



Richmond, Va.

EMERGENCY NOTIFICATION EMPLOYEE GUIDE



Use this guide to find current, accurate information on conditions and operations at Defense Supply Center Richmond during emergencies and inclement weather. When situations call for delayed openings, early or full closures, employees can learn about these changes in status in a variety of ways, whether at work or at home.

Top 5 ways to get emergency info



Telephone

Call the Information/Hazardous Weather Hotline

Toll-Free: 1-888-3-CLOSED(1-888-325-6733)

Local Area: 804-279-3599



Internet

www.aviation.dla.mil (Look for the red ALERT note)

www.wtvr.com

www.wric.com

www.nbc12.com



Television

WTVR TV-6

WRIC TV-8

WWBT TV-12

Notices apply to all tenant activities on Defense Supply Center Richmond.

Announcements referring to federal agencies in Richmond area do not apply to DLA Aviation.



Radio

FM 95.3

FM 99.3/105.7

FM 94.5

FM 96.5

FM 92.1

FM 102.1

FM 101.1

FM 98.1

FM 106.5

FM 103.7

FM 104.7

AM 1140



Systems Broadcast

A systems broadcast message will be sent via e-mail to installation employees and will be accessible via workstations, laptops and hand-held devices.

ALONG WITH EMERGENCY INFORMATION FROM SUPERVISORS, EMPLOYEES AT WORK CAN ALSO GET INFO FROM:

- DLA Today News on Intranet
- Screensaver slides
- Public address announcements on intercom
- Electronic marquee

Frequently Asked Questions

When questionable weather or other emergency conditions occur that do not warrant closing the post, will TV and radio stations announce that the post is open for business as usual?

TV and radio will not always run notices of facilities that are open. Employees working on Defense Supply Center Richmond should use the Information / Hazardous Weather Hotline and DLA Aviation's home page on the Internet (www.aviation.dla.mil) to get timely, accurate details on operations.

During inclement weather situations, local and state governments sometimes announce that non-essential personnel are requested to stay off the roads. Does this apply to DLA employees here?

No. Only DSCR-specific announcements apply to the post and its work force. We have a unique mission in supporting our warfighters and will remain open to provide needed support even when many other private and government facilities close. Liberal annual leave, credit hours, or unscheduled telework will be granted to eligible employees who do not feel comfortable traveling under such conditions.

Why do some announcements of delayed openings or closures seem to come at the last minute, especially taking into consideration employees who must travel 30 miles or more to work?

The decision-making process for determining whether to close or delay opening the installation takes several factors into consideration, including current road conditions on and off center, availability of parking and ease of access onto the installation and into facilities, and the continued weather forecast.

When reliable information is available to make an early decision the preceding night, it will be made and posted at that time. However, due to typical weather patterns in Central Virginia, the worst weather conditions are generally experienced between 4 to 6 a.m.

While this sometimes requires late decision-making to help assure the safety of all during periods of time when the weather conditions deteriorate, decisions are rarely made past 4 a.m. to allow sufficient time for notifying employees before the earliest official start time of 6 a.m.

No announcement has been made and I'm afraid to drive in icy/snowy weather. What should I do?

Emergency/essential personnel are required to report for duty as scheduled. During hazardous weather, emergency/essential personnel already on duty may be required to stay beyond their regular hours until relieved.

When the post remains open during less severe weather, a liberal leave or unscheduled telework policy will be in effect. Employees who do not feel safe driving during hazardous weather should make a rational decision whether to come to work or use accrued leave or credit hours, or perform unscheduled telework as applicable. Employees may take leave without prior approval, but must coordinate it through their chain of command.

If an employee is on approved leave/credit hours for the entire work day and a decision is made for early dismissal, will the employee be charged leave/credit hours for the entire work day?

Yes. The entire absence will be charged to appropriate leave/credit hours.

If the installation is open, but inclement weather or other emergency prevents an employee from getting to work on time, will the employee be granted administrative leave?

DLA supervisors may exercise their authority to grant appropriate leave or an excused absence on a case-by-case basis. Excused leave greater than two hours may be granted by the supervisor on a case-by-case basis. Supervisors are to coordinate such extended requests with Human Resources to ensure consistency.

