

Seattle FEB FY 2023 All-Hazards Emergency Communication Plan

Part I: Purpose

This All-Hazards Emergency Communication Plan (herein referred to as the Plan) outlines the Seattle Federal Executive Board's (SFEB) role in emergency situations, identifies responsibilities, and provides an interagency communication strategy that may be used by Federal Agency leadership for workforce operating status purposes. Per the FEB Strategic and Operational Plan (2023-2024), an updated copy of this Plan is required to be submitted to the U.S. Office of Personnel Management (OPM) annually.

Emergency situations are confined to those involving Federal Government agencies, and do not focus on an individual employee. Emergency situations, as defined by this Plan, are those of sufficient magnitude which present a hazard or danger to the safety of Federal employees. This includes all hazards, but is not limited to, an adverse weather condition (earthquake, fire, flood, heavy rain, high winds, hurricane, ice, snow, tornado, tropical storm), active shooter, disruption of power/water, a national security event, protests, and other emergency situations.

The Federal Government accounts for a significant portion of the workforce. The SFEB and its members are aware of the need for effective emergency preparedness and interagency coordination, including employee readiness, safety, communications, coordinated emergency response, and workforce management within the federal community. While the severity and consequences of an emergency cannot be predicted, effective emergency preparedness, employee readiness, and safety and security precautions can minimize the impact on SFEB member agencies. It is important to note, that per Office of Personnel Management (OPM) Guidance "each local Federal agency head makes workforce status decisions for their agency employees and should report that workforce status decision to their agency Headquarters."

Part II: Scope

This Plan applies to Federal agencies and installations in the Seattle FEB's jurisdiction (federal agencies with offices in Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Pierce, Mason, Skagit, Snohomish, Thurston and Whatcom counties in Washington State) and applies to an employee's official duty station, not a telework location. The Plan models OPM's "Governmentwide Dismissal and Closure Procedures." This Plan is not intended for employees of the U.S. Postal Service, State and Local Government, or private sector entities, including Federal contractors. This does not apply to employees designated as "Emergency" personnel. Application of this

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

This Plan is neither an all-inclusive nor a stand-alone plan. It may be implemented in conjunction with other plans and procedures (i.e., National Response Framework - NRF, Facility Emergency Operations Plans, Emergency Occupancy Plans, Code of Federal Regulations [CFR], and other applicable regulations and directives of its member agencies).

This Plan does not address statutory responsibilities that federal departments and agencies may have to perform.

This Plan should not be used as a substitute by SFEB member agencies for required agency preparedness activities and planning requirements.

Part III: 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: 5 CFR Part 960.107*)

Part IV: Federal Executive Board Role In Emergency Situations

As outlined in the [Response Federal Interagency Operational Plan](#), the FEB performs a support and coordination role during Phase 1 (Normal Operations), Phase 2 (Response), and Phase 3 (Recovery), the potential life cycle of an event.

- **Phase 1: Normal Operations activities include planning, gathering information, and determining possible courses of action** - assist member agencies by facilitating exercises and training events, use communications network to relay emergency preparedness and employee safety information, and promulgating security messaging.
- **Phase 2: Response activities occurring at the onset of an event until the situation stabilizes** – disseminate timely information, obtained from reliable sources, to participating federal agencies regional leads.
- **Phase 3: Recovery includes the transition out of Phase 2 while restoring normal operations** - use communications network to disseminate important information to the FEB, including the status of response/recovery activities, charity events/blood drives, and what/where assistance is available for federal employees.

The FEB Network’s critical communication role is outlined in the following documents:

- OPM FEB Operations memorandum, Subject: Protocol for Reporting During Emergencies to the Office of Personnel Management (*Reference: October 1, 2021*)
- FEB Role in Emergency Situations (*Reference: September 2018*)
- Memorandum of Understanding Between OPM and the U.S. Department of Homeland Security, Federal Emergency Management Agency (*Reference: August 1, 2008*)

Given a weather-related, natural disaster, terrorist attack, or unusual/emergency situation affecting our geographic area, the FEB will provide up-to-date, accurate and consistent information so local Federal agency leaders can make informed decisions on an operating status for their Federal agency employees. This includes information available from General Services Administration (GSA), DHS, Federal Protective Service (FPS), the National Weather Service (NWS), and local public safety and law enforcement officials.

The Seattle FEB's Board Officers will convene a call the night before a predicted event (8:00pm unless otherwise specified) to discuss a recommendation on operating status for the SFEB geographic area (see Appendix A). After the recommendation is determined, an emergency notification system message will be distributed to SFEB emergency contacts [Executive Leadership Council plus Emergency Preparedness Contacts] via the FEB's emergency notification system.

