

Due to some confusion during the December 2009 snow event, this email serves to remind all Smithsonian employees and affiliated staff (volunteers, interns, etc.) of the Institution's policy: **The Smithsonian Institution (SI) follows the Office of Personnel Management (OPM) guidelines concerning dismissals and closures of offices in the event of emergency situations, adverse weather conditions, natural disasters, or other incidents causing disruption to operations.**

OPM makes announcements to the media as to whether the Federal Government in the Washington, DC, area is open or closed, or operating under an unscheduled leave policy, a delayed arrival policy, or an early dismissal policy. If the Federal Government declares an early dismissal, an SI announcement will be issued to provide instructions.

The OPM Operating Status can also be found online at: <http://opm.gov/status/>

The OPM status applies to all Smithsonian NON-EMERGENCY personnel.

Museum operations are separate from the OPM Operating Status. The Secretary and senior administration determine whether Smithsonian museums open on a regular or delayed schedule. Those who service the museums while the government is closed are typically designated as EMERGENCY personnel. How do you know if you are designated as emergency personnel? You will have signed an agreement with your supervisor.

Adjustments to museum operations can be found at: www.alerts.si.edu

Note: EMERGENCY PERSONNEL is a separate designation from CODE RED personnel. Code Red is a designation used on Smithsonian credentials specifically for Homeland Security purposes.

In the event of inclement weather or other similar regional disruptions, please look for and follow OPM guidance regarding the Federal Government. The guidelines are available on the OHR website at: <http://ohr.si.edu/news/whatsnew.cfm>

For purposes of this policy, employees duty stationed at Edgewater, MD or Front Royal, VA are not considered to be located in the Washington, DC area. Non-emergency employees should follow instructions issued by management at these facilities.

For locations outside of the Washington, D.C. Metropolitan area, Unit Directors determine whether their facilities are open or closed, or will operate under an open with adjusted home departure policy (delayed arrival), or an adjusted home departure/unscheduled leave policy. Employees in these locations should follow the established procedures to learn of the operating status of the facility.

For more serious emergencies, the Office of Protection Services also maintains Smithsonian Mobile Alerts. We encourage you to learn more about the service and sign up at: www.alerts.si.edu

Please direct questions or comments about this policy to OPSComments@si.edu