

## **NATIONAL PARK SERVICE CONTINGENCY PLAN**

As stated in its original authorizing legislation, the National Park Service mission is to “preserve unimpaired the natural and cultural resources and values of the national park system for the enjoyment, education, and inspiration of this and future generations.”

Effective immediately upon a lapse in appropriations, the National Park Service will take all necessary steps to close and secure national park facilities and grounds in order to suspend all activities except for those that are essential to respond to emergencies involving the safety of human life or the protection of property. Day use visitors will be instructed to leave the park immediately as part of Phase 1 closures. Visitors utilizing overnight concession accommodations and campgrounds will be notified to make alternate arrangements and depart the park as part of Phase 2. Wherever possible, park roads will be closed and access will be denied. National and regional offices and support centers will be closed and secured, except where they are needed to support excepted personnel. These steps will be enacted as quickly as possible while still ensuring visitor and employee safety as well as the integrity of park resources.

The shutdown process will take place in two phases. Phase 1 includes all activities to notify the public of the closure, secure government records and property, and begin winding down operations to essential activities only. Phase 1 will take place over a day and a half. Phase 2 will be initiated by the Director and includes the complete shutdown of all concession facilities and commercial visitor services. Overnight visitors will be given two days to make alternate arrangements and depart the parks. At the end of Phase 2 operations are expected to be at the minimum levels defined below. The entire closure process – both phases – will be completed within four days.

### **Part 1: Designation of Essential and Continuing Programs/Activities**

The Emergency Response Official designation on a Federal ID card is not necessarily a factor in determining excepted personnel. Rather, as defined by the Department of the Interior, essential activities and activities that will continue during a lapse in appropriations are:

- Protecting life and property, including:
  - Emergency medical care;
  - Law enforcement and disaster assistance;
  - Border and coastal protection and surveillance;
  - Protection of federal lands, buildings, waterways, equipment, and other property within the National Park System;
  - Activities essential to ensure continued public health and safety, including safe use of food and drugs and safe use of hazardous materials, drinking water, sewage treatment operation;
  - Activities that ensure production of power and maintenance of the power distribution system;
  - Activities necessary to maintain protection of research property;

- Essential or time-sensitive support services for employees;
  - Uninterrupted command, control, and policy leadership;
  - Maintenance of IT systems critical to activities being carried out by excepted personnel (e.g., radio communication, e-mail, accounting systems, etc.);
  - Year-end financial management activities; and
  - Communication with employees and the public.
- Providing for finance and contracting activities such as benefit payments and actions necessary to suspend or stop work on projects currently underway that require oversight or support from employees funded from lapsed appropriations. That is, contracting and finance personnel necessary to perform these duties should remain until the activities can be suspended.
- Direct management of projects obligated from funds that are not subject to lapse, such as multi-year appropriations from prior fiscal years. People not DIRECTLY involved in project management or necessary contracting actions and payments for these projects will not be considered excepted or continue to work.

Staffing will be held to the very minimum to perform essential functions. This will ordinarily be only law enforcement personnel, at a staffing level that allows for reactive emergency response commensurate with levels of park operations under the shutdown. However, in certain instances maintenance and IT personnel may be required for systems that normally require 24 hour monitoring or periodic maintenance, without which the system would shut down. Emergency responders, including Fire Management, EMS, and Law Enforcement personnel, not required for essential activities will be placed on furlough but may be called back to duty if an emergency situation arises.

## **Headquarters**

In order to complete the required, essential activities defined above, the NPS Washington Support Office (NPS Headquarters) will retain key NPS leaders, as well as a bare minimum number of employees in policy coordination, communication, human resources, contracting, finance, and budget roles, including employees necessary to uphold our year-end financial management responsibilities. Employees required for centralized processing of payments for ongoing projects funded by multi-year appropriations will remain on duty at the minimum level necessary to avoid harm to life, health, and property. NPS leaders remaining on duty will include the Director, Deputy Director for Operations, and the Comptroller. Total excepted and continuing staff is estimated to be no more than 50 full-time employees.

## **Regional Offices**

The National Park Service's seven regional offices play key roles in policy direction and coordination between the Washington office and individual national park sites. During the shutdown process, the regional leaders of law enforcement, administration, budget, contracting, public affairs, and concessions management will remain on duty to implement the closure guidance. Once the shutdown is complete, each region will retain approximately three full-time

staff members to conduct essential activities, disseminate information, both internally and externally, and ensure continued shutdown coordination and communication between Washington and the field.

## **National Park Sites**

Due to the dramatic differences in operations, size, visitation, location, and infrastructure represented in national park sites, the number of employees required to carry out the essential activities defined above will vary greatly from site to site. As a rule, staffing will be held to the very minimum for the protection of life, property, and public health and safety. Only personnel absolutely required to support these activities will remain on duty. Wildland fire personnel required for active fires or for monitoring areas currently under a fire watch will remain on duty. All other personnel, including law enforcement, EMS, and Fire Management not deemed excepted will be furloughed, but will be subject to being called back in the case of an emergency. See below for employee counts by region. The personnel count for the National Capitol Region includes U.S. Park Police staff required for essential activities.

## **Other Offices**

The NPS maintains two project management support centers for large-scale projects – one in Harper’s Ferry, WV and one in Denver, CO. Many of the projects managed through these centers are funded through multi-year appropriations. However, even if an employee’s salary is funded from a non-lapsing appropriation, they are not automatically deemed exempt. Employees funded from non-lapsing appropriations rely on facilities and support staff who are funded by expiring appropriations, as such managers will designate employees as exempt based upon the specific nature of an employees work and whether it is essential. Employees at these locations necessary for DIRECT project management of ongoing projects funded by multi-year appropriations will remain on duty.

## **Part 2: Designation of Excepted Personnel**

The following estimate of personnel required to carry out the essential activities defined above is based upon the agency's experience from 1995, planning efforts from 2011, and current planning efforts.

<b><u>Office/Region</u></b>	<b><u>Excepted Employees</u></b>
<u>Headquarters</u>	
Leadership Staff	12
Contracting, Finance, and Budget	34
<u>Alaska Region</u>	
Regional Office	3
Total Park Staff	64
<u>Intermountain Region</u>	
Regional Office	3
Total Park Staff	630
<u>Midwest Region</u>	
Regional Office	3
Total Park Staff	229
<u>National Capitol Region</u>	
Regional Office	3
Total Park/US Park Police Staff	661
<u>Northeast Region</u>	
Regional Office	3
Total Park Staff	485
<u>Pacific West Region</u>	
Regional Office	3
Total Park Staff	664
<u>Southeast Region</u>	
Regional Office	3
Total Park Staff	345
<u>Other Offices</u>	
<b>TOTAL</b>	<b>3,266</b>
<i>Law Enforcement / EMS / Fire / USPP</i>	[2,139]
<u>NPS Employees, as of 9/10/2013</u>	<u>24,645</u>
<b>Total Employees to be Furloughed</b>	<b>21,379</b>