

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL HUMAN RESOURCES MANAGEMENT CENTER  
DENVER FEDERAL CENTER, BUILDING 50  
P.O. BOX 25047  
DENVER, COLORADO 80225-0047**

In Reply Refer To:  
1400-630(HR-200)P

October 11, 2002

EMS Transmission  
Information Bulletin No. 2003-007

To: All BC, HR, NI, ST, and WO Staff Employees

From: Director, National Human Resources Management Center

Subject: Emergency Procedures

In the event of a natural or man-made emergency, the official position is that the Federal Government is never closed. However, local conditions may force the closure of the office, with only essential personnel being required to report to or, in the case of early dismissal, remain on the job. You will be notified by your supervisor if you are designated as an essential employee.

In the Denver metropolitan area, it is up to the management of each facility to make a decision to close the office or to implement delayed reporting. On behalf of the Center Directors and the Washington Office Group Managers, the following procedures are set forth to address emergency situations:

In an emergency situation, the Director, National Human Resources Management Center (Linda Sedbrook), Associate Director, Science and Technology Center (Mike Kirby), Group Administrator, Employee/Labor Relations and Training (Annette Martinez), and the Facilities Manager (Vickie Smejkal), will convene to gather information from a variety of sources to assess the situation. Sources of information may include but not be limited to the following: National Weather Service, Federal Protective Service, General Services Administration, Denver Federal Executive Board. It should be noted that the most common emergency situation for our facility is weather related. However, these procedures will be put in place regardless of the nature of the event.

Once sufficient information is gathered, the Team will share the findings with the other management officials and provide them with a recommended course of action based on their analysis of the data. Based on past experience, it is anticipated that the group will be able to arrive at a unanimous decision very quickly. In the unlikely event that one Center or Office is

not represented, a decision will be made on behalf of all BLM employees located on the Denver Federal Center. If a disagreement does occur, the Director, NHRMC, will make the final decision.

In the event of an immediate threat, consultation will not take place. The Director, NHRMC, will make the decision.

In the absence of the Director, NHRMC, the following management officials will assume Team Lead responsibilities in the order listed.

1. Director, Science and Technology Center - Lee Barkow
2. Director, National Information Resources Management Center - Scott Macpherson
3. Director, National Business Center - Dennis Sykes
4. Group Manager, Leslie Cone
5. Group Manager, John Foster

After a decision has been made, employees will be notified by the Employee Relations Staff via E-Mail. The message will indicate that the information is being provided through the direction of the Center Directors and the Washington Office Group Managers. In the event of disruption of the E-Mail, information will be distributed to supervisors and, in turn, your supervisor will provide you with the information.

The Center Directors and Group Managers have agreed to follow the recommendations of the Denver Federal Executive Board (DFEB) in those instances where the emergency is known before work begins. The DFEB will notify two media stations if agencies are recommended to close or to initiate delayed reporting. The stations to stay tuned to are **KOA - 850 AM radio station** and **KCNC - Channel 4 television station**. These stations are the official outlets for the information. Do not rely on other sources without verifying it through the official channels.

The code words to listen for are: **AThe Denver Federal Executive Board.@**

The DFEB will announce recommended closures by zones. Zone 1 will be agencies east of I-25 and **Zone 2 will be Executive Branch agencies west of I-25**. Our facility is in Zone 2. **The reporting requirement is based on the location of the facility not your home address**. In the event that you have a meeting or training in a facility located in Zone 1, you should listen for the status of that Zone. If through the approved media outlets you hear that Zone 1 is closed or there is delayed reporting, you will follow the instructions for Zone 1. However, if Zone 1 is closed but Zone 2 is open, you will be expected to report to work. The exact wording that will be released to the media will be (1) The Denver Federal Executive Board (insert zone) is closed or (2) The Denver Federal Executive Board (insert zone) is on delayed reporting.

In inclement weather situations, liberal leave policy is in effect. Employees may decide that conditions are such that they should leave work before word of an early dismissal is announced. Liberal leave

policy permits you to use your annual leave by notifying your supervisor of your intention to leave due to the inclement weather. However, if after leaving the facility it is decided to release employees, you will not be granted administrative leave.

Even though the facility is open, liberal leave policy will also apply if you decide that inclement weather will prevent you from reporting to work. Again, you are required to notify your supervisor of your decision not to report. If the facility is closed before work or if employees are dismissed early, the time will be coded as Administrative Leave-Weather-Used (061).

Your office has implemented an emergency contact list and, based on the information you have provided, your supervisor will make every effort to contact you in the event of an emergency. It is important that you notify your supervisor of any changes to your personal information.

If you have questions, talk to your supervisor or contact any of the individuals named above.

Signed by:  
Linda Sedbrook  
Director, National Human Resources  
Management Center

Authenticated by:  
Luron Porter  
Staff Assistant

Distribution  
ST-150, BLM Library