

Washington, D.C., Area Dismissal or Closure Policies

Purpose

In the Metropolitan Washington area, the Office of Property Management (OPM) carefully coordinates with municipal and regional officials to minimize the disruption of highway and transit systems when emergencies or situations occur that cause a disruption or delay in Federal governmental operations.

Scope

The Washington, D.C., Area Dismissal or Closure Policies encompass incidents where:

- Significant numbers of Federal employees are unable to report to work on time; or
- Where agencies are forced to close all or part of their activities due to adverse weather conditions, natural hazards, or disruptions of government operations caused by air pollution, power, water, and public transportation disruptions and/or interruptions.

The policies apply to all Federal executive agencies located inside the Washington Capital Beltway, excluding the United States Postal Service.

Responsibilities

As the coordinating agency, OPM is responsible for consulting with area officials before making any dismissal or closure decisions, deciding whether or not to curtail Federal operations, and notifying agency human resources directors of their decision. Individual agencies are responsible for maintaining and providing written procedures for dismissal or closure and identifying “emergency employees” to carry on agency operations throughout the incident situation.

Overview

The policies classify Federal government operational disruptions into two different categories: disruptions before the workday begins; and disruptions after the workday begins. In situations where the disruption occurs before the workday begins, OPM will provide one of the following five announcements to the media:

- Open;
- Open—Unscheduled Leave;
- Open—Delayed Arrival;
- Open—Delayed Arrival/Unscheduled Leave; or
- Closed.

If a disruption occurs after the workday has begun, an early dismissal announcement will be made.