



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

JUL 12 2019

CENAP-EX

MEMORANDUM FOR All Philadelphia District and MDC Personnel

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

**1. Reference.**

FEB Memorandum 19-06, dated January 7, 2019; Subject, FY 2019 All Hazards Plan.

**2. Definitions.**

a. **Hazardous Condition.** Hazardous conditions that may result in an Emergency Closure of the District Headquarters and/or Field Offices include naturally occurring and man-made hazards including, but not limited to, the following:

(1) **Naturally Occurring Hazards.** Weather events involving significant non-frozen or frozen precipitation, damaging winds, tropical cyclones, floods, drought, and tornadoes, and non-weather events including earthquakes and emerging infectious diseases.

(2) **Man-Made Hazards.** Hazards such as criminal threats, oil/hazardous material spill, nuclear power plant accident, or improvised nuclear device detonation.

**3. Operational Conditions.**

a. **Standard Operational Condition.** The Philadelphia District Headquarters and Field Offices will be open during duty hours.

b. **Emergency Closure Condition.** A temporary closure of the District Headquarters and/or individual Field Offices required to facilitate the safety of the District personnel due to naturally occurring or man-made hazards, such as those noted above.

c. **Delayed Openings.** There will be no delayed openings for the District HQ. Field Office Supervisors may opt to follow local installation guidance when applicable.

d. **Early Dismissal.** The Commander may determine that early dismissal is the most prudent course of action for the safety of District personnel when hazardous conditions develop during duty hours.

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#### **4. Responsibilities.**

a. **Commander's Responsibility.** All emergency closure and early dismissal decisions are the responsibility of the District Commander. This authority may be delegated. In making a closure decision, the Commander will consider recommendations from one or more if the following: the Philadelphia Area Federal Executive Board (FEB), the District's Emergency Management Office, regional news and weather forecasts, and/or locally observed conditions including those reported by Field Office Supervisors. Hazardous conditions not resulting in closure of the District may cause the Commander to authorize unscheduled telework / unscheduled 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 unscheduled telework / unscheduled 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 / unscheduled 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. **Standard Operating Condition.** There will be no notifications issued during standard operating conditions.

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**b. Emergency Closure Condition.**

(1) Full-Day Closures (Closures Determined Prior to the Start of the Normal Workday.) When the Commander orders the closure of the District prior to the start of the normal workday, messages will be pushed to District personnel through the AtHoc Communicator automated emergency communication system and/or posted on the due to non-weather related emergencies, messages will be broadcast via 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 0500 and 0600 hours or as early as practical. In the absence of a message from the AtHoc Communicator system, personnel should call the Emergency Closure Hotline or check the website to determine the operational status of the District.

(2) Delayed Openings. Delayed openings at Field Offices will be communicated to impacted personnel by the field supervisor and communicated to the Commander through the chain of command.

(3) 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 via email and/or the AtHoc Communicator automated emergency communication system. 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.

**c. 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.

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



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Commanding