

April 8, 2013

MAINE INSTRUCTION 120-383 – EMERGENCY DISMISSAL OR CLOSURE PROCEDURES IN FIELD OFFICES

**PURPOSE:**

To provide and distribute instructions on procedures for emergency dismissal or closure in field offices. This process is for District Conservationists only.

**ATTACHMENTS:**

Instructions for Emergency Dismissal or Closure Procedures in Field Offices.  
Example Plan of Action

  
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## INSTRUCTIONS FOR EMERGENCY DISMISSAL OR CLOSURE PROCEDURES IN FIELD OFFICES

1. When inclement weather, to include other natural events such as flooding, tornados, etc., or emergency situations, i.e. loss of power, sewer overflows, etc. warrant an early dismissal or office closure, the local Food and Agriculture (FAC) Chair, in consultation with the other agency heads at field office locations, will make the closure or dismissal decision. Decisions should be based on the severity of the weather conditions and/or the health and safety of employees.
2. As soon as the office is scheduled for closure or emergency dismissal, the District Conservationist (DC) must immediately contact/email the Assistant State Conservationist for Operations, the State Administrative Officer and the Executive Assistant to the State Conservationist with the reason for closure and the hours of closure.
3. Each Service Center will have a written plan of action for emergency dismissal and closure, including how employees will be notified in the case of office closure before working hours, how the public is notified when the office is closed, etc. (see example). The DC will work with the local FAC to create an emergency dismissal and closure plan and provide this plan to office employees on an annual basis or when updates are required. The State Office will issue a bulletin annually to notify DCs to complete this task and will also request a copy, normally by late October.
4. In the case of an office being closed more than 24 hours, the DC is required to communicate daily to the ASTC for Operations and the State Administrative Officer with an update of the situation.