

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 89-48

December 7, 1989

TO: All Department and Agency Heads

ORIGINATOR: Marion S. Barry Jr., *M.B.*,
Mayor

SUBJECT: Guidelines Governing the Response of District
Government Employees to a Snow and/or Ice Storm

I. GENERAL PROVISIONS

- A. The purpose of this memorandum is to establish guidelines which govern how District of Columbia Government employees are to respond to a snow and/or ice storm, inclusive of implementation of the snow emergency zone dismissal plan for employees, who are at work, when a snow emergency is declared.
- B. This Memorandum is issued in accordance with the District of Columbia Snow and Ice Control Plan and the Unified Snow Emergency Plan for the Washington Metropolitan Area, approved by the Metropolitan Washington Council of Governments, effective October 1, 1988 and signed by the District of Columbia, City Administrator/Deputy Mayor for Operations, on November 9, 1988.
- C. There are three (3) storm related decisions which impact how the City's workforce will respond to a snow and/or ice storm. They are an early morning "go, no-go", early morning "delayed arrival" or "liberal leave", and an "early dismissal" decision to release the workforce after employees are at their places of employment.

II. "GO, NO-GO", "DELAYED ARRIVAL", or "LIBERAL LEAVE"

- A. The early morning decision process is conducted to determine whether employees will be expected to report to work on time, delay their arrival or stay home.

- B. Once the early morning "go, no-go" or early morning "delayed arrival" or "liberal leave" decision has been made, the Department of Public Works will assure that this information has been disseminated to the news media before the 6:00 a.m. news deadline.
- C. A decision of "no go" means that employees will be excused from reporting for duty, as the case may be, without charge to annual leave.
- D. The "delayed arrival" decision allows employees to report to work, up to two (2) hours late, without advance approval and without charge to annual leave. The "liberal leave" decision permits employees to use annual leave, leave without pay, or earned compensatory time without getting advance approval.
- E. Essential employees will adhere to established policies and guidelines for responding to a public emergency and/or a critical condition.

III.

EARLY DISMISSAL-SNOW EMERGENCY ZONE DISMISSAL PLAN
SCHEDULE

- A. Whenever an early dismissal is authorized, the Mayor's Command Center will, in turn, inform agencies of the terms of the early dismissal.
- B. Essential employees will adhere to established policies and guidelines for responding to a public emergency and/or a critical condition.
- C. The District of Columbia, departments/agencies will adhere to the government's snow emergency zone dismissal plan, when a snow emergency is declared. This plan is referenced in "The Unified Snow Emergency Plan for the Washington Metropolitan Area", approved by the Metropolitan Washington Council of Governments, effective October 1, 1988 and signed by the District of Columbia, City Administrator/Deputy Mayor for Operations on November 9, 1988.
- D. Government employees who are at work, will be released in half-hour increments, depending on where they reside. The plan consists of four (4) zones that represent the Metropolitan Washington, D.C. area.

- E. The snow emergency zone dismissal plan schedule for District Government employees, except for essential employees who will continue to follow the policies and guidelines for responding to a public emergency and/or a critical condition, is as follows:
1. Zone one (1) includes employees who live in areas beyond Montgomery, Prince George's and Fairfax counties. These employees will be released first.
 2. Zone two (2) includes employees who live beyond the beltway limits of Montgomery, Prince George's and Fairfax counties, including Bowie, Fairfax City, Gaithersburg, Greenbelt and Rockville. These employees will be the second group released, one-half hour after the release of zone one employees.
 3. Zone three (3) includes employees other than D. C. residents, who live inside the beltway limits to include: Arlington, Alexandria, Falls Church, College Park and Takoma Park and portions of Montgomery, Prince George's and Fairfax counties. These employees will be the third group released, one-half hour after the release of zone two employees.
 4. Zone four (4) is inclusive of all employees who are Washington, D. C. residents. These employees will be the last group released, one-half hour after the release of zone three employees.
- F. No District Government employee may be released, prior to the time indicated for their zone, unless there are circumstances that threaten life, family or property. This early release of an employee, prior to their scheduled zone release, will be based on the discretion of the department/agency head.

IV. INSTRUCTIONS

- A. Department/agency heads are responsible for implementing their snow emergency zone dismissal plan and are required to assign their employees to one of the four zones, based on where they reside in the metropolitan Washington area.

