



Maine Food and Agriculture Council
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Example Action Plan

September 26, 2012

TO: Rural Development, Farm Service Agency, Natural Resources
Conservation Service State Office, OCIO/ITS, and Service Center
Employees

SUBJECT: Emergency Dismissal or Closure Procedures

This memorandum provides information concerning those events that require emergency dismissal or office closure that affect employees at the State Office and Bangor Service Center.

Emergency before the workday begins. All employees are responsible for obtaining the appropriate information as announced by the State FAC through the local media. In cases of emergency dismissal or office closure before working hours, the State FAC Chair, in consultation with the other agency heads, will make a decision by 6:00 am to determine when weather conditions prevent safe travel to the State Office and Bangor Service Center. Decisions to close will be based on official public announcements by state, local or federal authorities that driving is extremely hazardous and travel should be avoided.

Public Announcement. Official notification for the State Office and Bangor Service Center will be announced on the following television stations by 6:00 am as USDA State Offices.

WLBZ Channel 2 Storm Center
WABI Channel 5 Stormwatch

Employee Notification. Employees are to call 990-9198.

All other Service Centers. The local FAC Chair, in consultation with the other agency heads at field office locations, will make the decision to determine when weather conditions prevent safe travel to the USDA Service Centers. Decisions to close will be based on official public announcements by state, local, or federal authorities that driving is extremely hazardous and travel should be avoided. The State Office is to be notified when a decision has been made to close an office. When conditions are such that an

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office will not open, employees at those locations will be granted administrative leave in accordance with agency regulations.

Federal agencies are open; employees are expected to report to work. When there is no office closure, employees are expected to report to work as usual. Any leave taken due to tardiness is subject to agency approval.

Federal agencies are operating under an unscheduled leave policy; employees may take leave without prior approval. Federal agencies will open on time. If employees request, they may take annual leave, leave without pay (LWOP), accrued compensatory time, or credit hours, without prior approval from their supervisors. Employees must inform their supervisor of their intentions.

Federal agencies are operating under a delayed arrival policy. Employees are expected to arrive at work no later than the announced opening time. Employees should adjust their normal home departure time consistent with the announcement. Telework employees are expected to report for work on time.

Federal agencies are closed. Employees should not report to work and leave will be granted in accordance with local agency policy.

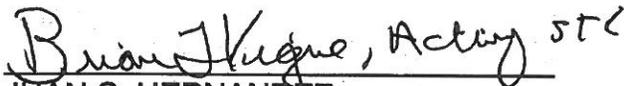
This policy will remain in effect until superseded.



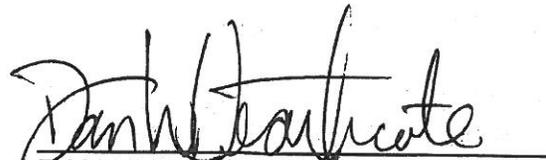
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FAC Chair
State Director
Rural Development



DONOVAN E. TODD III
State Executive Director
Farm Service Agency



JUAN C. HERNANDEZ
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