



United States Department of Agriculture

Research, Education and Economics  
Agricultural Research Service

October 1, 2008

SUBJECT: Hazardous Weather Dismissal Plan  
USDA-ARS, West Lafayette, IN

TO: All ARS Employees

FROM: Donald C. Lay, Jr., Location Coordinator

1. The Location Coordinator or Acting Location Coordinator will determine the need for closure of the facility, based on announcements from traffic and public safety authorities, such as state or city police, highway departments, Purdue University, etc. If Purdue University is closed, ARS facilities will also be closed.
2. When hazardous conditions exist prior to the beginning of a normal workday, employees will be notified through the location and research unit's phone tree. In general this is set up so that each supervisor will call those employees which they directly supervise. Every effort will be made to have closure announced by 7:00 a.m. If there is need to close the facility during the normal workday, the Location Coordinator or Acting will notify the Research Leaders and Administrative Officer who will be responsible for the dismissal of all non-exigency employees under their supervision.
3. When the facility is open, employees who are unwilling or unable to report because of weather or other adverse conditions should call their supervisor and notify their supervisor in writing within a reasonable time (established by the supervisor). The conditions for granting official leave in this situation are listed in Directive 402.6 (6/22/2007). Other types of leave (annual, credit hours, LWOP, compensatory time, etc.) may be taken when appropriate without advance approval, but the supervisor must be notified. This Policy and Procedure may be viewed or downloaded from <http://www.ars.usda.gov/afm2>
5. The Administrative Officer will notify the Area Office whenever it becomes necessary to close any or all facilities at the West Lafayette, Indiana location for any period of time.