The following procedure applies when inclement weather, uninhabitable office conditions, environmental or emergency events occur (including internal agency events or situations).

If an office manager, or other person in responsible charge, believes a building closure is warranted, they should submit an office closure request through the DOT&PF Office Closure Website: Leasing - Division of Facilities Services || Alaska Department of Transportation & Public Facilities

This request will be received by the office closure team, who will coordinate with the appropriate entities (local law enforcement, DOT&PF maintenance and operations staff, building owners), as well as the requestor, to determine the appropriate action to take: denial of the request, delayed start, early release, staggered early release, singular office closure, regional office closure. In the event of a delayed start, the Office Closure Team will monitor the situation every hour to determine whether the office(s) can reopen or if they should remain closed.

If after a thorough review is done and a closure is warranted, the Office Closure Team will circulate a public announcement via the State of Alaska Website. The GovDelivery text/email notification system will produce a mass notification of the time and location to anyone subscribed to the system. The last step will be to have the State of Alaska notification hotline updated with the closure details. After an announcement is made, as practicable, all closed offices that serve the public should display a closure sign on the door and message on the main phone with expected duration of closure and contact info in case of emergency.

Attachments:

Office Closure Team Description
Office Closure Team

Deputy Commissioner, or delegate, shall make the final decision on all office closures.

State Leasing & Facilities Manager or Leasing Contracting Officer IV shall be responsible to:
1. Review all closure requests within 10 minutes of receipt during regular business hours. After hour requests are monitored periodically and will take longer to respond to.
2. Contact appropriate entities in each region affected to determine if the employee request is valid.
3. Submit a clear recommendation including a list of contacts that were made to the Deputy Commissioner, or their Designee.
4. Send out notifications to affected regions via the State of Alaska website, and GovDelivery text/email notification system.
5. Track all closure requests due to inclement weather, uninhabitable office conditions, environmental or emergency events, including those approved and denied.

Secure Badge Team shall be responsible to review requests indicating a possibly keycard accommodation. Doors on a time-stamp may need to be edited to ensure an office is secure and not open to the public during a closure event.

Human Resource Consultant VI, or delegate, shall be responsible to collaborate with state agencies requesting to close for an internal event or situation. Under DOPLR direction, state agencies must establish a policy that defines the appropriate levels of approval, a timeline of request submission, and a procedure to address employee and bargaining unit concerns.

Process of Authority Delegation:
Deputy Commissioner, or delegate, will make the final decision within 30 minutes unless unavailable, in which case the decision will fall to State Leasing & Facilities Manager, or Leasing Contracting Officer IV in respective order.

Office Closure (Payroll Reminders):
DFS will not be sending out any specialized guidance for individual office closure scenarios. Please refer any questions to the instructions provided on payroll’s webpage. Link below. Office closures are considered time worked and paid using code 100W however, the hours are not used for overtime calculation.

Office Closure & Early Leave, DOA-DOF Payroll Services (alaska.gov)

If you have any questions about office closures contact the Department of Transportation and Public Facilities, DFS Office: 907-269-0038.

CC: All Commissioners
Director, Division of Facilities Services
State Leasing Manager