

0240.01 General or Isolated Emergencies

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PURPOSE

To establish uniform procedures for dealing with emergency situations.

APPLICATION

Executive Branch Departments and Sub-units.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Cybersecurity and Infrastructure Protection (CIP)
Office of Infrastructure Protection (OIP)

Telephone: 517-373-0196 DTMB CIP, OIP – Central Control
(24 hours a day, 365 days a year)

Fax: 517-241-5639

SUMMARY

The Department of Technology, Management and Budget (DTMB), Cybersecurity and Infrastructure Protection (CIP), Office of Infrastructure Protection (OIP) coordinates response to emergency situations at state facilities. Emergencies encountered at state facilities may include, but are not limited to, fires, severe weather/tornados, bomb threats, civil disturbances and medical emergencies.

The department also coordinates the closure of state facilities that are unable to operate.

APPLICABLE FORMS

None.

GENERAL INFORMATION

- DTMB has delegated authority from the Governor as the control point in case of emergency situations that affect state property and employees. This includes leased space as well as state-owned.
- Decisions will be made by the DTMB director for closure of all state operating space and subsequent release of state employees from their normal work schedule.
- In the event of an emergency, persons working in, conducting business at or visiting state facilities will be provided with the most expeditious response if they contact the appropriate emergency assistance number based on their facility. This information is available in DTMB CIP, OIP General Emergencies Policy

600.01, which can be found on the DTMB Intranet under Emergency Management Policies and Procedures or by calling CIP, OIP at 517-335-6735.

PROCEDURES

Emergency Monitor Program

DTMB-Managed Property

DTMB

- Shall develop and coordinate a facility-specific emergency monitoring network program which is overseen by the facilities supervisor.
- Assures that floor plans of the facility showing exterior exits, stair shafts, elevators, fire alarms, fire extinguisher, shelter areas and any other necessary information are posted in appropriate locations, (i.e., near stairwells and in elevator lobbies) to assist building occupants in emergency evacuation of the facility.

Agency

- Directs questions and concerns regarding these procedures to the facilities supervisor.
- Directs an adequate number of employees, as determined by the facilities supervisor, to function as monitors.
- Directs monitors to participate in periodic training and refresher courses arranged by the facilities supervisor.
- Assures complete employee participation in any actual evacuation or practice drill.

Non DTMB-Managed, State-Owned and Leased Property

DTMB

- Provides support and assistance to agencies in the development of emergency plans and procedures, as requested.

Agency

- Assures that the owner of a leased property has employed a responsible on-site property manager, identified as the building manager, superintendent or facilities manager, who will act as the evacuation coordinator.
- Assures that floor plans of the facility showing exterior exits, stair shafts, elevators, fire alarms, fire extinguisher, shelter areas, emergency command and any other necessary information are posted in appropriate locations, (i.e., near stairwells and in elevator lobbies) to assist building occupants in emergency evacuation of the facility.
- In facilities where there is no regularly assigned building manager, shall designate an employee as evacuation coordinator.

- The evacuation coordinator shall function with the same duties, responsibility and authority as the facility manager concerning emergencies in state-owned property.
- In facilities that do not have a published or recognized emergency plan, agencies shall first request the development of such a plan from the building management (owner). If there is no response or action, the agency shall develop and maintain an Emergency Evacuation Program.
 - Are encouraged to include persons with disabilities in the planning and development of written instructions.
 - If necessary, direct contact shall be made with fire, police and other emergency rescue agencies that provide primary response to emergencies for assistance in planning.
- Agencies may contact DTMB CIP, OIP at 517-335-6735 for assistance in the development of emergency plans for state operating space.

Medical Emergencies

Agency

- In the event of a medical emergency, employees or agencies will use the appropriate emergency assistance number based on their facility.

Fire

Agency

- Complies with emergency evacuation plan requirements, as posted in each building.

Facility Closure

General

- DTMB has delegated authority from the Governor as the control point in case of emergency situations that affect state property and employees. This includes leased space as well as state-owned.
- Decisions will be made by the DTMB director or designee for closure of all state operating space and subsequent release of state employees from their normal work schedule.

Agency

- In the event that an emergency or unusual occurrence affects the operation of a state facility, the appropriate agency Authorized Building Closure Representative must contact DTMB at the numbers listed to request a closure and/or administrative leave for employees (see Administrative Guide Procedure 0240.07).
- Complies with decisions of DTMB concerning facility closure.

DTMB

- Will render a decision whether to close a facility and release state employees from their normal work schedule and communicate the decision to the designated representative of the affected department(s).

Facility Inaccessibility

General Information

- Generally applies to facilities which must be open 24 hours a day, 7 days a week and, therefore, cannot be closed (e.g., prisons, hospitals, etc.).
- If there are emergencies which cause state and/or local law enforcement authorities to prohibit persons from traveling in the vicinity of such facilities during an emergency, such facilities will be declared inaccessible to employees.
- Decisions and notice will be made in the same manner as for the closure of all state operating space.

Severe Weather/Tornado

DTMB

- Will monitor severe weather in Michigan and notify agencies with facilities that may be impacted.
- Tornado warnings are provided via NOAA Weather Radio, local media and/or through the Civil Defense siren, Emergency Monitor Program, or message broadcast over the building's fire system. Employees hearing sirens should proceed to shelter areas according to the facility's emergency evacuation/shelter plan.

Agency

- Familiarizes themselves with applicable emergency evacuation and shelter plans, as appropriate.
- Employees are to return to their workstations when the "all clear" signal is given by DTMB personnel, designated emergency coordinator, police or fire official.

Civil Disturbance/Bomb Threat

DTMB

- Will obtain required information from federal, state and/or local law enforcement officials on an ongoing basis should a situation warrant.
- Will notify the department-designated representative when state operating space is going to be affected.

Agency

- Departments may call DTMB at the listed numbers to determine if offices will be closed.

- Complies with decision of DTMB concerning closure of state operating space.
