FACILITIES, SECURITY, AND EMERGENCY MANAGEMENT

OPM Winter Weather Briefing

November 1, 2022

Briefer:

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Protocols for Changing the Federal Operating Status in DC

- Individual agencies have the authority to release their employees on a building-by-building basis. *(41 CFR 102-74.255 – Facility Management)*

- To facilitate a consistent approach region-wide, traditionally Federal, State, and local authorities have looked to the Office of Personnel Management (OPM) for determining and coordinating the Operating Status of the Federal Government across the DC area. (Executive Order 10552)

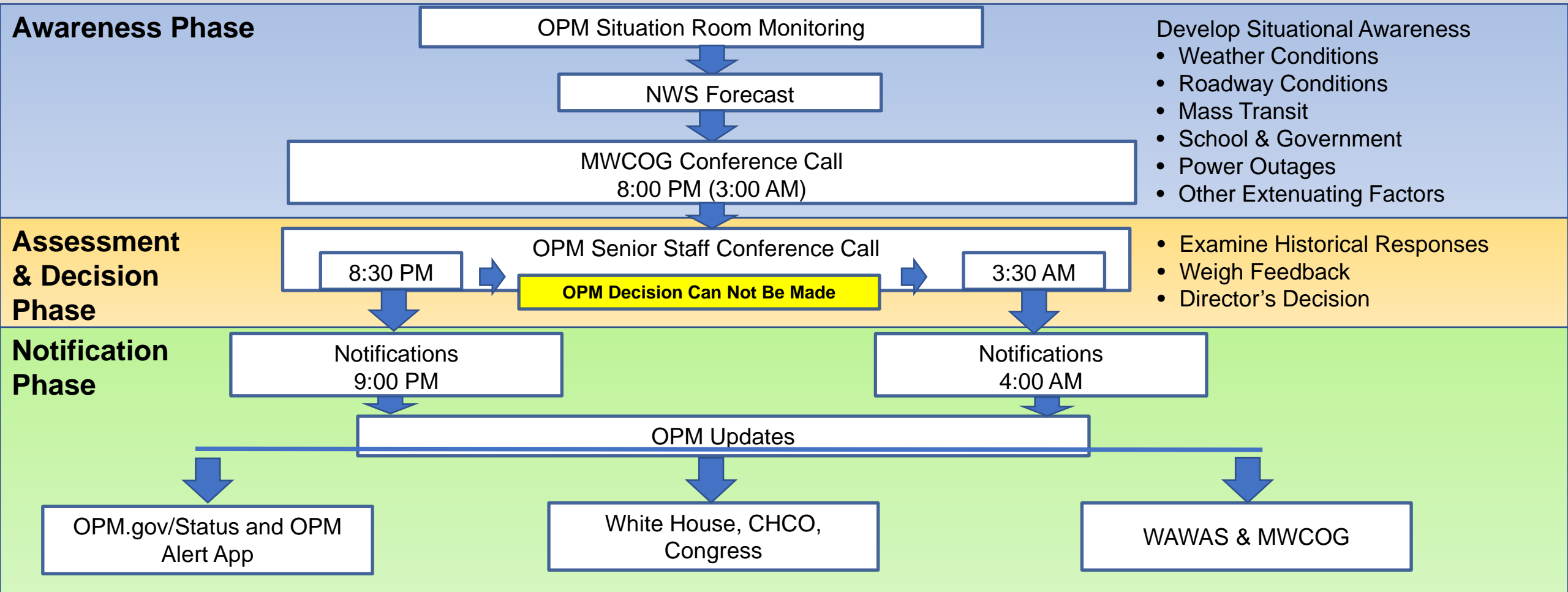- All Hazards Plan, but primary emphasis is weather related.

Factors and Venue for Situational Awareness

- Operating Status decisions are based upon careful weighing of:

  o safety and security of the Federal workforce and National Capital Region community

  o need to maintain Continuity of Government to the maximum extent possible

- Primary forum for situational awareness is the Metropolitan Washington Council of Governments (MWCOG) Conference Call and Metropolitan Area Transportation Operations Center (MATOC) calls.

Decision and Notification Process

Awareness Phase

OPM Situation Room Monitoring

NWS Forecast

MWCOG Conference Call
8:00 PM (3:00 AM)

Develop Situational Awareness
- Weather Conditions
- Roadway Conditions
- Mass Transit
- School & Government
- Power Outages
- Other Extenuating Factors

Assessment & Decision Phase

OPM Senior Staff Conference Call

8:30 PM

OPM Decision Can Not Be Made

3:30 AM

- Examine Historical Responses
- Weigh Feedback
- Director's Decision

Notification Phase

Notifications
9:00 PM

Notifications
4:00 AM

OPM Updates

OPM.gov/Status and OPM Alert App

White House, CHCO, Congress

WAWAS & MWCOG

OPM Operating Status Announcements 1 of 3

- **OPEN**
  - o **OPEN** – Employees are expected to report to their worksites or begin telework on time.
  - o **OPEN WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK** – Employees have the option for unscheduled leave or unscheduled telework.

