

Oklahoma Federal Executive Board



All Hazards Emergency Notification Plan

Fiscal Year 2020

**OKLAHOMA FEDERAL EXECUTIVE BOARD
ALL HAZARDS EMERGENCY COMMUNICATION PLAN**

REFERENCES

- A. OPM FEB Operations memorandum, Subject: Protocol for Reporting During Emergencies to the Office of Personnel Management (OPM), dated October 6, 2016

- B. Memorandum of Understanding Between OPM and the U.S. Department of Homeland Security, Federal Emergency Management Agency, dated October 1, 2019

- C. Governmentwide Dismissal and Closure Procedures. dated November 1, 2018

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In accordance with References A-C, the following is the Oklahoma Federal Executive Board's (OK FEB) All Hazards Notification Plan for Fiscal Year 2020. We request you review this plan and incorporate it into your internal dismissal system. The major features of the plan are:

- **E-mail:** Notification of agency heads by email will continue to be the primary and standardized practice of notifying agency heads and designated agency officials of inclement weather and operating status recommendations.

- **OK FEB website and social media:** The OK FEB will be utilizing both their website and social media to further disseminate information on inclement weather across the state of Oklahoma.

To ensure timely notification to the proper personnel, it is the agency's responsibility to notify the OK FEB of any change of leadership, FEB membership, or additional emergency notification addressees.

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1. PURPOSE. The purpose of this plan is to inform and assist federal agency leaders during severe weather conditions to mitigate significant risk to the health and safety of federal government employees.

2. POLICY: All agencies are encouraged to participate in this effort to foster a coordinated and uniform Emergency Assessment & Dismissal Plan. Information generated under this plan is for **ADVISORY ONLY**. The final decision to the dismissal of employees is the responsibility of each individual, agency, and/or installation head.

3. AUTHORITY. Federal Executive Boards were established on November 13, 1961 by Presidential Memorandum. As outlined in *Part 960 of Title 5 of the Code of Federal Regulations*, “Federal Executive Boards shall be responsible for . . . emergency operations, such as under hazardous weather conditions, responding to blood donations needs, and communicating related leave policies.” (*Reference: 5CFR Part 960.107*)

4. FEB ROLE IN EMERGENCY SITUATIONS. The OK FEB’s critical communication role is outlined in References A through C.

Given a weather-related or unusual situation affecting our geographic area, the OK FEB will provide up-to-date, accurate and consistent information so Oklahoma federal agency leaders can make informed decisions on an operating status for their agency employees. This includes information available from National Weather Service (NWS), General Services Administration (GSA), DHS, Federal Protective Service (FPS), state and local public safety and law enforcement officials.

Inclement weather information will be distributed to Oklahoma FEB members and designated officials via the FEB’s primary notification system (email) and the OK FEB social media sites.

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As per Reference A, the OK FEB will provide, at a minimum, daily status reports, via email or telephone, to OPM when a local emergency event in an FEB jurisdiction affects Federal business operations.

5. SUMMARY.

The OK FEB will:

- Maintain a database of emergency contact information for local agency heads and their designated emergency contacts;
- Work closely with the NWS, GSA, and DHS/FPS for accurate, up-to-date and consistent information;
- Provide local agency heads with accurate, up-to-date and consistent information so that informed decisions can be made about agency operations;
- Facilitate communication with agency contacts and the OPM FEB team, when appropriate

The OK FEB does not have the authority to:

- Close Federal buildings or Federal facilities;
- Speak on behalf of an individual Federal agency (to the media, Federal employees or the general public);
- Designate “emergency” employees.

6. FEDERAL AGENCY RESPONSIBILITIES. Each agency will make decisions regarding their own Operating Status and are responsible for determining closure, dismissal, and leave policies for employees on shift work and alternative work schedules (flexible or compressed work schedules). Agencies are responsible for maintaining and implementing an appropriate plan to notify employees of all emergencies, and provide written emergency procedures to employees. The procedures should tell employees “how” they will be notified and provide a detailed explanation of the terms used in the notification and/or announcement. Agencies are responsible for having up-to-date Continuity of Operations Plans (COOP), Occupant Emergency Plans and are responsible for the accountability and reporting of personnel status to their

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Headquarters. Agencies should incorporate “Telework arrangements” into their agency emergency planning so that eligible employees may use Unscheduled Telework in the event of emergencies.

INFORMATION, NOTIFICATION OF EMERGENCY SITUATIONS, AND ANALYSIS GENERATED UNDER THIS PLAN ARE **ADVISORY ONLY**, AND PROVIDED AS A SERVICE TO AGENCY HEADS FOR USE IN DECIDING WHAT IS THE MOST APPROPRIATE COURSE OF ACTION FOR THEIR INDIVIDUAL AGENCY. **THE FINAL DECISION AS TO THE EARLY RELEASE, DELAYED OPENING, AND/OR CLOSURE RESTS WITH THE INDIVIDUAL AGENCY HEAD OR MILITARY COMMANDER.** THEREFORE, THIS PLAN IS DESIGNED TO ASSIST AND CONTRIBUTE TO THE COORDINATED AND CONSISTENT FEDERAL RESPONSES (WHERE APPROPRIATE) TO WEATHER SITUATIONS BASED UPON A THOROUGH ANALYSIS OF ALL AVAILABLE INFORMATION.

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ANNEX A: Details for consideration in Procedures

“Travel Hour” is defined for this procedure as the hour during which employees will move over roads or other transportation. This can be 0700 rush hour inbound to work, at 1400 for an early dismissal in advance of severe weather, or any other time required by an emergency.

Unless otherwise stated, timelines will begin at least four (4) hours before “Travel Hour”.

