

ARTICLE 41
OCCUPANT EMERGENCY, PANDEMIC EVENTS AND CONTINUITY OF
OPERATIONS PLANS

Section 41.01 - General. HUD Headquarters and each field office maintain a range of plans for safeguarding lives and ensuring continuation of essential services in the event of an emergency in accordance with Federal guidance and requirements. This would include natural disasters, security incidents and other events such as pandemic influenza. During an emergency event, both parties recognize that the Department may be operating under emergency conditions as outlined under Section 7106 of the statute.

Occupant Emergency Plans (OEP) ensure the entire building workforce is safe and accounted for in the event of an emergency, such as a fire during normal business hours. These plans shall be made available to all employees and include procedures for quick and safe evacuation of employees. HUD also has Continuity of Operations Plans that ensures the Department continues to perform essential functions when events beyond the Department's control disrupt day to day operations. To activate Continuity Plans, decision-makers make a distinction between situations that only require evacuation and a severe emergency that renders the facility unusable for a longer period and may impact the ability of that office to perform its mission. When an emergency exists, the Department shall continuously review the situation, provide information to employees, and make immediate decisions so that employees know what actions to take until a final determination has been made regarding whether or not a COOP is to be declared. These may include Shelter-in-Place or evacuations.

Section 41.02 - Occupant Emergency Plans (OEP). Workforce safety during emergencies is addressed by Occupant Emergency Plans (OEP). These plans are sets of procedures designed to protect life and property in federally occupied space under defined emergency conditions. These plans outline the process for building announcements, evacuation, and instructions on what actions to take, as well as how to prepare for events, including exercises. Plans may be used for a wide range of emergencies, such as fire, explosion, discovery of an explosive device, actual or potential exposure to hazardous substances, severe weather, a natural disaster such as a hurricane or an earthquake, chemical, biological or radiological threat or exposure, workplace violence, hostage takeover, or physical threat to the building occupants or visitors. OEP's will include the following:

- A. **Department Official for Occupant Emergency Plans.** The Department will identify an official at each worksite to provide employee direction when an emergency occurs during scheduled office hours. A coordinator for communications will be designated if the worksite is not accessible.
- B. **CPR AED.** The names of those people certified to administer CPR and AED machines shall be provided to employees.
- C. **Persons with Disabilities or Functional Needs.** Provisions will be made to ensure the safety of employees with disabilities and other persons with functional needs for assistance during an emergency. A list will be maintained of those employees who self-identify as needing additional assistance in the event of an emergency. To the extent possible, assistance will be provided to the self-identified employees until first responders arrive. Assistance may include escorting the employee, moving assistive equipment, transporting service animals, or carrying medical equipment or medicines.

D. **Floor Wardens.** Provision for the recruitment of a cadre of employees who agree to be Floor Wardens that will assist in the evacuation of or Shelter in Place at the worksite during an emergency. Acting as a Floor Warden does not diminish the employee's regulatory or contractual rights. Floor Warden Responsibilities will not be included in an employee's job description.

E. **Shelter-In-Place.** Shelter-In-Place protocols contained in the OEP will be used if a Shelter-In-Place event occurs. Shelter-in-Place is a voluntary action, unless mandated otherwise by law enforcement or public health officials. Management shall provide food and water in anticipation of a sustained shelter in place.

F. **Safety Kits.** Appropriate hydration, nutrition, first aid, flashlights, and other items in personal safety kits to keep at work will include nutritional items that meet dietary restrictions, such as sugar-free/gluten free versions of any food products. These supplies shall be maintained and updated on a regular schedule. The Department shall provide annual notice to employees on the hud@work website on necessary supplies they might need in preparation of a Shelter-In-Place event, including but not limited to prescription medications, adequate footwear and personal hygiene items. Employees are encouraged to visit and review information on the Ready.gov website for additional information.

G. **Dissemination of Plans/Instructions.** Emergency worksite evacuation plans specific to each worksite that direct the employee to their rally/meeting off site location.

H. **Drills.** Evacuation and Shelter-in-Place drills will be conducted at Headquarters in accordance with Headquarters' OEP. Evacuation and Shelter-in-Place drills in field offices will be conducted in accordance with GSA or OCHCO guidance.

I. **Facility Security Assessments.** If a facility security assessment is conducted, results and a schedule of improvements which affect employee working conditions, excluding information that may compromise security.

J. **Emergency Relocation Sites.** Designated list of Continuity of Operations (COOP) emergency relocation sites away from the current HUD office and identification of employees who will staff the facility during the emergency. The sites will be used for essential work by the Department during the emergency.

Headquarters and Field Offices will conduct regular, but not less than annual, practice drills to ensure the telephone cascades, telework arrangements and alternate operating facilities are functional in the instance a pandemic event and/or COOP event is declared.

