



Version	Date	Author	Description of Change
1.2	1-25-11	[REDACTED]	Aligned wording with new EROS-GEN-02 EROS Federal Employee Attendance Procedure in Emergency Situations; addresses "unscheduled leave".
1.3	3-4-13	[REDACTED]	Added Voice Notification System. Changed deadline times for notification to 'as soon as possible' by Facility Manager and Deputy Director in Sections 4.1 and 4.2.

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION:

[REDACTED]

EROS Director

Deputy Director

Administrative Officer

SUBJECT / TITLE: EROS Inclement Weather Procedure

DATE: March 4, 2013

VOL / INDEX #: EROS-GEN-06

PREPARED BY:

Copies will be provided to:

[REDACTED]

Preparer	Date	Supervisor	Date
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OTHER COORDINATION: GS-N-EDC Federal Employees
CORs distribute to contracts.

STATUS: Permanent
 Temporary

EXPIRATION DATE: March 3, 2015

PROCEDURE / MEMO: Original
 Supersedes EROS-GEN-06, v1.2, 1-25-11

ATTACHMENT TO: N/A

PURPOSE: Describes procedures to be followed when inclement weather conditions could affect continuity of operations at the USGS EROS Center.

UTILIZATION: Daily, Weekly, Monthly, Other (per weather incident)

TEXT: Procedure follows on next page.

1.0 References.

- 1.1 U.S. Geological Survey (USGS) Attendance and Leave Handbook - <http://www.usgs.gov/usgs-manual/handbook/index.html>
- 1.2 EROS GEN-02, Federal Employee Attendance Procedure in Emergency Situations - https://edchome.cr.usgs.gov/#/Shared/EROS_Policies_Procedures/Home
- 1.3 EROS Emergency Key Personnel Contact List maintained by the EROS Director's Office

2.0 Purpose.

This procedure will be followed when inclement weather conditions could affect continuity of operations at the EROS Center. The scope of this procedure applies to both USGS and contractor personnel at EROS and describes a course of action to be followed during inclement weather conditions. Wherever organizational or job titles are used, they apply to the incumbent or the person acting in the position. Personnel working at the EROS Center, especially emergency or essential personnel should also familiarize themselves with their employer's policies and procedures related to inclement weather emergency operations. References 1.1 through 1.3 provide guidance for USGS employees.

3.0 Definitions.

EROS Closure – The time period when only essential personnel are authorized to be working at EROS. Center closures are announced on the EROS Operations Status Phone, Voice Notification System, and on local radio and TV news channels.

EROS Operations Status Phone – The EROS Operations Status Phone (**605-594-6190**) provides current status information on Center emergency closures and re-openings to EROS personnel.

Essential Personnel – USGS and contractor personnel designated by their respective employers to provide support for critical Center functions throughout an inclement weather emergency. This group may include, but is not limited to, security, operations, and maintenance staff. These are people required to maintain and monitor the facilities and selected systems during inclement weather that may have the Center closed for an extended period of time.

Key Personnel – USGS and contractor personnel, identified in Reference 1.3, necessary to support this procedure in case of a severe weather emergency. Key personnel will determine the course of action for carrying out established procedures during an inclement weather emergency. These procedures include coordinating with Center personnel, local authorities, and local radio and TV news channels on actions that EROS is implementing.

Voice Notification System – Mass notification system that incorporates a variety of response mechanisms to allow communications in the event of an emergency.

Non-essential Personnel – USGS and contractor personnel whose duties do not fall into the category of “Essential Personnel”, as determined by their respective employers.

Normal Center Operating Hours – Standard operating hours for EROS are from 7:00 AM to 6:00 PM, Monday through Friday. For the purposes of this procedure, normal hours do not include swing and grave shift work hours, weekends, or Federal holidays.

Security Control Center (SCC) – The EROS local monitoring station that is manned 24 hours a day. The SCC monitors all automated alert systems, including security, fire and safety control systems, and facility operational systems. The SCC is the primary focal point in coordinating emergency situations with outside first responder agencies in cases of emergencies that effect EROS.

Unscheduled Leave – An announcement that EROS will be open with an unscheduled leave (formerly referred to as “liberal leave”) policy that allows Federal personnel to take annual leave or leave without pay without first having to obtain permission of a supervisor. Personnel choosing to take unscheduled leave should inform their supervisor of their intent to take this leave. Contractor personnel must follow their employer’s procedures. Unscheduled leave status is announced on the EROS Operations Status Phone, and local radio and TV news channels and through the Voice Notification System.

4.0 Procedure.

4.1 During Normal Center Operating Hours.

During normal operating hours, the Facility Manager will monitor weather conditions on a continual basis. If a threatening condition develops, he/she will notify the EROS Director’s Office. The Deputy Director will determine a course of action. The Deputy may authorize closing of the Center. The decision to implement these actions will be communicated as soon as possible. The Director will inform USGS Headquarters of actions being taken. Notification to Center management will be sent out so appropriate arrangements can be made to release non-essential personnel and to notify essential personnel of their requirements. Notification will be relayed through several avenues to include telephone contact to the on-site employers, and a Center-wide email, as well as updating the EROS Operations Status Phone.