The OK FEB Emergency briefings provide collected, processed, exploitable, actionable information relevant to assuring the safe movement of large numbers of employees using various transportation modes from disparate locations to another location.

The standardized collection process assures the resources who provide weather information (NOAA, law enforcement, state highway departments, snow removal company dispatchers, etc.) are not overwhelmed and able to effectively perform their primary duties.

The standardized dissemination assures all OK FEB members receive timely, relevant, and actionable information. Any information provided by your agency to the OK FEB will be read and utilized by personnel with varied levels of weather forecasting, road and terrain assessment, etc. Therefore, it is highly recommended you utilize common language in all reports to the OK FEB.

Travel risks due to severe weather can occur in the following weather conditions:

- Snow/blizzard
- Freezing rain/ ice
- High winds up to and including tornadoes or hurricanes dissipating over land
- Thunderstorms with lightning contacting the ground
- Drought
- Heat wave

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Travel risks by weather conditions you should consider prior to determining the operating status of your agency:

- Snow. This includes blowing snow, reducing visibility from falling snow and/or snow on the ground picked up by the wind
- Freezing rain/ ice
- Extreme cold or wind chill
- Melting snow may not drain from roads and re-freeze as black ice overnight or with temperature drop
- Operating statuses of mass transit
- Returning from Holiday or weekends
- Area school closures
- Road or bridge closures
- Uncleared sidewalks and other pedestrian traffic areas
- Power outages. Ice over a ¼ inch thick and strong winds will increase amount area experiencing power loss

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ANNEX B: State and Local Resources

State of Oklahoma Road Conditions

<https://www.weather.gov/tsa/roadconditions>

Oklahoma Department of Transportation, Travel Information

<https://www.ok.gov/odot/>

Oklahoma Traffic

<https://www.oktraffic.org/intro.php>

Oklahoma Traffic Advisories:

https://www.ok.gov/odot/Traffic_and_Travel/Traffic_Advisories/Traffic_Alerts.html

(405) 522-8000

Oklahoma City Parking and Transportation

<https://www.okc.gov/departments/public-transportation-parking>

Oklahoma City Traffic and Weather

<https://www.koco.com/traffic>

Tulsa Traffic and Weather

<https://www.tulsapolice.org/live-traffic-report.aspx>

Lawton Traffic and Weather

<https://www.lawtonok.gov/alerts>

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School, church, and business closings:

Oklahoma City

<https://www.koco.com/weather/closings>

Tulsa

<https://www.tulsaschools.org/parents-students/school-safety/weather>

Lawton

<https://www.lawtonps.org/weather—2>

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ANNEX C: National Resources

The National Weather Service

<http://www.weather.gov/>

The National Weather Service, Enhanced Weather Data Display

<http://preview.weather.gov/edd/>

United States Office of Personnel Management, Washington, DC, Area Dismissal and Closure Procedures:

[Washington, DC, Area Dismissal and Closure Procedures](#)

FEMA Flood Map Service Center

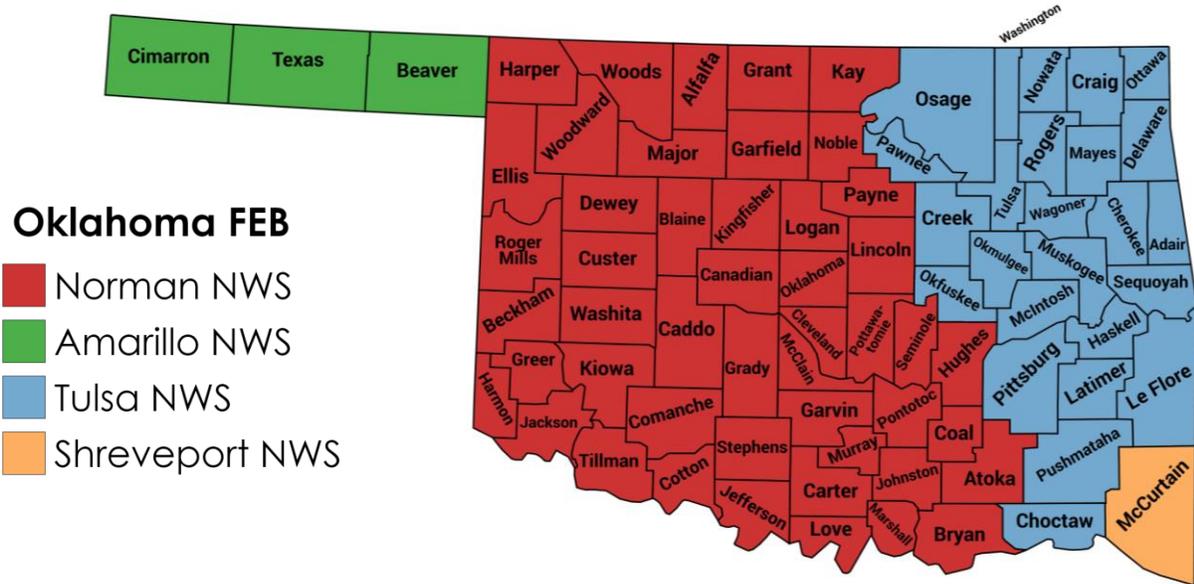
[FEMA Flood map site](#)

Safetravel USA. Road and traffic Conditions across the nation

<http://www.safetravelusa.com/>

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ANNEX D: Oklahoma NWS Regions



NWS LOCATION	CITY/STATE	PHONE NUMBER
Norman	Norman, OK	405-325-3816
Amarillo	Amarillo, TX	806.335.2911
Tulsa	Tulsa, OK	918 832-4115
Shreveport	Shreveport, LA	318-631-3669