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Reference One-Stop Center Closures

FINAL GUIDANCE

Procedures for the Closure of the One-Stop Delivery System Centers Due to Natural Disasters or Other Emergency Conditions

OF INTEREST TO:

Workforce Florida, Inc., Regional Workforce Boards (RWBs), One-Stop Operators and Partners, and Other Entities engaged in implementing programs under Title I of the Workforce Investment Act (WIA) of 1998.

SUBJECT:

Procedures for the closure of the Agency for Workforce Innovation Offices, RWBs, and One-Stop Centers.

PURPOSE:

The purpose of this issuance is to establish guidelines for the closure of Agency for Workforce Innovation Offices, RWBs, and One-Stop Delivery System Centers during natural disasters or other emergency conditions.

BACKGROUND/UNDERLYING STATE AND FEDERAL POLICY:

This guidance paper is being written to avoid the confusion frequently encountered during disasters and emergencies relative to the closure of offices/centers and the resulting discontinuation in the provision of workforce services.

PROCEDURES:

For the purpose of this guidance the following definitions will be used:

- *National disasters* are occurrences such as hurricanes, tornadoes, and floods.
- *Emergency conditions* are occurrences in which conditions prohibit normal work activities such as fire, bomb threat, or riot.
- *Essential services* are normally considered to be services directly related to the preservation of life, health or property.

Local jurisdictions have the authority to declare, by resolution, a local state of emergency pursuant to Section 252.38, Florida Statutes. Each county must establish and maintain an emergency management agency and shall develop a county emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan. Each county emergency management agency shall perform emergency management

functions within the territorial limits of the county in which it is organized and, in addition, shall conduct activities outside its territorial limits as required.

Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirement applicable to county emergency management agencies. Each municipal emergency management plan must be consistent with and subject to the applicable county emergency management plan.

The county, in coordination with the local municipalities, will declare a state of emergency and conduct orderly evacuation of the civilian population as the result of any emergency or disaster of sufficient proportions.

Each office, and/or center should designate a contact person who will be responsible for notifying the Local Emergency Operation Center of office closures under their jurisdiction. The contact name, phone number, fax and e-mail address should be provided to Larry McIntyre of Agency for Workforce Innovation at larry.mcintyre@awi.state.fl.us

The Agency for Workforce Innovation will close its state-owned facilities in affected counties during disaster/emergency situation based on the following criteria:

- Local government decision to close offices;
- Mandatory evacuation notice for the area; and
- Local state of emergency.

When state-owned facilities are closed as a result of a disaster/emergency situation, employees assigned to the facilities shall be released from duty and granted administrative leave for the period the facilities are closed. Employees who are required by the agency head to remain on duty to provide essential services shall be granted special compensatory leave credits for the hours worked during the period the facility is closed.

Employees who are on prior approved leave of absence or scheduled holiday during an emergency shall not have the leave of absence changed to administrative leave.

Office closure for non-state owned facilities, RWBs, and One-Stop Centers will be left to the discretion of the partners in the affected area. However, it is strongly recommended that the RWBs and One-Stop Centers should follow the directions of local emergency management and close all offices based upon its recommendation. RWBs and One-Stop Centers should establish written procedures for the closing of their offices during a disaster. All closures that exceed two days must be approved by the Agency for Workforce Innovation in consultation with Workforce Florida, Inc., unless a State of Emergency has been declared for a specified period.

When an office has been closed, notification of the closure should be submitted to the Reemployment and Emergency Assistance Coordination Team (REACT) via fax ((850) 488-0249). On a daily basis, information on the closure should be faxed to REACT to keep information on the closure updated. If the fax is unavailable for the area, other methods of notification of the closure should be used such as cellular phones.

Upon receipt of this information, REACT will notify the Department of Management Services-Emergency Support Function (DMS-ESF) of all closures via fax. Notification is required to be submitted to DMS-ESF on a daily basis regardless of whether or not the closing required approval by the Agency for Workforce Innovation in consultation with Workforce Florida, Inc.

Information on office closures will be posted on the REACT web page at <http://www.floridajobs.org/React/index.html>. The web page will also include return to work information. A telephone line will be established for personnel to provide the information regarding closures and return to work.

AUTHORITY

Florida Administrative Code (FAC), Chapter 60K-5, and Florida Statutes Section 252.38

SUPERCESSION:

None