



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

CENAP-EX

19 Sep 2012

MEMORANDUM FOR All Philadelphia District and MDC Personnel

**SUBJECT: Commander's Policy #14, Emergency Closures**

1. **Reference.**

FEB Memorandum 12-01, dated October 11, 2011; Subject, FY2012 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 – Hazardous weather events involving significant precipitation, thunderstorms, damaging winds, tornadoes and flash floods.
- (2) Winter Storms – Hazardous weather associated with 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 Hazards.** Natural and man-made hazards not related to weather such as earthquakes, wildfires, 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 situations, such as periods of hazardous weather, that require the District Headquarters and/or individual Field Offices to be temporarily closed to facilitate the safety of the District personnel.

c. **Early Dismissal.** During hazardous weather situations that arise during duty hours, the Commander may determine that early dismissal is the most prudent course of action for the District. 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

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coordinate through the chain of command if local conditions cause early dismissal situations that differ from those of the District Office.

- d. **Delayed openings.** There will be no delayed openings 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 weather conditions reported by Field Office Supervisors. During winter storms not resulting in closure of the District, the Commander may authorize a liberal leave policy.

b. **Supervisors' Responsibility.** District supervisors will coordinate with the District Commander through the chain of command to identify "Emergency Personnel" who provide services that cannot be interrupted during an emergency closure situation. Once identified, supervisors will notify their "Emergency Personnel" employees to disregard District closure and early dismissal messages. For employees not identified as "Emergency Personnel", supervisors will support the Commander's liberal leave policy during winter weather situations. Field Office supervisors will communicate through the chain of command local weather conditions to ensure the Commander has adequate information to render a closure decision for Field Offices.

c. **Personnel Responsibility.** During hazardous weather 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.) Persons who feel that weather conditions are too hazardous to safely report for duty may utilize the liberal leave policy and use annual leave, accumulated credit hours, or compensatory time if a District-wide closure has not been announced.

**5. Notification Procedures.**

a. **Notification Methods.** When the Commander orders the closure of the District, messages will be posted on the District's Emergency Closure Hotline (215-656-6863) and public internet page ([www.nap.usace.army.mil](http://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. **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.

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



JOHN C. BECKING

LTC, EN

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