The various employers will be responsible for notifying their employees of decisions effecting operations at the Center due to inclement weather. Actions may include but are not limited to: calling in essential personnel early to start shifts or arranging to have personnel remain on duty until replacements can

safely arrive. These actions should be outlined in the employers' company specific plans for supporting operations during emergency conditions. Each on-site employer is expected to familiarize their managers/supervisors and designated essential personnel with these plans. Employers should notify SCC as soon as possible if contingency plans are being implemented and provide information on which essential personnel will be working on site during the Center closure.

4.2 Outside of Normal Center Operating Hours.

SCC will monitor weather conditions on a continual basis. If a threatening weather condition develops, Security will immediately contact the Facility Manager and brief him/her on conditions that may provide a threat to EROS personnel. These threats may impact personnel currently on site, personnel scheduled to arrive later, and normal operations for the following day.

Once notified, the Facility Manager will monitor potentially serious weather conditions via the media and internet. He/she will also consult appropriate officials (National Weather Service, Minnehaha County Highway Department, South Dakota State Highway Patrol, Sioux Falls City Street Department, etc.) as needed.

If the Facility Manager considers that a serious threat exists, or is likely, he/she will contact the Deputy Director and provide a briefing on the current situation, weather and road conditions, and his/her recommendations. This action will be accomplished as soon as possible to provide enough lead time to evaluate the situation and coordinate any actions.

Based on briefed information from Facility Manager, the Deputy Director will make a decision on whether to close the Center or implement the unscheduled leave policy. The Deputy's decision will be accomplished as soon as possible to allow enough time to disseminate pertinent information to alert EROS personnel. The Deputy Director will continue to monitor weather conditions throughout the emergency and will coordinate the decision with the Facility Manager to re-open EROS once safe conditions exist for personnel to travel to and from the Center.

The Deputy Director or the Director will inform USGS Headquarters of actions being implemented at EROS.

All Federal and contractor personnel will be notified of changes via the Voice Notification System and shall monitor radio and TV channels, and call the EROS Operations Status Phone number (605-594-6190) for updated notice of closure, unscheduled leave policy, or re-opening after a closure. Local radio and TV channels should carry updated information to be broadcast on school, business, and Government closures. As a general guideline, when the school district a Federal employee lives in closes due to unsafe weather conditions, that

employee is eligible to take unscheduled leave in accordance with the Unscheduled Leave Policy. Employees may call their supervisor for clarification, if necessary. Employees are ultimately responsible for being at work during their scheduled work period, unless the Center is closed or they are on a leave status.

4.3 Communicating a Decision to Close or Re-Open EROS.

When the Director or Deputy Directory makes a decision to close, allow for Federal unscheduled leave, or re-open the Center, he/she will ensure the following actions occur:

- Security will be contacted to send a message through the Voice Notification System and to update the message on the EROS Operations Status Phone so current information is available. See Appendix A for wording options.
- The Facility Manager or Deputy Director will coordinate with USGS essential staff and Contract Managers to relay instructions for emergency personnel to remain on duty or come to the Center as appropriate.
- The Facility Manager or Deputy Director will coordinate with the appropriate news channels to broadcast closure, or unscheduled leave notifications for EROS. Generally, the media will not announce that EROS is reopening or open. This information will be updated on the EROS Operations Status Phone.

5.0 Appendices.

Appendix A. Status of EROS Operations

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Center Management will provide one of the following announcements to the EROS Operations Status Phone, or media, when a disruption occurs. These announcements **do not** apply to individuals who are designated as essential personnel. Essential personnel are expected to report to work on time unless excused by their supervisors.

Announcement	What Announcement Means
<p>“This is the EROS Operations Status Phone. The Center is open. I repeat; the Center is open.”</p>	<p>All employees are expected to report for work on time.</p>
<p>“This is the EROS Operations Status Phone. The EROS Deputy Director has announced the Center is open under an unscheduled leave policy as of (time), for (current date), and USGS Government staff may take unscheduled leave. If you have any questions about leave policies, please contact your supervisor.”</p>	<p>Federal employees may take unscheduled leave for their entire scheduled workday. Employees must notify their supervisors of their intent to take unscheduled leave. Contractor employees must follow their employer’s procedures.</p>
<p>“This is the EROS Operations Status Phone. The EROS Deputy Director has closed the Center until further notice as of (time), (current date). The status phone will be updated daily at 6 AM, 2:00 PM, and 10:00 PM to reflect the status of the Center. Please check back or contact your supervisor if you have any questions.”</p>	<p>The EROS Center is closed. Non-essential Federal personnel (including Federal employees on pre-approved leave) will be granted excused absence (administrative leave) for the number of hours they were scheduled to work. This does not apply to Federal employees on leave without pay, leave without pay for military duty, workers’ compensation, suspension, or in another pay status. Federal teleworkers may be expected to work from their telework sites, as specified in their telework agreements. Federal employees on alternative work schedules (AWS) are not entitled to another AWS day off in lieu of the workday on which the Center is closed. Contractor employees must follow their employer’s procedures.</p>
<p>“This is the EROS Operations Status Phone. The EROS Deputy Director has announced that the Center is open as of (time), (current date). I repeat; the Center is open at this time.”</p>	<p>The EROS Deputy Director in coordination with the Facility Manager may re-open the Center after a Center closure has been in effect.</p>