If the installation is closed for the entire work day, will employees on scheduled leave/credit hours be granted administrative leave?

Yes. If the installation is closed for the entire work day, employees are excused without charge to leave/credit hours or loss of pay. For example, if an employee is on approved leave/credit hours for Monday and Tuesday and the post is closed on Tuesday, the employee will not be charged leave/credit hours on Tuesday, but will be placed on administrative leave.

If a decision is made to have a delayed opening, i.e., 10 a.m., what then? If I am an essential employee, does the late opening apply to me? Do I still have the extra two hours to get to work? What time do I leave for home?

During a delayed opening, employees should depart at their normal time in the evening. For instance, if your eight-hour tour starts at 7:30 a.m., you would depart at 4 p.m. even though the installation opened late. Likewise, if your nine-hour day normally begins at 8 a.m., your departure time would be 5:30 p.m., as usual. If you work flexi-time, you would use the previous pay period's average departure time to determine your departure time, when the installation has a delayed opening.

Essential employees are required to report to work as scheduled, report early or remain at work until relieved by proper authority.

If DLA announces a 2-hour delayed arrival policy and the employee arrives later than the designated number of hours, will the employees be charged annual leave for the excess time?

Yes, the employee will be charged the appropriate type of leave for the situation. However, in the case of unusual circumstances or hardship, a supervisor may exercise their authority to grant appropriate leave or an excused absence for the excess time.

If an employee reports to work but decides to depart on leave/credit hours prior to the time set for an early dismissal, how much leave/credit hours will the employee be charged?

The employee will be charged leave/credit hours only for the period of time between departure and the time set for dismissal. For example, the employee reports to work at 8 a.m. Weather conditions deteriorate and the employee requests leave/credit hours and departs the installation at 10 a.m. and the installation closes at noon. The employee would be charged two hours leave/credit hours.

An employee is scheduled to take leave/credit hours in the morning. An early dismissal is authorized before he can report to work. Will he be charged leave/credit hours for the entire work day?

No. He will be charged leave only up to the dismissal time.

What procedures will be followed in the event of inclement weather or other emergency conditions which results in the installation closing while the work day is in progress?

All employees will be kept informed by: a systems broadcast message e-mailed to the work force; updates to the Information/Hazardous Weather Hotline; ALERT messages posted on the home page of the public website; DLA Today notification article; updates to the Screensaver Program; and announcements via the installation's loudspeaker system.

What procedure will be followed to evacuate or release employees when the installation closes while the work day is in progress?

Non-essential employees will be dismissed at the same time. An announcement will be made saying that an early dismissal is effective immediately or at a stated time. Drivers are encouraged to use the North Gate to minimize traffic backup at the East (Main) Gate on Jefferson Davis Highway.

What about the Child Development Center? Will it remain open and be adequately staffed during inclement weather?

The Child Development Center will close during base closures. It will open for child care 30 minutes before the installation opens and close 30 minutes following the announced dismissal time. This gives parents adequate time to drop off and pick up children in accordance with hazardous weather base closures.

I am a contract worker at DSCR. How do I know what to do when hazardous weather causes the installation to open late, close early, or not to open at all?

If your position is one of those designated as essential you will be notified in writing by your supervisor, and will be required to report for duty as directed. If your position is designated as non-essential, your hours would be the same as other non-essential employees. For pay and leave purposes, however, check with your contract representative.

I am approved for telework or flexiplace. What happens when the center is closed, has a delayed opening, or an early dismissal on my scheduled telework day?

If you are approved to work at a GSA or other telework center, you will follow the dismissal policy at that center. If you are working at home, you will work your normal schedule without regard to the post's operating status.

If an employee chooses to work unscheduled telework during inclement weather or another emergency, does that replace a regularly scheduled telework day?

No, Unscheduled telework is not intended to replace or preempt a regularly scheduled telework day. Unscheduled telework is associated with an operating status announcement that allows employees to use situational telework without prior supervisory approval, similar to unscheduled annual leave. The time and attendance code for unscheduled telework is "TS."

If there is a set opening time announced, can I come in early?

You should not come on post before the prescribed opening time. DLA Installation Support personnel are working to prepare the site for operations. For instance, during snow storms they are plowing parking areas and making the areas safe for pedestrians and additional traffic hampers the process.