- B. Department/agency heads are required to use the snow emergency zone dismissal plan schedule, the attached map and form 1, in assigning their employees to a zone. Form 1 is used for each of the four zones, inclusive of employees office and administration, based on home address, county, and jurisdiction. Form 1 is also used to assemble the information needed for form 2 (see attached forms 1 and 2).
- C. Department/agency heads are required to use the form 2 to determine how many employees in each organizational element will be dismissed, based on zone assignment.
- D. Department/agency heads will maintain copies of both form 1 and 2 and transmit a copy of the approved form 2 to the Mayor's Command Center, Office of Emergency Preparedness (OEP), not later than the first week of September of each fiscal year. However, for fiscal year 1990, the first year of this emergency zone dismissal plan, department/agency heads are to transmit a copy of the approved form 2 to OEP, not later than 30 days after the effective date of this Mayor's Memorandum.
- E. Department/agency heads are to notify their employees of the snow emergency zone dismissal plan and the zone they have been assigned. (See attached notification memorandum).

V.

EFFECTIVE DATE

The requirements of this Memorandum shall become effective, immediately.

Attachment(s)

Department/Agency _____
SNOW EMERGENCY ZONE DISMISSAL PLAN FOR EMPLOYEES

ZONE 1

Administration/Office

EMPLOYEES NAME	HOME ADDRESS	COUNTY/JURISDICTION

Department/Agency _____
SNOW EMERGENCY ZONE DISMISSAL PLAN FOR EMPLOYEES

ZONE 2

Administration/Office

EMPLOYEES NAME	HOME ADDRESS	COUNTY/JURISDICTION

Department/Agency _____
SNOW EMERGENCY ZONE DISMISSAL PLAN FOR EMPLOYEES

ZONE 3

Administration/Office

EMPLOYEES NAME	HOME ADDRESS	COUNTY/JURISDICTION

Department/Agency _____
SNOW EMERGENCY ZONE DISMISSAL PLAN FOR EMPLOYEES

ZONE 4

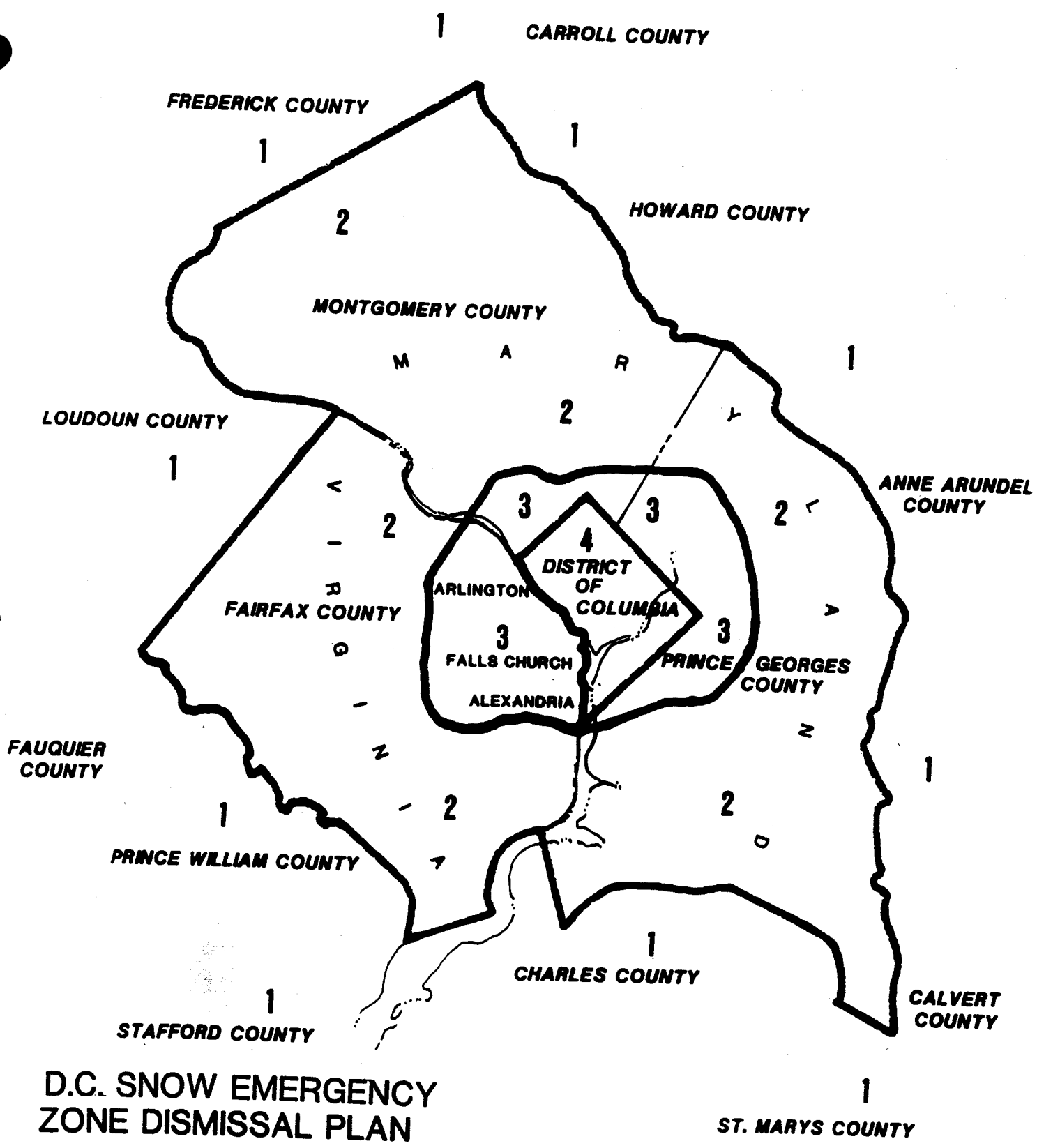
Administration/Office

EMPLOYEES NAME	HOME ADDRESS	COUNTY/JURISDICTION

Department/Agency _____
 SNOW EMERGENCY ZONE DISMISSAL PLAN - SUMMARY

Administration/Office _____ Administrator _____ Date _____

ZONE	RESIDENTIAL BOUNDARY LIMITS	NUMBER OF EMPLOYEES WHO RESIDE WITHIN BOUNDARY	HALF HOUR DISMISSAL INCREMENT
1	Beyond Montgomery, Prince George's and Fairfax Counties (rest of Maryland, rest of Virginia, and all other states)		1