While the SFEB can make a recommendation, please note that each local Federal agency head makes the final workforce status decision for their agency employees and should report that workforce status decision to their agency Headquarters.

The Seattle FEB will provide, at a minimum, daily status reports, via email or telephone, to OPM when a local emergency event in the SFEB jurisdiction affects Federal business operations (per the OPM FEB Operations memorandum, Subject: Protocol for Reporting During Emergencies to the Office of Personnel Management).

To support a unified and coherent overall Federal response to an emergency event, as well as maintain a high level of readiness, Agency Heads are strongly encouraged to:

- periodically review and provide input to the FEB All Hazards Emergency Notification and Advisory Plan;
- respond to requests from the FEB for 24/7 emergency contact information;
- respond to FEB requests for information on facility or agency status during an emergency;
- participate in FEB emergency preparedness tests, training, and exercise events; and
- provide a representative to participate in SFEB Emergency Preparedness Working Group activities.

Part V: Summary

The SFEB will:

- Maintain a database of emergency contact information for local agency heads and their designated emergency contacts;
- Work closely with the NWS, GSA, and DHS/FPS to obtain and disseminate accurate, up-to-date, and consistent information to local Agency Heads, Federal Emergency Managers, and the wider Federal workforce as appropriate so that informed decisions can be made about agency operations;
- Convene the SFEB Board Officers when a “notice event” is forecasted and issue a recommendation or a non-binding advisory when consensus is achieved
- Facilitate communication with agency contacts when deemed appropriate
- Provide status reports to the OPM FEB Team during “no-notice” and “notice” events.
- Sponsor an interagency Emergency Preparedness Working Group, which:
 - Facilitates or engages a quarterly Emergency Preparedness/Continuity Working Group
 - Draft, maintain, & update an All-Hazards Emergency Notification and Advisory Plan that includes:
 - A protocol for emergency actions
 - An on-demand database of contacts for agencies updated at least annually
 - An on-demand communications system tested at least once annually
 - Facilitates an interagency emergency planning event and/or one educational/training program annually
 - Provides guidance and assistance to members as appropriate
 - Disseminates information to/from headquarters establishments
 - Liaises with Federal, Tribal, State, and local Government officials on emergency preparedness

The SFEB does not have the authority to:

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

Part VI: Federal Agency Responsibilities

Each agency will make decisions regarding their own 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). Agencies are responsible for maintaining and implementing an appropriate plan to notify employees of all emergencies and provide written emergency procedures to employees. 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. Agencies are responsible for maintaining up-to-date Occupant Emergency and Continuity of Operations Plans (COOP) and are responsible for the accountability and reporting of personnel status to their Headquarters. Agencies should incorporate “Telework arrangements” into their agency emergency planning so that eligible employees may use Unscheduled Telework in the event of emergencies. 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.

January 2023

Appendix A: Operating Status Announcements¹

Status of Federal Government Operations

The U.S. Office of Personnel Management (OPM) provides the following announcements which should be used Governmentwide to announce the operating status of an office, agency, or geographic area. In the case of announcements issued by OPM for offices located inside the “Washington Capital Beltway” area, all Federal Executive agencies are covered. For other announcements issued by agencies in other locations, responsible agency officials must identify the affected agency(ies) or office(s) and/or the affected geographic area. (See bracketed language regarding “specified Federal offices at specified locations.”)

Note: As a general principle, agencies may issue a new or hybrid operating status announcement at any time, depending on the particulars of an emergency, for the safety of employees, and continuity of Government operations. Agencies should always attempt to use OPM’s published operating status announcements.

Announcement	What Announcement Means
OPEN	“[The specified Federal offices at specified locations are] OPEN. ” Employees are expected to begin the workday on time. Normal operating procedures are in effect.

¹ Reference: [OPM Governmentwide Dismissal and Closure Procedures \(2018\)](#)

Announcement	What Announcement Means
<p>OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</p>	<p>“[The specified Federal offices at specified locations are] OPEN and employees have the OPTION for UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.”</p> <p>Telework Employees Not Scheduled to telework must report to the office on time or notify their supervisor of their intent to use unscheduled leave or unscheduled telework. Employees who requested unscheduled telework must be prepared to telework, take unscheduled leave or other paid time off, or a combination—thereby accounting for the entire workday.</p> <p>Remote Workers and Telework Employees Scheduled to Telework are expected to begin their workday on time unless requesting unscheduled leave.</p> <p>Non-Telework Employees must report to the office on time or notify their supervisor of their intent to use unscheduled leave.</p> <p>Emergency Employees are expected to report to their worksites on time unless otherwise directed by their agencies.</p>

