



Greater Boston Federal Executive Board

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October 1, 2016

MEMORANDUM FOR GREATER BOSTON FEDERAL AGENCY HEADS

From: Kim Ainsworth, Executive Director

SUBJECT: Emergency Decision & Notification Protocol– Extreme Winter Weather Annex

This memo outlines the Greater Boston Federal Executive Board's (GBFEB) Emergency Decision & Notification Protocol for extreme winter weather.

Before, during and after extreme weather and other emergency events, the GBFEB's role is to provide "up-to-date, accurate and consistent information, from subject-matter experts, so that informed and collaborative decisions can be made relative to agency operations. In extreme circumstances, we will also issue a "non-binding advisory (see attached.)" Utilizing our protocol is optional and offered as a service for local agency decision-makers.

Our emergency communications are facilitated via our 24/7 platform, Communicator NXT, and distributed primarily via email using the address FEBBOS@dccnotify.com. Agency leaders utilize our advisories and information (optional) as part of their process to make their own decisions relative to the status of their operations and then communicate their decision with their employees. Contact me if you are interested in learning more.

I cannot reinforce enough that our role is for decision-support only. The GBFEB does not close Federal buildings, or close agencies, or provide employee's with administrative leave. Agencies are always responsible for making the final determination on the status of their operations. *Employees should always reference their employing agency's plan before taking action.*

The GBFEB leadership takes this role seriously and fosters collaboration and coordination. Each weather event is assessed in real-time and our thresholds for issuing an advisory are high. We will always foster wider use of telework, unscheduled leave, and other flexibilities, when practical, while continually evaluating a variety of factors, including long and short term forecasts, transportation and travel and state and local workforce decisions.

As always, your feedback is welcome. Please contact me directly at 617-565-6769 kim.ainsworth@gsa.gov should you have any questions or comments.

Att.

SAMPLE – Non Binding Advisories

Non-Binding Advisory	Meaning	Triggers & Rationale
<p>“Based on long and short term forecasts, and in collaboration with state and local officials, the GBFEB is issuing a non-binding advisory to Federal agencies in Massachusetts <u>to consider closure for tomorrow;</u>”</p> <p>This is an advisory only. Federal employees should consult with their agency before taking action.</p>	<p>Federal buildings are open and staffed with security. It is recommended that agencies close to the public. When possible, non-emergency employees should not commute to their primary workplace but rather utilize flexibilities like telework, unscheduled leave, leave without pay, etc.</p> <p>Federal agencies are requested to implement their winter storm plans.</p> <p>Emergency employees should refer to their agency protocol.</p>	<p>Triggers: Declaration of a State of Emergency by the Governor and/ or closure of state and local offices;</p> <p>Note: the Governor’s declaration of a state of emergency alone DOES NOT automatically trigger closure.</p> <p>MBTA service disruption.</p> <p>Rationale: The safety of employees is our # 1 priority. Additionally, minimizing commuting volume often better supports state and local storm management.</p>
<p>“Based on long and short term forecasts, and in collaboration with state and local officials, the GBFEB is issuing a non-binding advisory to Federal agencies in Massachusetts to consider a delayed arrival of <u>no more than 2 hours for tomorrow.</u>”</p> <p>This is an advisory only. Federal employees should consult with their agency before taking action.</p>	<p>Federal Buildings are open and staffed with security. It is advised that, when possible, managers are asked to provide flexibility of up to 2-hours from an employee’s ordinary start time to accommodate for employees who may have difficulty commuting due to transportation or other delays.</p> <p>Federal agencies are requested to implement their winter storm plans.</p> <p>Emergency employees should refer to their agency protocol.</p>	<p>Triggers: Significant MBTA delays; Road closures and/ or plowing delays.</p> <p>Rationale: Decreased volume during the traditional commuting hours supports state and local storm management.</p>
<p>“Based on long and short term forecasts, and in collaboration with state and local officials, the GBFEB is issuing a non-binding advisory to Federal agencies in Massachusetts to <u>consider a staggered early release or up to 2 hours.</u>”</p> <p>This is an advisory only. Federal employees should consult with their agency before taking action.</p>	<p>Agencies are requested to provide flexibility in permitting employees to depart up to 2 hours earlier than their normal departure time.</p> <p>Federal agencies are requested to implement their winter storm plans.</p> <p>Emergency employees should refer to their agency protocol.</p>	<p>Triggers: Increased volume on roads; Fast moving storm predicted to impact the evening commute; MBTA delays or disruptions.</p> <p>Rationale: Decreased volume at the traditional commuting hours supports state and local storm management.</p>
<p>“Based on long and short term forecasts, and in collaboration with state and local officials, the GBFEB is issuing a non-binding advisory that Federal agencies in Massachusetts open tomorrow.”</p>	<p>Agencies are encouraged, when practical, to offer telework, unscheduled leave and other flexibilities to employees.</p>	<p>The GBFEB will continue to collaborate with state and local officials throughout the event.</p>