

**Seattle FEB FY 2022 ALL-HAZARDS  
EMERGENCY COMMUNICATION PLAN  
Revised 2022-03-04**

**Part I: PURPOSE**

This All-Hazards Emergency Communication Plan (herein referred to as the Plan) outlines the Federal Executive Board's (FEB) role in emergency situations, identifies responsibilities, and provides an interagency communication strategy that may be used by Federal Agency leadership for workforce operating status purposes. Per the FEB Strategic and Operational Plan (2018-2022), an updated copy of this Plan is required to be submitted to the U.S. Office of Personnel Management (OPM) annually.

Emergency situations are confined to those involving Federal Government agencies, and do not focus on an individual employee. Emergency situations, as defined by this Plan, are those of sufficient magnitude which present a hazard or danger to the safety of Federal employees. This includes all hazards, but is not limited to, an adverse weather condition (earthquake, fire, flood, heavy rain, high winds, hurricane, ice, snow, tornado, tropical storm), active shooter, disruption of power/water, a national security event, protests, and other emergency situations.

The Federal Government accounts for a significant portion of the workforce. The Seattle FEB and its members are aware of the need for effective emergency preparedness and interagency coordination, including employee readiness, safety, communications, coordinated emergency response, and workforce management within the federal community. While the severity and consequences of an emergency cannot be predicted, effective emergency preparedness, employee readiness, and safety and security precautions can minimize the impact on SFEB member agencies. It is important to note, that per Office of Personnel Management (OPM) Guidance

*“Employees working in Federal agency offices located outside of the ‘Washington Capital Beltway’ must follow the operating status announcements issued by the agency. **Federal field office heads make workforce status decisions for their agencies’ employees and should report those workforce status decisions to their agencies’ headquarters.”**<sup>1</sup>*

**Part II: SCOPE**

This Plan applies to Federal agencies and installations in the Seattle FEB's jurisdiction (federal agencies with offices in Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Pierce, Mason, Skagit, Snohomish, Thurston and Whatcom counties in Washington State). This Plan is not intended for employees of the U.S. Postal Service, State and Local Government, or private sector entities, including Federal contractors. This does not apply to employees designated as “Emergency” personnel. Application of this guidance must be consistent with the provisions of applicable collective bargaining agreements and/or other controlling policies, authorities, and instructions.

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<sup>1</sup> <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/dcdissmissal.pdf>

The Plan models OPM’s “Governmentwide Dismissal and Closure Procedures,”<sup>2</sup> adapted the authority for regional agency decisions being decentralized.

This Plan is neither an all-inclusive nor a stand-alone plan. It may be implemented in conjunction with other plans and procedures (i.e., National Response Framework - NRF, Facility Emergency Operations Plans, Emergency Occupancy Plans, Code of Federal Regulations [CFR], and other applicable regulations and directives of its member agencies).

This Plan does not address statutory responsibilities that federal departments and agencies may have to perform.

This Plan should not be used as a substitute by FEB member agencies for required agency preparedness activities and planning requirements.

### **Part III: FEDERAL EXECUTIVE BOARD 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: 5 CFR Part 960.107*)

### **Part IV: FEDERAL EXECUTIVE BOARD ROLE IN EMERGENCY SITUATIONS**

As outlined in the [Response Federal Interagency Operational Plan](#), the FEB performs a support and coordination role during Phase 1 (**Normal Operations**), Phase 2 (**Response**), and Phase 3 (**Recovery**), the potential life cycle of an event.

- **Phase 1: Normal Operations activities include planning, gathering information, and determining possible courses of action** - assist member agencies by facilitating exercises and training events, use communications network to relay emergency preparedness and employee safety information, and promulgating security messaging.
- **Phase 2: Response activities occurring at the onset of an event until the situation stabilizes** – disseminate timely information, obtained from reliable sources, to participating federal agencies regional leads.
- **Phase 3: Recovery includes the transition out of Phase 2 while restoring normal operations** - use communications network to disseminate important information to the FEB, including the status of response/recovery activities, charity events/blood drives, and what/where assistance is available for federal employees.

