

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 06/07/2021	NUMBER 02.02.120
SUBJECT DEPARTMENT BUILDINGS - CLOSURE/INACCESSIBILITY	SUPERSEDES 02.02.120 (10/31/2011)	
AUTHORITY MCL 791.203; Civil Service Commission Regulation 5; Dept. of Technology, Management and Budget Administrative Guide to Government (Policy 0210, Procedures 0240.06 and 0240.07)		
PAGE 1 OF 3		

**POLICY STATEMENT:**

State operating space shall be officially closed or declared inaccessible due to emergency conditions only with approval of the Department of Technology, Management and Budget (DTMB).

**RELATED POLICIES:**

- 02.02.101 Administrative Leave
- 04.03.110 Disaster Management

**POLICY:**

DEFINITIONS

- A. Emergency Condition - A condition that potentially affects the health, safety, or welfare of Department employees. This includes physical plant failures that result in loss of heat or electrical power.
- B. State Operating Space - A building or portion of a building owned or leased by the State of Michigan in which state employees work.

GENERAL INFORMATION

- C. Only DTMB may authorize state operating space to be closed or declared inaccessible due to emergency conditions, including severe or unusual weather, loss of utilities, and physical plant failure. In a potentially life-threatening situation that requires immediate action, however, state operating space shall be evacuated and DTMB subsequently contacted as soon as possible to determine if the state operating space will be closed or declared inaccessible.
- D. Only the Department Building Closure Representatives are authorized to contact DTMB to request authorization to close or declare state operating space inaccessible. The Department Building Closure Representatives are as follows:
  1. For Correctional Facilities Administration (CFA) institutions, the CFA Deputy Director and designees identified in writing by the CFA Deputy Director.
  2. For Field Operations Administration (FOA) field offices the FOA Deputy Director and designees identified in writing by the FOA Deputy Director.
  3. For Central Office, the CFA Assistant Deputy Director (ADD) of Operations and designees identified in writing by the CFA ADD of Operations. Only staff who have assigned responsibilities involving emergency management shall be designated.
- E. The CFA ADD of Operations shall ensure that DTMB is notified of the names and titles of all of the Department Building Closure Representatives. This includes ensuring DTMB is notified whenever there is a change in the authorized representatives.
- F. Correctional facilities shall be closed or evacuated only in accordance with PD 04.03.110 "Disaster Management" and the Disaster Management Manual.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/07/2021	NUMBER 02.02.120	PAGE 2 OF 3
-----------------------------------	------------------------------	---------------------	-------------

- G. Exclusively represented employees are governed by their bargaining unit agreement where in conflict with this policy.

#### REQUESTS INITIATED BY THE DEPARTMENT

- H. The ranking worksite administrator or designee shall contact the Executive Policy Team (EPT) member for their administration through the appropriate chain of command when an emergency situation occurs that may require state operating space to be closed or declared inaccessible. In the event of an isolated emergency condition in leased state operating space, the administrator or designee shall first contact building maintenance to confirm the condition. In all cases, the administrator or designee shall provide the EPT member with the information identified in Attachment A in addition to any other information that may assist in making a well-informed decision. If the EPT member believes that the state operating space may need to be closed or declared inaccessible, they shall ensure that all information received regarding the condition is provided to the appropriate Department Building Closure Representative. Only the Building Closure Representative shall contact DTMB for authorization.
- I. Affected staff shall be notified whenever DTMB authorizes the Department to close state operating space or declare it inaccessible through various ways, such as directly from the employee's supervisor, email, or public broadcasting. The appropriate Department Building Closure Representative shall confirm with DTMB as to which department will notify the media. If the Department is responsible for media notification, the Department Building Closure Representative shall ensure notification of appropriate local television and radio stations. The FOA and CFA Deputy Director and, for Central Office, the CFA ADD of Operations may require additional means by which to notify staff of DTMB's decision. Procedures shall identify the staff person responsible for disseminating the information, the television and radio stations to be contacted to broadcast this information, and any other notice requirements to affected staff.
- J. If a non-state owned or leased building in which Department employees work, such as a county or court building, is closed or declared inaccessible by the owner or lessee of the building, the on-site supervisor shall contact the appropriate Deputy Director through the chain of command. DTMB shall be contacted and staff shall be notified as set forth in Paragraphs H and I.
- K. If a building is closed or declared inaccessible, employees working in the affected area may be required to work at another site. If a correctional facility is declared inaccessible, an on-duty employee in a position that has been determined by the Warden or designee to be essential to the operation of the facility shall be required to remain on duty until relieved of their assignment.

#### ADMINISTRATIVE LEAVE

- L. Administrative leave shall be granted to employees affected by closure or determination of inaccessibility of a building only as authorized by Civil Service Commission rules and regulations. Administrative leave shall not be granted to employees who are on any kind of previously approved leave or who are receiving worker's compensation, or for employees not scheduled to work, during the affected dates and time.

#### PROCEDURES

- M. If necessary, to implement requirements set forth in this policy directive, Wardens and the FOA Deputy Director shall ensure that procedures are developed or updated.

#### ATTACHMENTS

- N. This policy includes the following attachments:

Attachment A - Required Information for DTMB.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 06/07/2021	NUMBER 02.02.120	PAGE 3 OF 3
-----------------------------------	------------------------------	---------------------	-------------

AUDIT ELEMENTS

- O. There are no audit elements for this policy.

APPROVED: HEW 04/26/2021

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 06/07/2021	NUMBER 02.02.120A	PAGE 1 OF 1
--------------------------------	------------------------------	----------------------	-------------

## ATTACHMENT A

### REQUIRED INFORMATION FOR DTMB

The following information shall be provided to DTMB to assist in determining whether to close or declare inaccessible state operating space:

1. Name of on-site supervisor.
2. The address of the building and whether it is state-owned or leased; if leased, building owner's or manager's name and telephone number.
3. A complete description of present conditions and how it was verified (e.g., by visual inspection, property owner, police, utility company).
4. Whether there is any building damage or safety concern.
5. Number of employees affected and whether reassignment to an alternate location is possible.
6. Expected changes in condition over the next few hours.
7. Recommendations from the following, as applicable:
  - a. Fire department
  - b. Local law enforcement agency
  - c. Local community health agency
  - d. National Weather Service
  - e. Mechanical or electrical expert