

**Department of  
Veterans Affairs**

**Memorandum**

Date: November 8, 2010  
From: Chief, Human Resources Management Service (P4HRMS)  
Subj: Reporting for Duty during Severe Weather Conditions  
To: All Employees

1. It is the policy of the Portland VA Medical Center to remain open during severe weather conditions. All employees are deemed to be providing critical services and are expected to report for their regular scheduled tour of duty.
2. When severe weather conditions arise, employees are responsible for keeping abreast of their responsibilities for reporting for duty by contacting the Medical Center Alert Hotline @ (503)-721-1458 or (503)-220-8262 ext. 51458. You can also visit the hospital website at <http://www.portland.va.gov>. A link towards the bottom of the page under **Resources** titled "Inclement Weather Information" will contain urgent instructions from the Executive Office. Click on the link to read the full text. All employees are expected to abide by the official guidance provided on the VA Alert Hotline and/or the Medical Center website, regardless of what the media may advise.
3. In cases of severe weather developing while employees are on duty, authorization of early dismissal will be at the discretion of the Medical Center Director. Announcements will be broadcast over the Public Address system and also communicated through the supervisory chain of command.
4. The Day Care Center will operate on the same schedule as the Portland Public School system.



MELODY MIKUTOWSKI  
Chief, Human Resources Management Service