- **DELAYED ARRIVAL**
  - o **OPEN – XX HOUR(S) DELAYED ARRIVAL – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.** – Employees should plan to arrive for work no more than XX hour(s) later than they would be expected to arrive.
  - o **OPEN — XX HOUR(S) DELAYED ARRIVAL – EMPLOYEES MUST REPORT TO THEIR OFFICE NO LATER THAN XX:XX – WITH OPTION FOR UNSCHEDULED LEAVE OR UNSCHEDULED TELEWORK.** – Employees in the Washington D.C. area must report to their office no later than XX:XX and have the option for UL/UT.

OPM Operating Status Announcements 2 of 3

- **EARLY DEPARTURE**
  - **OPEN – XX HOUR(S) STAGGERED EARLY DEPARTURE.** – Employees should depart XX Hour(s) earlier than their normal departure time and may request Unscheduled Leave to depart prior to their staggered departure times.
  - **OPEN – XX HOUR(S) STAGGERED EARLY DEPARTURE – ALL EMPLOYEES MUST DEPART NO LATER THAN XX:XX AT WHICH TIME FEDERAL OFFICES ARE CLOSED.** – Employees should depart XX hour(s) earlier than their normal departure time and may request unscheduled leave to depart prior to their staggered departure time.
  - **IMMEDIATE DEPARTURE** – FEDERAL OFFICES ARE CLOSED. Employees should depart immediately, and Federal offices are closed.
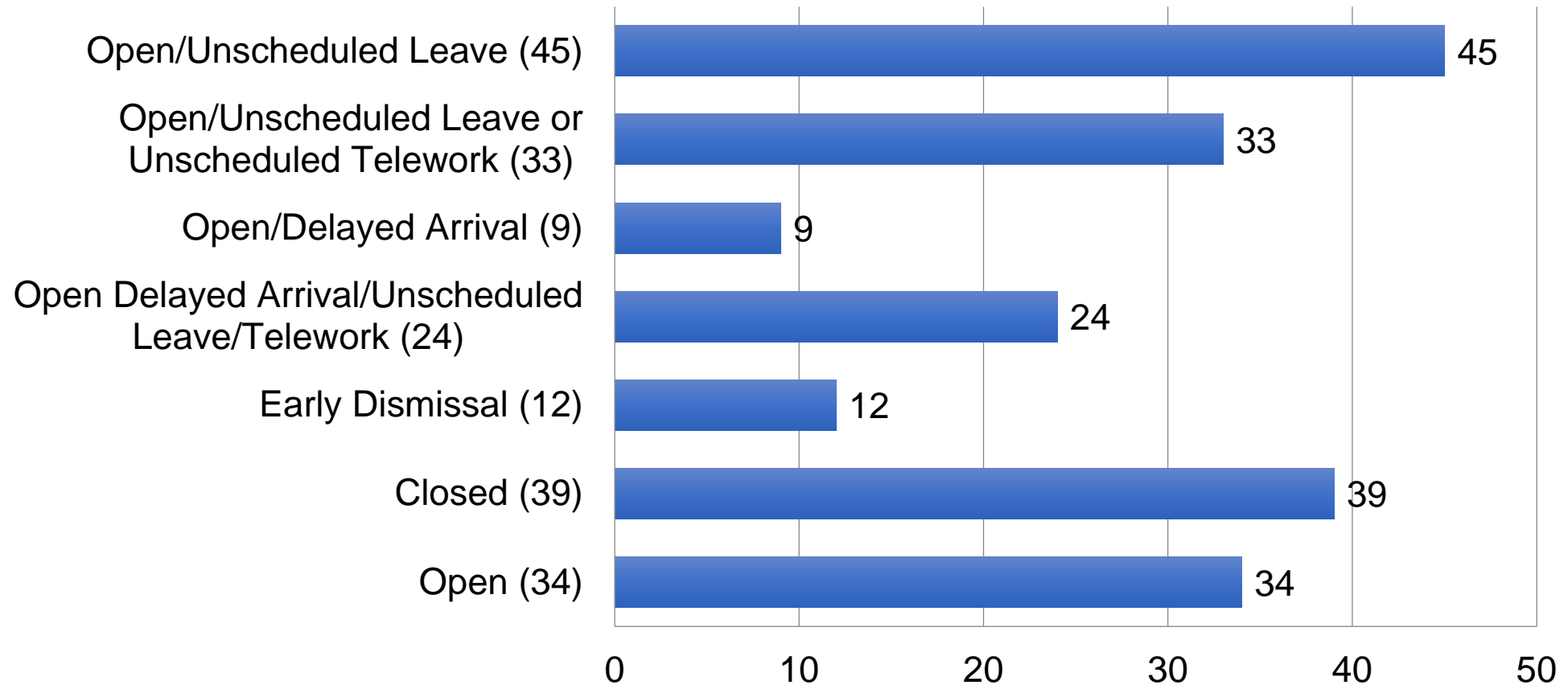
OPM Operating Status Announcements 3 of 3