The FEB Network’s critical communication role is outlined in the following documents:

- OPM FEB Operations memorandum, Subject: Protocol for Reporting During Emergencies to the Office of Personnel Management (*Reference: October 1, 2021*)

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<sup>2</sup> *Id.*

- FEB Role in Emergency Situations (*Reference: September 2018*)
- Memorandum of Understanding Between OPM and the U.S. Department of Homeland Security, Federal Emergency Management Agency (*Reference: August 1, 2008*)

Given a weather-related, natural disaster, terrorist attack, or unusual/emergency situation affecting our geographic area, the SFEB will collect and share member agency Facility Security Committees' operating status decisions among the Executive Leadership Council. Beforehand, the SFEB will communicate with member agencies' FSCs to establish feasible methods of obtaining updates. With increased information about what our collective FSCs have decided for their employees, local Federal agency leaders can consider similarly-situated agencies (e.g., public-facing, remote offices) to assist in their own decision-making process.

**While the SFEB will no longer make weather-related operating status recommendations, increased sharing of FSC decisions may better support the general membership.**

The SFEB will use the emergency notification system to alert SFEB emergency contacts (Executive Leadership Council and designated additions) via the FEB's emergency notification system and, if possible, via email.

Each local Federal agency head makes the final workforce status decision for their agency employees and should continue to report that workforce status decision to their agency Headquarters.

The Seattle 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 (per the OPM FEB Operations memorandum, Subject: Protocol for Reporting During Emergencies to the Office of Personnel Management).

To support a unified and coherent overall Federal response to an emergency event, as well as maintain a high level of readiness, Agency Heads are strongly encouraged to:

- periodically review and provide input to the FEB All Hazards Emergency Notification and Advisory Plan;
- respond to requests from the FEB for 24/7 emergency contact information;
- respond to FEB requests for information on facility or agency status during an emergency;
- participate in FEB emergency preparedness tests, training, and exercise events; and
- provide a representative to participate in SFEB Emergency Preparedness Working Group activities.

## **Part V: SUMMARY**

### **The SFEB will:**

- Maintain a database of emergency contact information for local agency heads and their designated emergency contacts;

- Develop contacts and protocols with the Facility Security Committees to remain apprised of their decisions regarding operating status during emergencies;
- Facilitate communication with agency contacts when deemed appropriate;
- Provide status reports to the OPM FEB Team during “no-notice” and “notice” events.
- Sponsor an interagency Emergency Preparedness Working Group, which:
  - Facilitates or engages a quarterly Emergency Preparedness/Continuity Working Group
  - Draft, maintain, & update an All-Hazards Emergency Notification and Advisory Plan that includes:
    - A protocol for emergency actions
    - An on-demand database of contacts for agencies updated at least annually
    - An on-demand communications system tested at least once annually
  - Facilitates an interagency emergency planning event and/or one educational/training program annually
  - Provides guidance and assistance to members as appropriate
  - Disseminates information to/from headquarters establishments
  - Liaises with Federal, Tribal, State, and local Government officials on emergency preparedness

**The 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 public)
- Have final decision-making authority regarding the status of Federal agency operations
- Designate “emergency” employees

**Part VI: Federal Agency Responsibilities:**

Each agency will make decisions regarding their own Operating Status. Agencies 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 maintaining up-to-date Occupant Emergency and Continuity of Operations Plans (COOP) and are responsible for the accountability and reporting of personnel status to their Headquarters. Agencies should incorporate “Telework arrangements” into their agency emergency planning so that eligible employees may use Unscheduled Telework in the event of emergencies. At least annually, agencies should identify personnel and notify them in writing that they are designated as an emergency employee. The term emergency employee is used to designate those employees who must report for work in emergency situations.

March 2022

