



# 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.dla.mil/aviation](http://www.dla.mil/aviation)

[www.wtvr.com](http://www.wtvr.com)

[www.wric.com](http://www.wric.com)

[www.nbc12.com](http://www.nbc12.com)



## Television

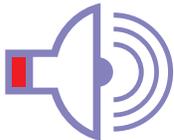
WTVR TV-6

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 98.1

FM 106.5

FM 104.7

FM 103.7

AM 1140



## System Broadcast

During weekday business hours, a system broadcast message will be sent via email.



## AtHoc

With the AtHoc notifications system, employees will receive emails and phone calls at work during emergencies, or when the installation has a closure or delayed opening. In addition, there is the option of getting alert messages on home phones and other personal communications equipment (personal email, cell phone calls and texts).

*Note: Employees must update their personal contact information and preferences in AtHoc.*

# 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](http://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 (under center liberal leave status), but must coordinate it through their chain of command.

**If an employee is on approved annual 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 workday, will employees on scheduled annual leave/credit/compensatory 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 an employee requests and is approved to telework intermittently the day it is predicted to snow, and then the center is closed due to weather, will the employee be on excused absence or is s/he still required to telework? Could they telework part of the day that day and be on administrative leave the rest of the day since post is closed?**

If the employee requests to telework, then they are required to work their normal duty schedule, or take leave. If the employee request to telework, then they are expected to work their normal scheduled shift. If they decide not to work the full shift, then they would be required to take leave. The employee would not receive any excused absence.

**If post is closed due to inclement weather, but an employee decides to telework on a project, or special assignment in order to complete it, does the employee earn credit or compensatory time?**

No, the employee will not receive credit hours or compensatory time for the work they are doing.

**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 at the end of the day?**

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?**

Employees who depart prior to their early departure times or final departure time may request to use unscheduled leave. Such employees will be charged leave for the remainder of their workday and will not receive any excused absence.

**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; AtHoc notification system; 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 flexi-place. 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.

Please note: The East Gate on Jefferson Davis Highway will not open until 30 minutes prior to a scheduled delayed opening.

For additional information, access the [DLA Guidance on Dismissal and Closure Procedures](#).