2	Outside Beltway to limits of Montgomery, Prince George's and Fairfax Counties (including Bowie, Fairfax City, Gaithersburg, Greenbelt, and Rockville)		2
3	Inside Beltway (including Arlington, Alexandria, Falls Church, College Park, Takoma Park, and portions of Montgomery, Prince George's and Fairfax Counties)		3
4.	District of Columbia		4
	Total Employees		



**D.C. SNOW EMERGENCY
ZONE DISMISSAL PLAN**

ZONES REPRESENT HALF-HOUR DISMISSAL INCREMENTS

- ZONE 1 - FIRST DISMISSAL**
- ZONE 2 - SECOND DISMISSAL**
- ZONE 3 - THIRD DISMISSAL**
- ZONE 4 - FOURTH AND LAST DISMISSAL**

GOVERNMENT OF THE DISTRICT OF COLUMBIA

REPLY TO:



M E M O R A N D U M

TO:

FROM:

SUBJECT: Notification of Zone Assignment for Snow Emergency Zone Dismissal Plan

Consistent with the provisions of Mayor's Memorandum _____ titled "Snow Emergency Zone Dismissal Plan For the (Department/ Agency) _____ Employees" you are hereby notified of your assignment to zone # _____.

Please refer to your zone designation below which gives additional information on release time based on your address:

- 1. Zone one includes employees who live in areas beyond Montgomery, Prince George's and Fairfax counties. These employees will be released first.
- 2. Zone two includes employees who live beyond the beltway limits of Montgomery, Prince George's and Fairfax counties, including Bowie, Fairfax City, Gaithersburg, Greenbelt and Rockville. These employees will be the second group released, one-half hour after the release of zone one employees.
- 3. Zone three includes employees other than D.C. residents, who live inside the beltway limits, to include; Arlington, Alexandria, Falls Church, College Park, and Takoma Park and portions of Montgomery, Prince George's and Fairfax counties. These employees will be the third group released one-half hour after the release of zone two employees.
- 4. Zone four is inclusive of all employees who are Washington, D.C. residents. These employees will be the last group released, one-half hour after the release of zone three employees.

No (Department/Agency) _____ employee may be released, prior to the time indicated for their zone, unless there are circumstances that threaten life, family or property. This early release will be based on the discretion of the Director.