those positions identified as "emergency" may vary depending on the emergency situation. An agency's response can depend on the nature of the emergency, nature of agency mission and the emergency location. There can be different categories of emergency personnel. If an agency determines that a situation requires employees not designated as emergency employees to report for or remain at work when operations are disrupted, the agency should establish a procedure for notifying them individually.

Agencies are responsible for developing and maintaining a Continuity of Operations Plan (COOP). The COOP provides guidance for, and facilitates the preparation of, site specific plans and procedures that help ensure the safety of their agency personnel. The COOP outlines how the organizational elements will continue essential operations in the event of an emergency.

Agencies continue to have discretionary authority to grant a reasonable amount of excused absence (without charge to leave or loss of pay) for individual hardships or circumstances unique to an employee. For example, factors such as distance, availability of transportation or childcare/eldercare alternatives may be considered. The US Office of Personnel Management guidelines for supervisors to make these decisions can be found on their web site at www.opm.gov under "Emergency Guidance Memoranda" and in the Code of Federal Regulations. Although federal managers have the discretion to offer weather and safety leave to individuals or groups of employees for some emergency situations, it is not an entitlement. Each agency makes its' own determination on a case-by-case basis.

In January 2017, FEMA issued an updated *Federal Continuity Directive 1*, providing direction to the Federal Executive Branch for developing continuity plans and programs. Included are new requirements for federal agencies to annually certify continuity plans, perform all hazards risk assessments, identify and prioritize essential functions, and incorporate telework planning into emergency plans and procedures. This document is available for download at: www.fema.gov. The ultimate goal of continuity in the executive branch is the continuation of National Essential Functions (NEFs). At least annually, agencies should provide written procedures for dismissal or closure to employees. The guidance should include information explaining the notification process.

In any emergency situation, Government operations may be disrupted for extended periods. OPM has provided numerous resources to enable Federal agencies to continue functioning

effectively during an emergency situation. The following information offers further guidance on continuing operations during extended emergencies and emergency preparedness:

Handbook on Pay and Leave Benefits for Federal Employees Affected by Severe Weather Emergencies or Other Emergency Situations
http://www.opm.gov/oca/compmemo/2008/HandbookForEmergencies(PayAndLeave).pdf

Human Resources Flexibilities and Authorities in the Federal Government (August 2013)

https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/humanresourcesflexibilitiesauthorities.pdf

Hurricane Guidance Benefits and Policies, including the Emergency Leave Transfer Program

https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/hurricane-guidance/#url=Benefits-Policies

Furlough Guidance

https://www.opm.gov/policy-data-oversight/pay-leave/furlough-guidance/

Ready.Gov – Emergency Planning

http://www.ready.gov/

OPM Guidance on Dismissal Procedures

https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdismissal.pdf

Appendix F: Guidance for Employees

Employees should contact their agencies to request annual leave, leave without pay, and/or use of earned compensatory time off or credit hours when an "unscheduled leave" policy is announced. Agencies should notify their employees of the procedures for making such requests.

Employees must be aware that those positions identified as "emergency" may vary depending on the emergency situation. An agency's response can depend on the nature of the emergency, the nature of the agency mission and the emergency location. There can be different categories of emergency personnel.

Employees are encouraged to familiarize themselves with the procedures that have been put into place at their agency, as well as the means of notification that an agency will sue to inform and instruct employees.

Ready and resilient federal employees are better able to support the public they serve when emergencies happen. Employees are highly encouraged to develop personal family plans for use during times of emergency. These plans should outline *in advance* what should be done in an emergency. Be prepared to assess the situation, use common sense and whatever you have on hand to take care of yourself and your loved ones. Think about the places where your family spends time: school, work, and other places you frequent. Ask about their emergency plans. Find out how they will communicate with families during an emergency. If they do not have an emergency plan, consider helping develop one. The U.S. Department of Homeland Security hosts a web site to provide guidance to the general public for all sorts of emergency situations. Resources are available at www.ready.gov .

In addition, FEMA has developed online training to help federal employees improve their emergency preparedness. This course is designated:
IS-450: Emergency Preparedness for Federal Employees, and is available at the FEMA training site: http://training.fema.gov/is/courseoverview.aspx?code=IS-450