



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
Division of Personnel Management

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## State of Wisconsin Executive & Agency Emergency Closure Policy

### I. Policy Statement

When emergency conditions exist, including but not limited to inclement weather that impacts operations, every effort will be made to keep affected state offices and buildings open and operating as normal. However, where the health and safety of citizens or employees would be placed at risk, or conditions or events prevent normal operation or services of state agencies,<sup>1</sup> it may become necessary to close state offices and buildings pursuant to Wis. Stat. § 230.35(5)(c).

#### Statewide or Multi-Agency Headquarters Closure

In the event of a **statewide** or **multi-agency headquarters** emergency condition, the Governor's Office, in consultation with the Department of Administration ("DOA") will determine the nature and extent of any action to be taken, which could include the issuance of an Executive Order (1) closing state offices or buildings to the public and state employees or (2) closing state office buildings to the public only, but remain open to state employees.

#### Specific Location or Regional Closure to the Public *and* State Employees

If a **single agency** experiences an emergency condition that warrants closure to the public and state employees of a state office or building, including that agency's headquarters, a closure decision may be made by the agency head, in consultation with the DOA Secretary (or designee) and Division of Personnel Management ("DPM") Administrator (or designee), on behalf of the Governor. Such consultation with DOA before an agency head makes a closure decision is critical to ensure that other state agencies are not being impacted by the emergency condition and to ensure proper coordination of communications and resources.

If **more than one agency** experiences an emergency condition that warrants a closure of a non-headquarters state office or building to the public and state employees, the impacted agency heads must receive approval from the DOA Secretary (or designee) for any closure, in consultation with the DPM Administrator (or designee), on behalf of the Governor, so that appropriate coordination and communication may be maintained across the impacted agencies.

#### Specific Location or Regional Closure to the Public *Only*

If a **single agency** experiences an emergency condition that warrants a state office or building closure **only to the public**, including that agency's headquarters, but the office or building will remain open to state employees, that closure decision may be made by an agency head, in consultation with the DOA Secretary (or designee) and DPM Administrator (or designee), on behalf of the Governor.

If **more than one agency** experiences an emergency condition that warrants a non-headquarters state office or building closure **only to the public**, but the office or building will remain open to state employees, the impacted agency heads or designees must seek approval from the DOA Secretary (or designee) for any closure to the public, in consultation with the DPM Administrator (or designee), on behalf of the Governor, so that appropriate coordination and communication can be maintained across the impacted agencies.

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<sup>1</sup> For purposes of this policy, "state agencies" include "any board, commission, committee, council, or department in state government" that "is authorized to appoint subordinate staff by the constitution or statute, except the Board of Regents of the University of Wisconsin System, a legislative or judicial board, commission, committee, council, department, or unit thereof or an authority created under subch. II of ch. 114 or under ch. 231, 232, 233, 234, 237, 238, or 279." See Wis. Stat. § 230.03(3).

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Depending on the nature and extent of the emergency, the Governor's office may delegate additional closure authority to the DOA Secretary (or designee) beyond what is specified in this policy. The Governor's Office may also determine that a closure requires Governor's Office consultation and the issuance of an Executive Order, irrespective of a delegation for an agency head or the DOA Secretary (or designee) to make a closure decision.

## II. Closure Procedures for Statewide or Multiple Agency Headquarters Emergency Conditions

When statewide or multiple agency headquarters emergency conditions exist, the following procedures will apply:

1. Calls or other specific information about a statewide or multiple agency headquarters emergency situation should be forwarded immediately to the DOA Secretary (or designee), who will communicate with the Governor's Legal Counsel. The Governor's Office, in consultation with the DOA Secretary (or designee) and DPM Administrator (or designee), will determine the nature and extent of any action to be taken.
2. If the Governor's Office determines that state offices, buildings, or multiple agency headquarters should be closed to the public and state employees:
  - a. An Executive Order will be drafted by the Governor's Legal Counsel, in consultation with DOA, for the Governor's signature, specifying the nature and extent of any closures.
  - b. A press release concerning the emergency situation will be drafted and released by DOA and/or Governor's Office.
  - c. DPM will notify the agency heads and human resources directors of all affected state agencies of the emergency situation, the action to be taken, and the scope of the action. The DPM Administrator's office will also consult with the University of Wisconsin System to ensure that it and other affected state agencies follow consistent procedures where possible and appropriate.
  - d. The DOA Secretary (or designee) will alert Capitol Police, DOA Division of Facilities Development and Management, DOA Division of Enterprise Operations Continuity of Operations and Continuity of Government (COOP/COG), and other entities as necessary to ensure coordination and execution of internal procedures and support functions.
  - e. The following employees may be required to report to work, despite the emergency condition: those employees whose job duties include the provision or support of an emergency response, public health, or public safety function, and whose absence would compromise delivery of essential public health, public safety, or emergency response functions.
  - f. Agency heads or their designees should take action as necessary and appropriate to provide for the safety and welfare of employees and visitors.
  - g. Agencies may direct employees who normally work in the affected state office building(s) to work at alternate sites or to perform work at home, if feasible.
  - h. Provisions for excusing employees from work and guidance relating to pay or making up lost work time are found in the [Wisconsin Human Resources Handbook Chapter 736](#).
  - i. Employees will have the following options with respect to lost work time, subject to any restrictions set forth in [Wisconsin Human Resources Handbook Chapter 736](#) or applicable labor agreement, unless otherwise provided for in an Executive Order:
    - i. Employees may use accrued annual leave, accrued holiday time, or accrued compensatory time;
    - ii. Employees may take leave without pay; or
    - iii. Employees may make up the lost work time at a time to be determined by the appointing authority.

**Note:** WLEA labor contract language provides that public safety employees who are *directed* to leave the worksite or to not report to work continue to receive their normal pay for that day. Please reference the WLEA collective bargaining agreement for specific inclement weather provisions.

3. If the Governor's Office determines that a statewide closure of state offices and buildings or multiple agency headquarters should be **closed to the public only**:
  - a. An Executive Order will be drafted by the Governor's Legal Counsel for the Governor's signature, specifying the nature and extent of any closures to the public.
  - b. A press release concerning the emergency situation will be drafted and released by DOA and/or the Governor's Office.
  - c. The DOA Secretary (or designee) will alert Capitol Police, DOA Division of Facilities Development and Management, DOA Division of Enterprise Operations Continuity of Operations and Continuity of Government (COOP/COG), and other entities as necessary to ensure coordination and execution of internal procedures and support functions.

### III. Closure Procedures for Regional or Specific Locales to the Public and State Employees

1. When emergency conditions **affect only one agency**, an agency head or designee, in consultation with the DOA Secretary (or designee) and DPM Administrator (or designee), may close a state office or building, including an agency headquarters, to the public and state employees. The DOA Secretary (or designee) will notify the Governor's Legal Counsel of any closure decision.
  - a. The agency head is responsible for establishing internal procedures and a chain of command governing the closure.
  - b. If necessary, a press release concerning the emergency situation will be drafted and released by the impacted agency.
  - c. The DOA Secretary (or designee) will alert Capitol Police, DOA Division of Facilities Development and Management, DOA Division of Enterprise Operations Continuity of Operations and Continuity of Government (COOP/COG), and other entities as necessary to ensure coordination and execution of internal procedures and support functions.
  - d. The agency head should follow the other procedures set forth in II. 2.e.-i. above.
2. When emergency conditions **affect more than one agency**, the impacted agency heads (or designees) must seek approval from the DOA Secretary (or designee) for any closure of non-headquarter offices or buildings to the public and state employees, so that appropriate coordination and communication can be maintained across the impacted agencies. The DOA Secretary (or designee) will consult with the Governor's Legal Counsel, prior to any closure decision.
  - a. Agency heads are responsible for establishing internal procedures and a chain of command governing such closure.
  - b. If necessary, a press release concerning the emergency situation will be drafted and released by the impacted agencies.
  - c. The DOA Secretary (or designee) will alert Capitol Police, DOA Division of Facilities Development and Management, DOA Division of Enterprise Operations Continuity of Operations and Continuity of Government (COOP/COG), and other entities as necessary to ensure coordination and execution of internal procedures and support functions.
  - d. Agency heads should follow the other procedures set forth in II. 2.e.-i. above.