Announcement	What Announcement Means
<p>OPEN - X HOUR(S) DELAYED ARRIVAL- WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</p>	<p>“[The specified Federal offices at specified locations are] OPEN under X 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 X hour(s) later than they would be expected to arrive.”</p> <p>Telework Employees Not Scheduled to telework and Requesting Unscheduled Telework must be prepared to telework, take unscheduled leave or other paid time off, or a or a combination—thereby accounting for the entire workday. In general, weather and safety leave is not available to telework employees who do not report to the office.</p> <p>Remote Workers and Telework Employees Scheduled to Telework are expected to begin their workday on time unless requesting unscheduled leave. In general, weather and safety leave is not available to remote and telework employees who do not report to the office.</p> <p>Non-Telework Employees, and Telework Employees Not Scheduled to Telework and Not Requesting Telework are expected to either report to the office and be granted weather and safety leave for up to X hour(s) past their normal arrival time or request unscheduled leave for the entire workday. Weather and safety leave is not available to those employees requesting unscheduled leave.</p> <p>Emergency Employees are expected to report to their worksites on time unless otherwise directed by their agencies.</p> <p>Employees on Preapproved Leave (paid or unpaid) or other paid time off (e.g. compensatory time off, credit hours)—including an employee who requests unscheduled leave or other paid time off—generally should be charged leave or other paid time off and not receive weather and safety leave.</p>

Announcement	What Announcement Means
<p>OPEN – DELAYED ARRIVAL – EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK</p>	<p>“[The specified Federal offices at specified locations 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.”</p> <p><i>Telework Employees Not Scheduled to telework and Requesting Unscheduled Telework</i> must be prepared to telework, take unscheduled leave or other paid time off, or a or a combination—thereby accounting for the entire workday. In general, weather and safety leave is not available to telework employees who do not report to the office.</p> <p><i>Remote Workers and Telework Employees Scheduled to Telework</i> are expected to begin their workday on time unless requesting unscheduled leave. In general, weather and safety leave is not available to remote and telework employees who do not report to the office.</p> <p><i>Non-Telework Employees, and Telework Employees Not Scheduled to Telework and Not Requesting Telework</i> are expected to either report to the office and be granted weather and safety leave for the hours between the employee’s normal arrival time and the reporting time specified in the announcement, except that such leave is reduced if the employee arrives at work before the announced reporting time or request unscheduled leave for the entire workday. Weather and safety leave is not available to those employees requesting unscheduled leave.</p> <p><i>Emergency Employees</i> are expected to report to their worksites on time unless otherwise directed by their agencies.</p> <p><i>Employees on Preapproved Leave</i> (paid or unpaid) or other paid time off (e.g. compensatory time off, credit hours)—including an employee who requests unscheduled leave or other paid time off—generally should be charged leave or other paid time off and not receive weather and safety leave.</p>

Announcement	What Announcement Means
<p>EARLY DEPARTURE - X HOUR(S) STAGGERED RELEASE</p>	<p>“Employees of [specified Federal offices at specified locations] are authorized for EARLY DEPARTURE. Employees should depart X HOUR(S) earlier than their normal departure times and may request UNSCHEDULED LEAVE to depart prior to their staggered departure times.”</p> <p>Telework Employees at the Office will receive weather and safety leave only for the amount of time required to commute home. Once these employees arrive home, they must complete any remaining portion of the workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p>Telework Employees Performing Telework are expected to continue working and generally may not receive weather and safety leave. They must account for the entire workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p>Remote Workers are expected to continue working and generally may not receive weather and safety leave. They must account for their entire workday by working, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p>Non-Telework Employees at the Office will be dismissed from their office X 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.</p> <p>Emergency Employees are expected to remain at their worksites unless otherwise directed by their agencies.</p> <p>Employees on Preapproved Leave (paid or unpaid) or other paid time off—including an employee who has requested unscheduled leave before a departure is announced—generally should continue to be charged leave or other paid time off during the scheduled time and should not receive weather and safety leave.</p>

