



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
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WRD-MAD-09.02

<http://wi.water.usgs.gov>

MEMORANDUM

December 4, 2008

TO: Science Center Staff

FROM: Charles A. Peters, Center Director

SUBJECT: Emergency Closure

This memorandum is being issued to provide an emergency closure/dismissal policy for the Middleton Water Science Center Office and Middleton Field Office. This policy applies to extreme weather that creates hazardous conditions, power failures, or other situations which require the WI WSC to close part or all of its facilities. The WI WSC Director will make the closure/delay decision for the Middleton offices. The lead technician from the Northern Field office will make that decision in consultation with the WI WSC Director or the Assistant Director for Surface Water Monitoring.

If a decision has been made to close the Middleton offices or delay their opening because of hazardous conditions, the WI WSC Director will provide that decision as a recorded message for employees at:

821-3898

And as an on-line posting at: <http://www.cancellations.com>

Under the organization name: **USGS, WI WSC**

As a rule all employees are to assume that the office will be open for business and that closure will occur only under hazardous conditions. The decision to close or delay opening will be based on the best judgment of the WI WSC Director considering current and forecast weather conditions, and considering closure or delayed opening of Madison schools, local business, and other Madison area Federal and State government offices. There are three possible scenarios applicable in these situations:

- 1) Office closed - the offices are closed (up to 8 hours administrative leave **may** be granted).

- 2) Delayed opening - The offices will be open on a delayed arrival (up to 2 hours administrative leave **may** be granted).
- 3) Early dismissal - when emergency conditions develop during regular hours, early dismissal may be authorized by the Director and administrative leave granted. Employees who depart prior to the time set for early dismissal or who are absent on approved leave for the entire workday will not receive administrative leave.

If employees feel that they cannot travel to work safely on days with delayed opening, or on any day when weather conditions in their area make travel dangerous, employees may use personal leave (annual leave or comp time) without first obtaining permission from their supervisors. Employees must inform their supervisor as soon as possible if they have decided to use leave because of inclement weather.

For more detailed information see the Survey Manual (370.630.11.1) or USGS Administrative Digest 95.05).

Charles A. Peters

Supersedes WRD-Mad-06.02 and WRD-MAD-08.07