



Federal Executive Board of Minnesota

Suite 510, 1 Federal Drive
Saint Paul, Minnesota 55111-4008

(612) 713-7200

Facsimile (612) 713-7203

www.feb.gov

TO: All Agency Heads and Key Postal Service Officials, Twin Cities Greater Metropolitan Area

FROM: W. Charles Becoat, Chair, Federal Executive Board of Minnesota

SUBJECT: Fiscal Year 2010 FEB Emergency and Weather Warning Policy for Federal Agency Non-Emergency Employees

The following policy is the latest revision of the previous Federal Executive Board (FEB) policy regarding notifying the Federal Community of emergencies including terrorism activities and/or potentially hazardous weather situations. ALL PREVIOUS POLICIES ARE VOID. This statement is an effort to clearly define the roles of the Federal Executive Board and individual agencies to responding to emergencies including hazardous weather and man-made situations.

The FEB will serve as a central point for gathering accurate information and disseminating it to agencies regarding emergency situations including potentially hazardous weather conditions in the Twin Cities metro area. We will do this by consulting with relevant Federal, State and Local Governmental agencies. We will then communicate this information via the FEB website, FEB email and other internal communications and media sources depending on circumstances and time of the emergency or onset of hazardous conditions.

Emergency Situations may include:

- o Local or Regional U.S. Dept of Homeland Security Advisory System – Severe (Red)
- o Widespread power outages affecting Federal government installations
- o Other emergency situations, terrorism and man-made disasters
- o Pandemic influenza outbreak or other widespread public health emergencies

Hazardous weather conditions may include:

- o Deep snow with capability for prolonged blocking of traffic
- o Intense icing conditions on highways or streets
- o Treacherous winds or continuing high velocity gusts
- o Floods
- o Tornado Warnings or extensive post-Tornado damage

Once informed of this information, agencies will be responsible for invoking their own emergency/hazardous weather policies for their Non-Emergency Federal Personnel. Decisions such as whether to dismiss or not dismiss Non-Emergency Federal Employees remain within an individual agency's discretion.

The best way to check on the status of any FEB Emergency and/or Weather Warning is to check the FEB Website <http://www.doi.gov/febtc>. Select and click on the snowman/tornado icon on the opening webpage to check if any warning is in force for Non-Emergency Employees. Another means to check on the status of a warning is to call the FEB Weatherline at (612) 713-7333. DO NOT CALL ANY OTHER FEB TELEPHONE NUMBER AS THE MESSAGE WILL ONLY BE LEFT ON THE WEATHERLINE (612) 713-7333. If internet/telephone service is disrupted, all agencies and employees should listen to WCCO-AM Radio Station 830 (AM) for our message. These procedures apply to morning or daytime warnings.

We request that all of your Non-Emergency Federal Employees are fully informed as to your agency's emergency and hazardous weather policy on a timely basis.

The message broadcast is the following:

"The Federal Executive Board has been advised that (weather conditions/the current emergency situations) are such that all Non-Emergency Federal Employees in the Twin Cities Metropolitan Area should follow their agency's policy on (reporting to work/early dismissal)."

Should you have any further questions regarding the FEB's Emergency/Hazardous Weather Warning Policy, please call the FEB Office at (612) 713-7200.

Attachment: U.S. DHS Security Guidance for Federal Department and Agencies on Terror Threat Conditions



U.S. Department of Homeland Security - Guidance for Federal Departments and Agencies on Terror Threat Conditions

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures:



1. Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

3. Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;
- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

4. High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;

- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

5. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and
- Closing public and government facilities.