

## INSTRUCTIONS FOR EMERGENCY DISMISSAL OR CLOSURE PROCEDURES IN FIELD OFFICES

1. When inclement weather or other natural events, i.e. flooding, loss of power, etc, warrant an early dismissal or office closure, the local FAC Chair, in consultation with the other agency heads at field office locations, will make the decision to close or dismissal. Decisions will be based on official public announcements by state, local, or federal authorities that driving is extremely hazardous and travel should be avoided or emergency conditions present a threat to employees' health and safety.
2. When an office is closed, the District Conservationist must immediately contact/email the Assistant State Conservationist for Operations, the State Administrative Officer and the Executive Assistant to the State Conservationist with the reason for closure and the hours of closure.
3. Each Service Center should have a plan of action for emergency dismissal and closure, including how employees will be notified in the case of office closure before working hours, how the public is notified when the office is closed, etc. (See attached example.) The District Conservationist will send this plan and any revisions thereafter to the Assistant State Conservationist for Operations and the State Administrative Officer.
4. In the case of prolonged closures, the District Conservationist is to communicate daily to same individuals with an update of the situation.