

**USGS EROS ADMINISTRATIVE PROCEDURE****SUBJECT / TITLE:** EROS Inclement Weather Procedure**1.0 References.**

- 1.1 U.S. Geological Survey (USGS) Attendance and Leave Handbook located at <http://www.usgs.gov/usgs-manual/handbook/index.html>
- 1.2 EROS Emergency Key Personnel Contact List maintained by the EROS Facility Management 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. Reference 1.1 provides guidance for USGS employees.

**3.0 Definitions.**

**Key Personnel** – USGS and contractor personnel, identified in Reference 1.2, 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.

**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.

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

**Security Control** - The EROS local monitoring station that is manned 24 hours a day. Security Control monitors all automated alert systems, including security, fire and safety control systems, and facility operational systems. It is the primary focal point in

coordinating emergency situations with outside first responder agencies in cases of emergencies that effect EROS.

Delayed Reporting – Authorization for non-essential personnel to arrive at work later than normal due to weather or road conditions that inhibit safe passage to the Center. Delayed reporting details will be announced on the EROS Operations Status Phone, and on local radio and TV news channels.

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, and on local radio and TV news channels.

EROS Operations Status Phone – The EROS Operations Status Phone (605-594-6190) is used by Security Control to provide current status information on Center emergency closures and re-openings to EROS personnel.

Liberal Leave – An announcement that EROS will be open with a liberal leave policy allows personnel to take annual leave or leave without pay without first having to obtain permission of a supervisor; subject to policies, procedures, and work requirements of the various employers at EROS. Liberal leave status is announced on the EROS Operations Status Phone, and local radio and TV news channels.

Normal Center Operating Hours - Standard operating hours for EROS are from 7:00 AM to 4:00 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.

#### 4.0 Procedure.

##### 4.1 Roles and Responsibilities.

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 Director will determine a course of action. The Director may authorize early release of non-essential personnel, and closing of the Center. The decision to implement these actions will be communicated no later than 3:30 PM. The Director will also 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 onsite employers, and a Center-wide email.

The various employers will be responsible for notifying their employees of decisions effecting the 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.

#### Outside of Normal Center Operating Hours:

Security Control 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 USGS and contractor 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 the appropriate officials (National Weather Service, Minnehaha County Highway Department, South Dakota State Highway Patrol, Sioux Falls City Street Department, etc.) as needed.

If a serious threat exists, the Facility Manager will contact the Deputy Director to provide a briefing on the current situation, weather and road conditions, and his/her recommendations. This action will be accomplished no later than 3:30 AM to provide enough lead time to evaluate the situation and coordinate any actions.

Based on briefed information from Facility Manager and the Deputy Director, the Director will make a decision to close the Center or implement the liberal leave policy. The Director's decision will be accomplished no later than 5:00 AM to allow enough time to disseminate pertinent information for Center personnel. The Deputy Director will continue to monitor weather conditions throughout the emergency. The Deputy Director will coordinate the decision with the Director to re-open EROS once safe conditions exist for personnel to travel to and from the Center.

The Deputy Director will brief the Director, who will inform USGS Headquarters of actions being implemented at EROS.

All USGS and contractor personnel shall monitor radio and TV channels, and call the EROS Operations Status Phone number for updated notice of closure, liberal 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 or delays. 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.

#### 4.2 Process.

Communicating a decision to close or re-open EROS:

When the Director makes a decision to close or re-open the Center, he/she will ensure the following actions occur:

- Security will be contacted to update the message on the EROS Operations Status Phone number (605) 594-6190 so current information is available.
- 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 Deputy Director or the Facility Manager will coordinate with the appropriate news channels to broadcast closure, delayed starts, or liberal 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.

N/A