<p>EARLY DEPARTURE - X HOUR(S) STAGGERED RELEASE- ALL EMPLOYEES MUST DEPART NO LATER THAN XX:XX</p>	<p>“Employees of [specified Federal offices at specified locations] are authorized for EARLY DEPARTURE. Employees should depart X HOUR(S) earlier than their normal departure time and may request UNSCHEDULED LEAVE to depart prior to their staggered departure time. All employees MUST DEPART no later than XX:XX at which time Federal offices are CLOSED.”</p> <p>Telework Employees at the Office will receive weather and safety leave only for the amount of time required to commute home. Once these employees arrive home, they must complete any remaining portion of the workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p>Telework Employees Performing Telework are expected to continue working and generally may not receive weather and safety leave. They must account for the entire workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p>Remote Workers are expected to continue working and generally may not receive weather and safety leave. They must account for their entire workday by working, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p>Non-Telework Employees at the Office will be dismissed from their office X hour(s) early relative to their normal departure times but no later than the final departure time XX:XX (as applicable) and will be granted weather and safety leave for the number of hours remaining in their workday.</p> <p>Emergency Employees are expected to remain at their worksites unless otherwise directed by their agencies.</p> <p>Employees Departing the Office Prior to their Departure Time or the Final Departure Time (whichever is applicable) may request to use unscheduled leave (paid or unpaid) or other paid time off. Such employees will not be granted weather and safety leave for any part of the day.</p> <p>Employees on Preapproved Leave (paid or unpaid) or other paid time off—including an employee who has requested unscheduled leave before a departure is announced—generally should continue to be charged leave or other paid</p>
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Announcement	What Announcement Means
	time off during the scheduled time and should not receive weather and safety leave.
IMMEDIATE EARLY DEPARTURE	<p data-bbox="630 365 1365 474">“[The specified Federal offices at specified locations] are CLOSED and on-site employees should DEPART IMMEDIATELY.”</p> <p data-bbox="630 512 1398 726">Telework Employees at the Office will receive weather and safety leave only for the amount of time required to commute home. Once these employees arrive home, they must complete any remaining portion of the workday by teleworking, taking unscheduled leave (paid or unpaid) or other paid time off, or a combination.</p> <p data-bbox="630 764 1406 873">Telework Employees Performing Telework are expected to continue working and generally may not receive weather and safety leave.</p> <p data-bbox="630 911 1349 978">Remote Workers are expected to continue working and generally may not receive weather and safety leave.</p> <p data-bbox="630 1016 1414 1125">Non-Telework Employees at the Office will be granted weather and safety leave for the number of hours remaining in their workday.</p> <p data-bbox="630 1163 1333 1230">Emergency Employees are expected to remain at their worksites unless otherwise directed by their agencies.</p> <p data-bbox="630 1268 1414 1398">Employees Departing the Office Prior to their Departure Time may request to use unscheduled leave (paid or unpaid) or other paid time off. Such employees will not be granted weather and safety leave for any part of the day.</p> <p data-bbox="630 1436 1406 1650">Employees on Preapproved Leave (paid or unpaid) or other paid time off—including an employee who has requested unscheduled leave before a departure is announced—generally should continue to be charged leave or other paid time off during the scheduled time and should not receive weather and safety leave.</p>

Announcement	What Announcement Means
OFFICE CLOSURE	<p data-bbox="630 260 1414 331">“[The specified Federal offices at the specified locations are] CLOSED. MAXIMUM TELEWORK IS IN EFFECT.”</p> <p data-bbox="630 369 1360 470">Telework Employees are expected to work. Generally, telework employees may not receive weather and safety leave.</p> <p data-bbox="630 508 1382 579">Remote Workers are expected to work. Generally, remote workers may not receive weather and safety leave.</p> <p data-bbox="630 617 1414 831">Non-Telework Employees generally will be granted weather and safety leave for the number of hours they are scheduled to work. However, weather and safety leave will not be granted to employees who are on official travel outside of the duty station or on an Alternative Work Schedule (AWS) day off or other non-workday.</p> <p data-bbox="630 869 1338 940">Emergency Employees are expected to remain at their worksites unless otherwise directed by their agencies.</p> <p data-bbox="630 978 1409 1117">Employees on Preapproved Leave (paid or unpaid) or other paid time off generally should continue to be charged leave or other paid time off and should not receive weather and safety leave.</p>
SHELTER-IN-PLACE	<p data-bbox="630 1146 1409 1255">“[The specified Federal offices at specified locations] are under SHELTER-IN-PLACE procedures and are CLOSED TO THE PUBLIC.”</p> <p data-bbox="630 1293 1414 1470">Employees Located at the Office 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.</p> <p data-bbox="630 1507 1393 1722">Remote Workers and Telework Employees performing work outside of the agency worksite (e.g., at home, an approved alternate location, etc.) are expected to continue working when there is a shelter-in-place incident at their agency worksite unless affected by the emergency or otherwise notified by their agencies.</p>