

Attachment 1: OSHA Area Office COOP Activation

The following section is excerpted from the federal OSHA area office contingency plan and outlines support that the North Carolina Department of Labor Occupational Safety and Health Division will provide to the OSHA area office upon activation of their contingency plan. The OSHA area office is located at 4407 Bland Road, Somerset Park Suite 210, Raleigh, NC 27609, (919) 790-8096.

U.S. Department of Labor
Occupational Safety and Health Administration

Raleigh Area Office Contingency Plan 2018

The following guidelines apply in the event the Raleigh Area Office location is shut down for any reason, such as, but not limited to: fire damage; water damage; severe storm damage; power outage; anthrax or similar testing; or on the order Dept. of Homeland Security. This does not apply to routine weather delays and closings which are covered by other Dept. of Labor and area office emergency procedures.

I. Communication between Raleigh Area Office Staff

All staff should have emergency contact numbers with them for use in the event of an emergency that occurs outside of working hours.

If an emergency situation is anticipated, staff should take the office cell phones with them. DOL has established a phone number for employee use in emergencies. The toll-free number is **1-877-DOL-SAFE** or **1-877-365-7233**. This toll-free number, offered through the Department's National Call Center (DOL-NCC), is for DOL employees only and will better enable the Department to account for the safety of employees in an emergency that may disrupt normal communication patterns.

The toll-free number will:

- provide a non-emergency message during normal operations;
- provide an emergency message tailored to the specific incident when activated; and enable DOL employees to report their status, including the employee's name, agency, work location, availability to work and current contact information.

The Area Director will attempt to contact each employee by calling their home number, by means of a personal cell phone, or by calling a personal cell phone number. If the employee can be contacted, the Area Director will verify their location and condition, advise them of the situation, and confirm if and where they are to report for duty at the designated alternate location.

Employees who have information about an office shut down or who have been personally impacted by an emergency should attempt to notify the area director.

If the Area Director and staff are unable to contact each other, they should call the DOL National Call Center.

You may contact Property management, 919.422.3373 (mobile).

To verify the status of the Office Park. Employees may need to use their proximity card for access to the building to obtain equipment. In addition, FPS Officer Blango can be reached at 404-519-9083 (cell).

II. Initial reporting for duty after office shut down.

If it is not possible for the Area Director and employees to communicate, and it is safe to travel, they should report directly to the following location. OSHNC is aware that their Raleigh District compliance offices have been designated as our alternate location and they indicate there is adequate space to house Raleigh OSHA staff temporarily.

North Carolina Dept of Labor
Division of Occupational Safety and Health
3801 Lake Boone Trail, Suite 300
Raleigh, NC 27607.
(919) 662-4711

If the shut down is ordered during business hours, the Area Director will advise employees at that time about reporting to the alternate work location.

The Area Director or her designee will advise the Regional Administrator of the situation and provide contact information as soon as possible.

III. Carrying out work duties while office is shut down.

Depending on the nature of the emergency, the Area Director and program assistant will report to the alternate work location, and function to the extent possible or provide assistance to OSHNC.

If the reason for the shut down is not related to an emergency response which OSHA is involved in, compliance offers should plan on conducting inspections during the time the office is not usable. A limited amount of incidental supplies that may be needed may be borrowed from the OSHNC office, or purchased by the program assistant using the official procurement credit card.

If there is a state of emergency and the North Carolina emergency management center has been activated, OSHA will function, with OSHNC, in the roles designated in the REMP. The Area Director may be contacted by means of the OSHNC emergency response calling tree. OSHNC's Mobile Response Unit may be used as a command and communication center.

Employees should attempt to check their work email by means of web access, if Internet is available. The link for access and instructions are on the Intranet, and are Instructions for accessing email remotely are as follows:

- Open site <http://www.outlook.com/dol.gov>
- At log on window, enter your login name. For example, kmorton
- At Password window, enter your windows (desktop) password. Click Log On, and your remote email should open up.