Emergency / disaster impacts to staff or program offices identified

Program Director, Deputy Program Director, Chief of Staff or Deputy Executive Director receives request from program office site

Office Closure / Reopening?

Yes

Program Director or designee notifies other Program Directors, Senior Leadership, Office of Communications and Emergency Coordination Officer of decision

No

Program Director or designee and Emergency Coordination Officer monitor conditions and situation

ECO notifies elect Information Services technical staff

Program Director(s) and affected Service Center Manager(s) notify employees by activating call tree. DOR Alert may also be used

Office of Communications:
- Updates Office Closure Information Line
- Updates the Department’s website

Sample conditions warranting office closure:
- Winter storm or blizzard warning
- Flood warning
- Building closed by landlord or building manager
- Evacuation ordered by local authorities
- Other Florida agencies in county closed
- Local governmental Offices closed
- Prolonged power outage
- Prolonged heat or air conditioner outage

Note: Refer to the department-wide procedures on office closings for more detail.