



**EMERGENCY DECISION &
NOTIFICATION PROTOCOL:
EXTREME WINTER WEATHER
2011/2012**

Greater Boston Federal Executive Board

The image shows a close-up, vertical view of the American flag on the left side of the slide. The stars and stripes are clearly visible, with the blue field of stars at the top and the red and white stripes below. The flag is slightly wrinkled and appears to be draped or hanging.

Primary Goals

- **To promote continuity of operations and productivity in our region while safeguarding Federal employees and its' customers and supporting local storm management;**
- **To plan for emergency situations, increase awareness, and encourage communication & collaboration among local Federal agencies;**

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FEB “Authority”

- **Federal Executive Boards were established on November 13, 1961 by President Kennedy by Presidential Memorandum;**
- **Involvement in inclement weather dates back to the mid-1960’s when then-Civil Service Commission Chair John Macy directed FEBs to submit plans to “coordinate recommendations” during inclement weather;**

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FEB “Authority” (cont.)

- **“Federal Executive Boards shall be responsible for... emergency operations, such as under hazardous weather conditions, responding to blood donations needs, and communicating related leave policies.”
(Reference: 5 CFR Part 960.107)**
- **Subsequent policy memorandums issued by the Director, US Office of Personnel Management have requested that Federal Executive Boards nationwide play a critical role in emergency preparedness and response from a workforce planning perspective in their communities.**

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Objectives

- To provide *up-to-date, accurate and consistent information*, from subject-matter experts so that agency decision-makers can make informed decisions;
- To foster collaborative decision-making among Federal agencies by issuing “non-binding advisories” re: the status of operations for non-emergency workers, when necessary;
- To collaborate with state and local workforce;
- To support local storm / traffic management;

A vertical American flag is positioned on the left side of the slide, showing the stars and stripes.

Committee Members

A strong collaboration....

- **First US Coast Guard: with support from their 24-hour Command Center;**
- **GBFEB Chair & Director;**
- **FEMA;**
- **GSA;**

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Committee Responsibilities

- Collects and shares up-to-date, accurate, and consistent information from subject-matter experts (i.e. National Weather Service; FPS; MBTA; MEMA;)
- Convenes a conference call to formally evaluate and collaborate;
- Issues a “non-binding advisory” on the status of operations, when deemed necessary, for agency decision-makers to use as part of their decision-making process; ***Goal = no later than 4am***

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Notification Process

- The GBFEB collects and maintains emergency contact information for each local agency head and other designated emergency officials for use in the event of a widespread emergency during work and/or non-work hours;

Currently 85% Federal agencies are enrolled

- Distributes information primarily via email; dedicated voice mail also available;

An American flag is visible on the left side of the slide, showing the stars and stripes. The flag is partially cut off by the edge of the frame.

Notification Process (cont.)

- Participation, and utilization of our “non-binding advisory,” is voluntary.
- Many agencies use it as part of their decision-making process;
- There is no across-the-board alternative. Other considerations include:
 - Agency mission;
 - Location;
 - Emergency employees;
 - Ability to offer telework, etc.;

The image shows a vertical strip of the American flag on the left side of the slide, featuring the stars and stripes. The rest of the slide has a white background.

The GBFEB WILL

- **Provide agency heads with accurate, up-to-date and consistent information so that informed decisions can be made;**
- **Serve as the Federal liaison with Commonwealth of Massachusetts and City of Boston Emergency Management and law enforcement officials (for workplace purposes ONLY; NOT first response;)**
- **Serve as a liaison with the FEMA and / or the designated Principal Federal Official, when needed;**
- **Distribute US Office of Personnel Management, Administration and other guidance as appropriate;**

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The GBFEB WILL NOT

- **Offer administrative leave to any employee or agency;**
- **Close Federal buildings or Federal facilities;**
- **Speak on behalf of any individual Federal agency (to the media, Federal employees or the general public;)**
- **Have final decision-making authority regarding the status of a Federal agency's operations;**
- **Designate “emergency” employees;**



Questions?

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