### IV. Closure Procedures for Regional or Specific Locales to the Public Only

1. When emergency conditions **affect only one agency** and requires closing a state office or building **only to the public**, including an agency's headquarters, but the office or building will remain open to state employees, an agency head (or designee), in consultation with the DOA Secretary (or designee) and DPM Administrator (or designee), may make such a closure decision. The DOA Secretary (or designee) will notify the Governor's Legal Counsel of any closure decision.
  - a. The agency head is responsible for establishing internal procedures for such a closure.

- b. The DOA Secretary (or designee) will alert Capitol Police, DOA Division of Facilities Development and Management, DOA Division of Enterprise Operations Continuity of Operations and Continuity of Government (COOP/COG), and other entities as necessary to ensure coordination and execution of internal procedures and support functions.
  - c. If necessary, a press release concerning the emergency situation will be drafted and released by the impacted agency.
  - d. The agency head should take action as necessary and appropriate to provide for the safety and welfare of employees. Provisions for excusing employees from work and guidance relating to pay or making up lost work time are found in the [Wisconsin Human Resources Handbook Chapter 736](#).
2. When emergency conditions **affect more than one agency** and requires closing non-headquarter state offices or buildings **only to the public**, but the offices or buildings will remain open to state employees, the impacted agency heads (or designees) must seek approval from the DOA Secretary (or designee) for any closure to the public, so that appropriate coordination and communication can be maintained across the impacted agencies. The DOA Secretary (or designee) will consult with the Governor's Legal Counsel, prior to any closure decision.
  - a. Agency heads are responsible for establishing internal procedures for such a closure.
  - b. The DOA Secretary (or designee) will alert Capitol Police, DOA Division of Facilities Development and Management, DOA Division of Enterprise Operations Continuity of Operations and Continuity of Government (COOP/COG), and other entities as necessary to ensure coordination and execution of internal procedures and support functions.
  - c. If necessary, a press release concerning the emergency situation will be drafted and released by the impacted agencies.
  - d. The agency head should take action as necessary and appropriate to provide for the safety and welfare of employees. Provisions for excusing employees from work and guidance relating to pay or making up lost work time are found in the [Wisconsin Human Resources Handbook Chapter 736](#).

**Closure Delegation**

|                                                                                                        | Agency Head (or designee) may close, in consult with DOA* | DOA Secretary (or designee) may close, in consult with Governor's Office* | Only Governor's Office may close |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------|
| Statewide or Multi-Agency Headquarters Closure to State Employees <u>and</u> Public                    |                                                           |                                                                           | X                                |
| Statewide or Multi-Agency Headquarters Closure to Public Only                                          |                                                           |                                                                           | X                                |
| Multi-Agency Building Closure (non-headquarters) to State Employees <u>and</u> Public                  |                                                           | X                                                                         |                                  |
| Multi-Agency Building Closure (non-headquarters) to Public Only                                        |                                                           | X                                                                         |                                  |
| Single Agency Building Closure to State Employees and Public, including a single Agency's Headquarters | X                                                         |                                                                           |                                  |
| Single Agency Building Closure to Public Only, including a single Agency's Headquarters                | X                                                         |                                                                           |                                  |

\* Depending on the nature and extent of the emergency, the Governor's office may delegate additional closure authority to the DOA Secretary beyond what is specified in this policy. The Governor's Office may also determine that a closure requires Governor's Office consultation and the issuance of an Executive Order, irrespective of a delegation for an agency head or the DOA Secretary (or designee) to make a closure decision.