

0240.07 External Building Closures  
Issued: 01/10/2011

SUBJECT: External Building Closures

APPLICATIONS: State Agency Building Closure Representatives

PURPOSE: To establish uniform procedure for responding to building closure events that affect State-owned and leased facilities.

CONTACT AGENCY: DTMB Central Control

TELEPHONE: (517) 373-0196

FAX: (517) 241-5639

SUMMARY: The Department of Technology, Management & Budget's (DTMB) Administrative Manual, section 0240.01, General or Isolated Emergencies, identifies DTMB as 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 within DTMB's Cybersecurity and Infrastructure Protection Administration and the Building Operations Division within DTMB's Facilities and Business Services Administration.

APPLICABLE FORMS: DTMB-2114 Building Closure Authorization Form  
DTMB-500 Central Control Daily Shift Log Sheet  
Agency Authorized Building Closure Representative List

PROCEDURES:

Section Policy

- A. When a building closure event occurs (utility interruption, severe weather, civil commotion, fire, etc.) a State Agency Building Closure Representative will contact DTMB Central Control on their non-emergency line at (517) 373-0196.
- B. Under the authority granted by the Governor, DTMB will determine, based on available information, whether to close the facility and release State employees from their normal work schedule.
- C. Response to building closure events will be conducted 24 hours a day, 7 days a week, 365 days a year.

Building Closure Procedure

- A. Building Closure Event Request – Procedures for State Agency Building Closure Representatives
  - 1. The State Agency Building Closure Representative shall obtain and document all pertinent information required, as noted on the DTMB Building Closure Request form (DTMB 2114) and have available when contacting DTMB concerning general or isolated emergency conditions.



- a. Obtain all information pertaining to the request.
- b. Contact the DTMB Building Closure Coordinator, or designated backup:
  - Jason Nairn: 241-2188 (office) or (517) 749-7521 (cell).
  - Keith Paasch: 373-0185 (office) or (517) 204-5362 (cell).
- c. If both the Building Closure Coordinators are unavailable, the Building Closure Contact has the authority to approve or deny closure requests.
- d. Contact the State Agency Building Closure Representative after receiving the course of action from the DTMB Building Closure Coordinator.
- e. Request the State Agency Building Closure Representative complete the Building Closure Authorization Form (DTMB-2114) and forward the completed form to the Building Closure Coordinator for signature.
- f. File the completed DTMB-2114 and distribute copies to:
  - DTMB Director
  - Building Closure Coordinator
  - Director of Facilities and Business Services Administration
  - Senior Deputy Director of Procurement and Real Estate Services Administration
  - Real Estate State Administrative Manager, Leased Facilities
  - State Agency Building Closure Representative requesting closure
  - Human Resources Director of agency requesting closure

D. Building Closure Event Response – Procedures for DTMB Building Closure Coordinator

1. When a call is received from the DTMB Building Closure Contact, the DTMB Building Closure Coordinator will:
  - a. Based on information available, determine course of action to take.
  - b. If necessary, consult with DTMB Executive staff to make determination and contact the DTMB Building Closure Contact once a course of action has been determined.
  - c. Notify DTMB's Communication's Office and/or Customer Service Center to initiate any communication to media or tenants.

E. Building Closure Event Response – Procedures for DTMB Facility Supervisor

1. In the event a Facility Supervisor feels it is necessary to close a DTMB-managed facility, they should contact Facility Services, Building Group 1, Department Manager who will coordinate any necessary building closure activities with Security and Emergency Management by contacting Central Control at (517) 373-0196.

F. Authorized Building Closure Representative List

G. Business Function Manager will:

1. Ensure that all SOP's are in compliance with Administration Policy;

2. Ensure that all SOP's are prepared in accordance with the approved format;
3. After approval by the Administration Director, disseminates SOP's to the designated staff and when appropriate, to customers prior to implementation;
4. Verify that forms used for implementation of an SOP are numbered in conjunction with this policy and contain an updated revision date; and
5. Ensure that a copy of the SOP is maintained in;
  - a. The office of the Facilities and Business Services Administration Director;
  - b. The Chief Deputy Director's Office where appropriate;
  - c. Other locations as deemed appropriate in order to facilitate employee access to the necessary information

NOTE: Restricted Access SOP's shall not be placed in areas accessible to the public.

H. Acknowledgement of Reading and Understanding

Each employee will read the business function SOP's and acknowledge having done so by signing an acknowledgement. This acknowledgement will be maintained in their personnel file.

DEFINITIONS:

- A. *Administration Director*  
The current Department of Technology, Management & Budget's Facilities & Business Services Administration Director.
- B. *Business Function*  
Office, area, operation or unit within the section that serves customers in a specific capacity. For example, Customer Service, Access Control, Central Control, etc.
- C. *Business Function Manager*  
The supervisor of an office, area, operation or unit within the section that serves customers in a specific capacity. For example the Customer Service, Access Control, or Central Control Supervisor.
- D. *Central Control*  
The Office of Infrastructure Protection business function, which monitors weather conditions and responds to emergency situations reported to the operator(s) on duty.
- E. *DTMB Building Closure Coordinator*  
DTMB representative responsible for decision making in the event of a building emergency.
- F. *DTMB Building Closure Contact*  
DTMB representative assigned the task of coordinating information between Agency Authorized Building Closure Representatives and the DTMB Building Closure Coordinators.
- G. *DTMB Communication's Office*

Section within DTMB responsible for all media communications with internal and external customers.

- H. *DTMB-Managed Facility*  
Facility owned by the State of Michigan that is maintained and operated by DTMB personnel.
- I. *DTMB Facility Supervisor*  
The DTMB representative responsible for the day-to-day management of an assigned DTMB building.
- J. *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.
- K. *Office Policy*  
A formal statement of the Office of Infrastructure Protection's philosophy to guide and determine operational decision-making.
- L. *Standard Operating Procedure (SOP)*  
A detailed list of specific activities or actions required to implement and enforce Office Policies.
- M. *State Agency 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.

#### Implementation

This policy and procedure is effective following the date signed by the DTMB Director. Each business function manager shall incorporate the content of this document into local policy and procedure. All business function policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Administration Director.

\* \* \*