



DEPARTMENT OF THE ARMY
PHILADELPHIA DISTRICT, CORPS OF ENGINEERS
WANAMAKER BUILDING, 100 PENN SQUARE EAST
PHILADELPHIA, PENNSYLVANIA 19107-3390

CENAP-EX

DEC 22 2014

MEMORANDUM FOR All Philadelphia District and MDC Personnel

SUBJECT: Commander's Policy #14, Emergency Closures

1. Reference.

FEB Memorandum 14-02, dated November 8, 2013; Subject, FY 2014 All Hazards Plan.

2. Definitions.

- a. **Hazardous Weather Condition.** Hazardous weather conditions include severe storms, winter storms and other weather hazards as follows:
 - (1) Severe Storms – Weather events involving significant precipitation, thunderstorms, damaging winds, tornadoes and flash floods.
 - (2) Winter Storms – Weather events involving freezing or frozen precipitation (freezing rain, sleet and snow) or combined effects of frozen precipitation and strong winds.
 - (3) Other Weather Hazards – Weather hazards not directly associated with severe or winter storms including extreme heat or cold, dense fog, high winds and flooding.
- b. **Non-Weather Related Hazards.** Natural and man-made hazards not related to weather such as earthquakes, fires, political unrest, riots and acts of terrorism.

3. Operational Conditions.

- a. **Standard Operational Condition.** The Philadelphia District Headquarters and Field Offices will be open during duty hours.
- b. **Emergency Closure Condition.** Short-term hazardous conditions such as those noted above, that require the District Headquarters and/or individual Field Offices to be temporarily closed to facilitate the safety of the District personnel.
- c. **Delayed Openings.** There will be no delayed openings for the District.

d. **Early Dismissal.** Hazardous conditions that develop during duty hours may cause the Commander to determine that early dismissal is the most prudent course of action for the District.

4. **Responsibilities.**

a. **Commander's Responsibility.** All emergency closure and early dismissal decisions are the responsibility of the District Commander. In making a closure decision, the Commander will consider recommendations from the Philadelphia Area Federal Executive Board (FEB), regional news and weather forecasts, and locally observed conditions reported by Field Office Supervisors. Hazardous conditions not resulting in closure of the District may cause the Commander to authorize unscheduled telework or liberal leave.

b. **Supervisors' Responsibility.** District supervisors will coordinate with the District Commander through the chain of command to identify personnel who provide services that cannot be interrupted during an emergency closure situation. Once identified, supervisors will notify the identified employees to disregard District closure and early dismissal messages. District supervisors will also ensure that employees with a valid telework agreement (regular-recurring or situational) either continue to work or take leave in accordance with the terms of Section 12 of the telework agreement. For all other employees, supervisors will support the Commander's liberal leave policy invoked during hazardous conditions. During hazardous conditions, field office supervisors will communicate operational status recommendations through the chain of command to ensure the Commander has adequate information to render a closure decision for field offices.

c. **Personnel Responsibility.** During hazardous conditions, all District personnel are responsible for determining the operational status of their normal duty location prior to reporting for duty. (Refer to Paragraph 5. Notification Procedures, below.) When the Commander authorizes unscheduled telework or liberal leave in lieu of a District closure, persons who feel that conditions are too hazardous to safely report for duty may telework (if they have a valid telework agreement in place) use accumulated leave, credit hours, or compensatory time, as appropriate. When the Commander closes the District, employees with a valid telework agreement (recurring or situational) shall telework or take leave in accordance with the terms of Section 12 of the telework agreement.

5. **Notification Procedures.**

a. **Weather-Related Closures.** When the Commander orders the closure of the District due to hazardous weather conditions, messages will be posted on the District's Emergency Closure Hotline (215-656-6863) and public internet page (www.nap.usace.army.mil) between 0530 and 0600 hours. Personnel should call the

Emergency Closure Hotline or check the website to determine the operational status of the District.

b. **Non-Weather-Related Closures.** When the Commander orders the closure of the District due to non-weather related emergencies, messages will be broadcast via the District's "Phone Tree" throughout the chain of command. In addition, messages will be posted on the District's Emergency Closure Hotline (215-656-6863) and public internet page (www.nap.usace.army.mil) as soon as practical. Personnel should call the Emergency Closure Hotline or check the website several times per day to monitor the operational status of the District.

c. **Early Dismissal.** In the event of an early dismissal decision, the Executive Office will notify all District division chiefs of the authorized departure time for employees. Field Office supervisors shall coordinate through the chain of command if local conditions cause early dismissal situations that differ from those of the District Office.

d. **Field Offices.** Field Office supervisors shall establish internal notification procedures for their personnel including, if appropriate, instructions to follow guidance issued for personnel assigned to the District Headquarters.

e. **Dissemination.** Division and office chiefs will ensure supervisors disseminate the contents of this message to all employees.


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Commanding