- **CLOSED/SHELTER-IN-PLACE**
  - **FEDERAL OFFICES ARE CLOSED – EMERGENCY AND TELEWORK-READY EMPLOYEES MUST FOLLOW THEIR AGENCY'S POLICIES.** – Emergency and telework-ready employees required to work must follow their agency's policies, including written telework agreements.
  - **SHELTER-IN-PLACE** – Federal offices in the Washington, D.C., area are under Shelter-in-place procedures and are Closed to the Public.

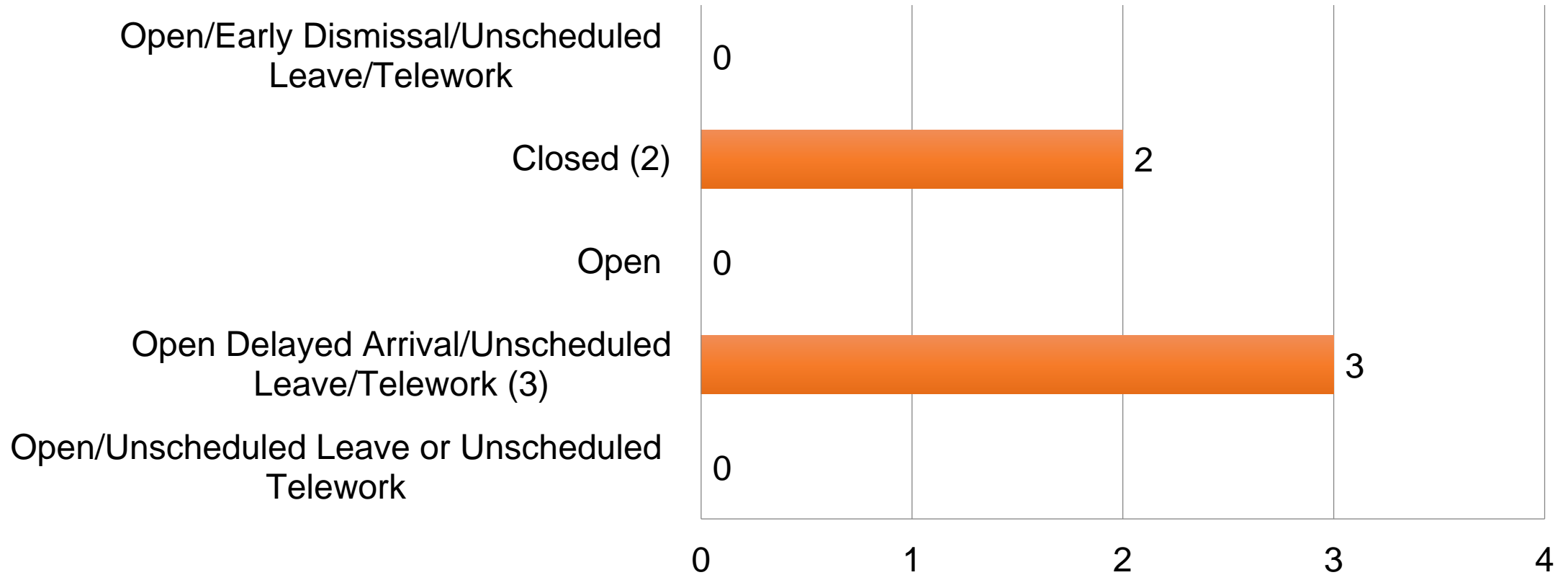# Historical Decision Data January 1996 – January 2022

Due Outs Prior to Winter Season

- Review Table 1-B Status of Government Team in the Federal Work Force Hazardous Weather Guidelines

  o Provide names and contact information of who will participate in the MWCOG and the Internal Decision Calls.

    - The MWCOG provides the MWCOG Call information.

    - The Internal Decision Call will be conducted over MS Teams. (The conference line will be the back up.)

OPM Points of Contact

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Questions?