



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

Wyoming State Office

P.O. Box 1828

Cheyenne, Wyoming 82009-1828

IN REPLY REFER TO:

1112 (950)

November 9, 2010

EMS Transmission: November 10, 2010

Information Bulletin No. WY-2011-005

To: All State Office Employees

From: State Director

Subject: Hazardous or Severe Weather Policy

It is my intent to assure employee safety during hazardous or severe weather. Therefore, I, or the Associate State Director or Acting State Director will determine closure of the Wyoming State Office based upon weather conditions.

The State Director/Associate State Director/Acting State Director will determine if and when employees will be released on administrative leave due to hazardous or severe weather conditions. The announcement will be made over the public address system, by your immediate supervisor or both. Supervisors are to release employees in three 20 minute increments. At the end of an hour after the beginning of the release, the office should be empty and closed. The staggered release is intended to help manage traffic on the streets and in the parking lots. Release will go as follows: First 20 minute increment - employees living beyond Riding Club Road (North), Whitney Road (East), Interstate 80 (South) and I-25/East boundary of Warren Air Force Base (West). Second 20 minute increment - employees living beyond Four Mile Road (North), Powderhouse Road/Morrie Avenue (East), Pershing Blvd. (South) and the east boundary of Warren Air Force Base (West). Third increment - all remaining employees. See attached map. Employees who wish to depart before the announcement must request annual leave. If employees are away from the office building (e.g. during lunch or driving from a meeting outside the office) and expecting to return to the State Office should call their supervisor to determine if the office is open before traveling back to work.

If hazardous or severe weather conditions develop during NON-DUTY hours, the determination to close the office will be made by the State Director/Associate State Director/Acting State Director. The Office of Communications will notify radio stations KFBC (AM 1240), KRAE (AM 1480), KOLT (FM 100.7), KMUS (FM 101.9), and KLEN (FM 106.3) to announce that the BLM will be closed. The State Director will then call the Deputy State Directors who will in turn see that the employees in their Division are personally notified that the office is closed and all employees are on administrative leave.

Employees are expected to report to work as usual, unless (1) you hear on the radio stations (KFBC, KRAE, KOLT, KMUS, or KLEN) that, "THE BLM IS CLOSED," or (2) employees are "NOTIFIED" by your supervisor that the office is closed and NOT TO REPORT TO WORK. Employees can call the BLM's emergency phone number, 775-6411, to find out if the office is closed or delayed reporting is in effect.

Employees on an Alternative Work Schedules may want to "flex" on a morning during severe weather to determine if the State Office will be open.

BLM employees may hear a variety of closure statements over the radio such as: "Federal offices are closed" or "Federal employees are to follow their hazardous weather plans" or "all Government offices are closed." While some of these messages apply to other agencies, they DO NOT apply to BLM. You must be notified by your supervisor and/or hear on the radio that "BLM IS CLOSED," before you are excused from work.

If the office is closed all day, employees will be given administrative leave commensurate with the number of hours they would normally have worked that day. However, employees under "maxiflex" are limited to eight hours of administrative leave and employees under "compressed" schedules receive the number of hours they were scheduled to work.

If the office closes during normal working hours, the amount of administrative leave each employee receives will depend on the hours they normally would have worked that day. Employees on a "compressed" schedule will receive the difference between the number of hours already worked and the hours they were scheduled to work. Employees on a "maxiflex" schedule will receive the difference between the hours already worked and the hours normally worked to a maximum of eight hours.

Any questions regarding this policy should be directed to your immediate supervisor or Shorty Lowdermilk, State Safety Officer.

Signed by:
Donald A. Simpson
State Director

Authenticated by:
Pamela D. Hernandez
Secretary, Division of Support Services

1 Attachment:
1-Map (1p.)

Distribution

Director (800), Rm. 5617, MIB	1 (w/o atch)
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Attachment 1

