



Protocols for Changing the Operating Status of the Federal Government in Washington, DC

November 2012

Protocols for Changing the Federal Operating Status in DC

- Primary emphasis is weather related however; ALL hazards are considered.
- To facilitate a consistent approach region-wide, coordinate with Federal, State and local authorities for Office of Personnel Management (OPM) to determine the Operating Status of the Federal government across the DC area.
- Individual agencies have the authority to release their employees on a building-by-building basis.
(41 CFR 102-74.255 – Facility Management)

2012 Incidents Have Included:

- Icy conditions (January 23)
- Snow (February 8)
- Derecho and aftermath (June 29 – July 4)
- Hurricane Sandy (October 28-30)

Factors and Venue for Situational Awareness

- Operating Status decisions are based upon careful weighing of:
 - Safety and security of the Federal workforce and National Capital Region community
 - Need to maintain Continuity of Government to the maximum extent possible

- Primary forum for situational awareness is the Metropolitan Washington Council of Governments (MWCOCG) Conference Call.



Metropolitan Washington
Council of Governments
mwcog.org

Decision and Notification Process

Awareness, Assessment and Decision Phase

1" of snow or any ice

OPM Situation Room Monitoring

NWS Forecast

MWCOG Conference Call
3:00 AM

Develop Situational Awareness

- Snow and Ice Amounts
- Temperature
- Wind Speed and Wind Chill
- Projected Duration
- Confidence in Forecast
- Road Conditions
- Transportation Capabilities
- Examine Historical Responses
- Weigh Feedback
- Director's Decision

Notification Phase

Notifications
4:00 AM

OPM CPL Updates
OPM Webpage & Phone Message

Public & Media
Outlets
(CPL)

White House (WHOCL)
CHCO
Congress (CR)

WAWAS & MWCOG
(FSC)

OPM Operating Status Announcements

DELAYED ARRIVAL

- OPEN — XX hours delayed arrival with option for unscheduled leave or unscheduled telework
- **NEW:** OPEN — DELAYED ARRIVAL: Employees should remain off the roads until XX:XX. Federal offices will open at YY:YY. Employees have the option for unscheduled leave or unscheduled telework.

OPM Operating Status Announcements

EARLY DEPARTURE

- OPEN — XX hour(s) staggered early departure
- OPEN — XX hour(s) staggered early departure
“Employees must depart no later than XX:XX
at which time Federal offices are CLOSED.”
- IMMEDIATE DEPARTURE —
“Federal offices are CLOSED.”

OPM Operating Status Announcements

UNSCHEDULED LEAVE / TELEWORK:

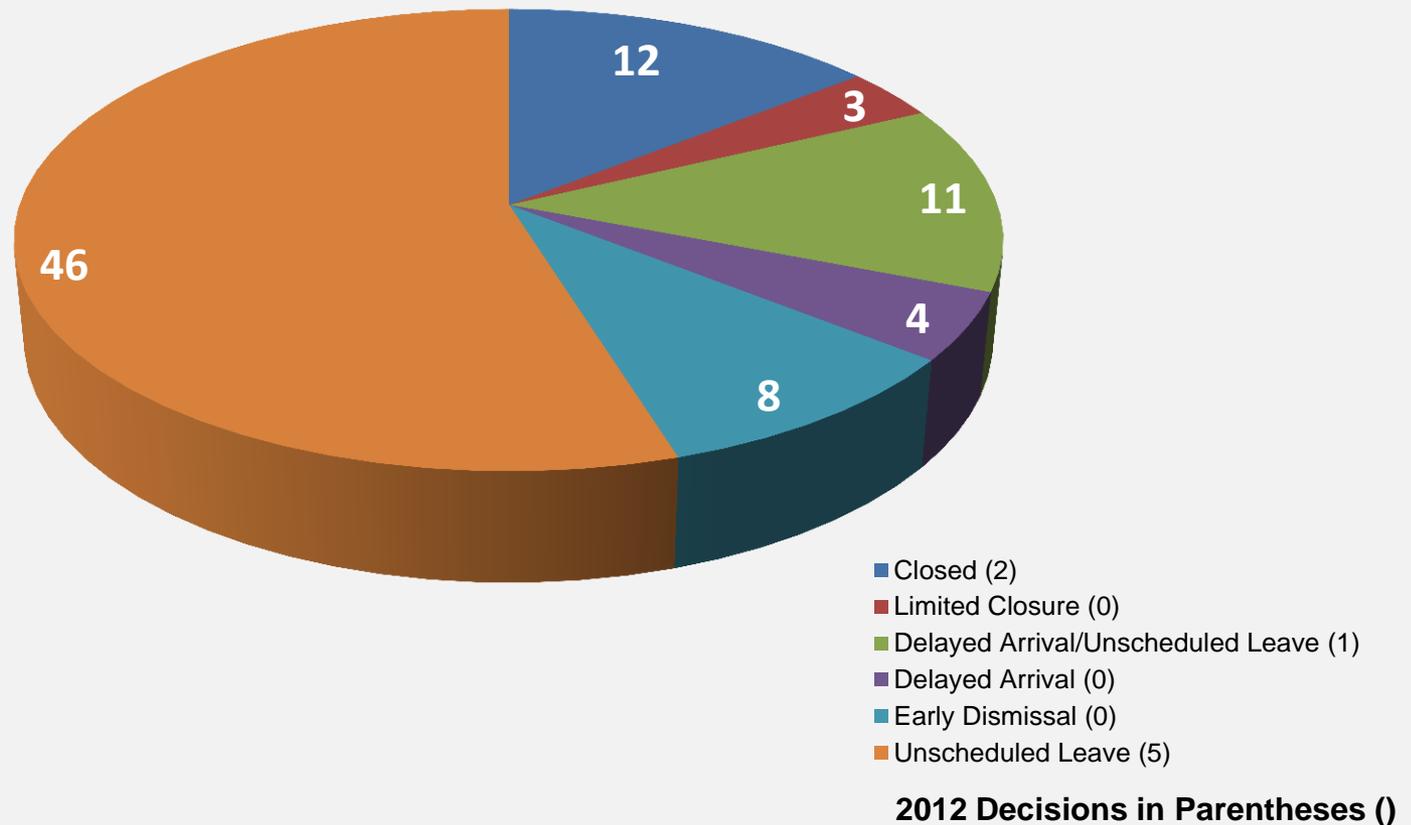
OPEN — with option for unscheduled leave or unscheduled telework

OTHER:

- Shelter-in-Place
- Federal offices are CLOSED – Emergency and Telework-Ready Employees Must Follow Their Agency's Policies

Historical Decision Data

OPM Decisions, 2000 - 2012



2012 Decisions in Parentheses ()

Questions?