

## 0240.07 State Facility Closure

Issued: January 10, 2011  
Revised: June 21, 2012

### PURPOSE

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To establish a uniform procedure for responding to building closure events that affect state-owned and leased facilities.

### APPLICATION

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Agency Authorized Building Closure Representatives  
DTMB CIP, OIP – Central Control  
DTMB Building Closure Contact  
DTMB Building Closure Coordinator

### CONTACT AGENCY

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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

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Administrative Guide Procedure 0240.01 General or Isolated Emergencies identifies DTMB has having delegated authority from the Governor to act as the control point in emergency situations that affect state property and employees.

DTMB has delegated the authority to make the decision to close state operating space and release employees from their normal work schedules to the Office of Infrastructure Protection (OIP), Cybersecurity and Infrastructure Protection (CIP) and the Building Operations Division (BOD), State Facilities Administration (SFA).

### APPLICABLE FORMS

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DTMB-2114 Building Closure Request  
DTMB-0500 Central Control Daily Shift Log Sheet

## DEFINITIONS

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**Administration Director** – The current DTMB Facilities & Business Services Administration (FBSA) Director.

**Agency Authorized Building Closure Representative** – An agency representative who has been granted authority to request the closure of state operating space and the subsequent dismissal of their agency employees and is the key contact for providing and receiving information from DTMB in the event of a building closure.

**Central Control** – The Cybersecurity and Infrastructure Protection (CIP), Office of Infrastructure Protection (OIP) business function that monitors weather conditions and responds to emergency situations reported to the operator(s) on duty.

**DTMB Building Closure Contact** – DTMB representative assigned the task of coordinating information between Agency Authorized Building Closure Representatives and the DTMB Building Closure Coordinators.

**DTMB Building Closure Coordinator** – DTMB representative responsible for decision making in the event of a building emergency.

**DTMB Managed Facility** – Facility owned by the state of Michigan that is maintained and operated by DTMB personnel.

**DTMB Facilities Supervisor** – The DTMB representative responsible for the day-to-day management of assigned DTMB buildings.

**DTMB Public Information Officer (PIO)** – DTMB representative responsible for all media communications with internal and external customers.

**Designated Manager** – Assigned DTMB personnel that are called anytime a situation occurs after hours that may need the response of an on-call employee, emergency response personnel (i.e., fire department, police, ambulance, etc.) or could result in damage to state of Michigan property.

## PROCEDURES

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### Building Closure Event

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#### DTMB

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- Under the authority granted by the Governor, determines, based on available information, whether to close the facility and release state employees from their normal work schedule.
- Conducts responses to building closure events 24 hours a day, 7 days a week, 365 days a year.

## **Building Closure Event Request**

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### **Agency Authorized Building Closure Representative:**

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- Contacts DTMB CIP, OIP – Central Control on their non-emergency line at 517-373-0196 when a building closure event occurs (utility interruption, severe weather, civil commotion, fire, etc.).
- Obtains and documents all pertinent information required, as noted on the DTMB Building Closure Request (DTMB-2114), and has it available when contacting DTMB concerning general or isolated emergency conditions.
  - The DTMB-2114 can be found on the DTMB Intranet or by calling DTMB CIP, OIP at 517-335-6735.

### **DTMB CIP, OIP – Central Control:**

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- Confirms the requesting individual is on the Agency Authorized Building Closure Representative list.
- Directs calls received from personnel not on the Agency Authorized Building Closure Representative list to the appropriate Agency Authorized Building Closure Representative.
- Contacts a DTMB Building Closure Contact or Building Closure Coordinator.
- Makes necessary notifications as directed by the DTMB Building Closure Coordinator.
- Contacts the DTMB Designated Manager on duty for technical assistance when necessary.
- Records all information into the Central Control Daily Shift Log Sheet (DTMB-0500).

## **Building Closure Event Response**

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### **DTMB Building Closure Contact**

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- Receives a call from DTMB CIP, OIP – Central Control.
- Obtains all information pertaining to the request.
- Contacts the DTMB Building Closure Coordinator, or designated backup.
- The Building Closure Contact has the authority to approve or deny closure requests if the Building Closure Coordinator is unavailable.
- Contacts the Agency Authorized Building Closure Representative after receiving the course of action from the DTMB Building Closure Coordinator.
- Requests the Agency Authorized Building Closure Representative to complete the Building Closure Request (DTMB-2114) and forwards the completed form to the Building Closure Coordinator for signature.

- Files the completed DTMB-2114 and distributes copies to:
  - DTMB Building Closure Coordinators
  - Director of State Facilities Administration (SFA)
  - Director of Real Estate Division
  - Leasing Manager, Real Estate Division
  - Agency Authorized Building Closure Representative requesting closure
  - Human Resources Director of agency requesting closure
  - Director of the Office of the State Employer (OSE)
  - Chief Deputy Director of the Civil Service Commission

### **DTMB Building Closure Coordinator**

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- Receives call from the DTMB Building Closure Contact.
- Determines course of action to take based on information available.
- If necessary, consults with DTMB Executive staff to make determination.
- Contacts the DTMB Building Closure Contact once a course of action has been determined.
- Notifies the DTMB Public Information Officer (PIO) to initiate any communication to media or tenants.

### **DTMB Facilities Supervisor:**

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- In the event a Facilities Supervisor feels it is necessary to close a DTMB-managed facility, contacts their Departmental Manager who will coordinate any necessary building closure activities with DTMB CIP, OIP by contacting DTMB CIP, OIP – Central Control at 517-373-0196.

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