Section 41.03 - Continuity of Operations. Severe emergencies may damage or otherwise make facilities unusable for long periods of time, which could impact the ability of the Department to perform its mission. To ensure continuation of essential functions, all Federal departments and agencies are required to have Continuity of Operations Plans under National Security Presidential Directive 51/Homeland Security Presidential Directive 20 (May 4, 2007), Federal Continuity Directive-1 (February 2008), and Federal Continuity Directive-2 (February 2008). HUD's

Continuity of Operations Plans provides the policy and guidance for the continuation of the Department's Mission Essential Functions in these circumstances. Key issues are discussed below:

- A. **Definition of Essential Functions.** Mission Essential Functions are those functions that enable the Department to provide vital services, exercise civil authority, maintain the safety of the public, and sustain the industrial/economic base during a disruption of normal operations. Mission Essential Functions must be mandated by statute, Executive Order, or regulation, and have been identified in accordance with Federal Continuity Directive- 1 (updated April 2, 2013), Federal Executive Branch Mission Essential Function and Primary Mission Essential Function Identification and Submission Process, February 2008.

- B. **Continuity Plans and Distribution.** Continuity Plans are developed for and provided to those who serve in Emergency Relocation Groups (CERG). Plans include a list of mission essential functions, IT systems, records, alternate locations, and other items team members require to perform essential functions. The Union President can obtain a copy of the local HUD office Continuity Plan and agrees that these plans are designated as "For Official Use Only," and cannot be redistributed by the union.

- C. **Participation on Continuity Teams.** Participation in the CERG is voluntary. Bargaining unit members who accept the responsibility to serve on a Continuity Team are required to provide off-duty contact information. This information will be kept securely and only be utilized by Departmental employees to implement COOP procedures and shall not be provided to the public or to the media. Employees who serve on a team will be provided information related to their emergency duties. Team members will not suffer a loss of leave or pay, and will be reimbursed for travel expenses. All alternate work locations, commonly referred to as the Emergency Relocation Site, will be safe and secure for HUD employees.

Section 41.04 - Cross-cutting Issues. Below are cross cutting issues that are supported through the Office of the Chief Human Capital Officer, including related human resources practices and policies related to facility closures.

- A. **Telework.** The Department will encourage all employees to be prepared for telework in the event of an emergency. In the event of an emergency, telework is an important tool to maintain operations. Situational and/or Emergency Telework shall be implemented in accordance with the Telework Article of this Agreement. (OPM refers to this as unscheduled telework.) Telework may be performed at home or at an alternate site. If an employee has an approved telework agreement in place, and the office or Federal government is closed, the employee is expected to continue to work from home or alternate work place, if feasible.

- B. **Information on Facility Closures.** Information on facility closures will be provided to employees upon notification provided by local and Federal authorities. The HUD Emergency Information Hotline (1-866-463-6483) is the official communication tool the Department uses to convey the operational status

of HUD offices during emergencies. Office closures and emergency dismissal procedures will be maintained on the Department's Internet and Intranet sites.

C. **Union Notification and Availability.** The union will be notified in a timely manner of changes in working conditions as they occur. The parties shall bargain changes in working conditions, as practicable. OCHCO/ Employee Labor Relations will make the notification at Headquarters. Notification in the field will be made by the designated official for each regional office and field office. During an emergency event, the Union will provide Management with contact information. An emergency event is defined as a condition threatening life or property or an event that limits the essential functions of the Agency. If the emergency event is significant in scope, Management agrees to make the local representative's contact information available to bargaining unit employees. If feasible, Management will provide the Union with private space and equipment for Union activities under reconstitution efforts by the Department. While Union operations are not considered a Mission Essential Function based on the legal requirements for Continuity of Operations, the Department agrees that there is a need for communication with the Union during an emergency event.

D. **Pay and Leave.** During an emergency event, the Department will make available leave flexibilities and pay entitlements allowed under current law and regulation (i.e. administrative leave and evacuation payments). Employee benefits will remain unchanged during emergency situations. To the extent it is available for use, the electronic time and attendance system will be used to report duty hours and leave during an emergency event. During an emergency the employee shall contact their supervisor, designated agency official, or if management is unavailable, the HUD Emergency Hotline regarding their leave or pay status. If a voice mail message is left, the employee must leave a contact number where he/she can be reached. Fair Labor Standards Act (FLSA) statutes apply.

E. **Employee Assistance Program (EAP).** EAP is an important benefit to assist employees. HUD should take steps to assure the availability of EAP after an emergency event. The contact number for the EAP shall be provided to employees.

F. **Supplies and Cleaning.** The Department shall ensure that employees have available personal protective equipment (i.e. antiviral agents, cleansers, tissues, gloves, masks, and other supplies) as directed by the OPM. After an emergency event, the Department will engage commercial cleaning contractors to clean each affected HUD office, if required.

G. **Dismissal or Closure Procedures.** Headquarters follows the "Washington, D.C. Area Dismissal or Closure Procedures" guidance from the OPM when various types of emergencies prevent large numbers of employees from reporting to work on time or which require Headquarters to close the office. Field Offices will follow local procedures for early dismissals or closures.