Traverse City State Office Building
Emergency Preparedness Guide

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Evacuation Procedures / Emergency Monitors

QUICK STEPS

- DTMB personnel and Emergency Monitors will provide directions and assistance in moving to a safe location.
- All building occupants are to evacuate immediately upon receiving notification. **Do Not Use Elevators.**
- All occupants entering the shelter area are requested to remain in the shelter area until the "ALL CLEAR" notification is issued.
- If evacuating outdoors, all occupants must evacuate at least 100 feet away from the building.
- DTMB personnel will provide the "All CLEAR" notification based on direction from emergency first responders.

EMERGENCY NOTIFICATION SYSTEMS: Fire: Alarms, Strobes, Audible Messages
Severe Weather / Tornado: Civil Defense Sirens, Building Public Address Announcement, Audible Messages

OVERVIEW: Emergency Monitors are employee volunteers located strategically within DTMB facilities and on record with the DTMB Facility Supervisor. Monitors will assist with the orderly evacuation of a building during an emergency. Evacuation routes, assembly areas, and shelter locations have been identified and the areas posted.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Follow the directions of Emergency Monitors, remain calm, and proceed to a designated assembly area in a safe and orderly fashion.
- Be familiar with evacuation routes and location of shelter areas for the building.
- Minimize personal calls that might overburden emergency communication systems.

EMERGENCY MONITOR RESPONSIBILITIES*:*

- Notify employees and visitors in your area of responsibility of an emergency and the need to take action.
- Assist with the movement of area employees and visitors to designated safe locations.
- Be aware of the persons with disabilities within your assigned area and report information to DTMB personnel.
- Notify Head Monitor when an area is cleared, or assistance is needed in relocating individuals.

HEAD MONITOR RESPONSIBILITIES:

- Notify employees and visitors of an emergency situation and the need to take action.
- Inform DTMB personnel on status of the evacuation or sheltering of persons with disabilities, along with their location.
- Act as a communications link between DTMB personnel, employees, and visitors.

DTMB RESPONSIBILITIES:

- Assist first responders in accessing affected locations.
- Assist with relocating building employees and visitors as needed.
- Monitor the situation and communicate incident information to the Head Monitors.
- Encourage employees and visitors to stay in the shelter area and stop people from entering an evacuated building.

Severe Weather / Tornado

QUICK STEPS

Tornado Watch (Weather conditions are considered favorable for the development of a Tornado.)

- *If Inside:* Be ready to move to the designated shelter area. Stay alert and able to receive further notifications.
- *If Outside:* Be alert to changing weather conditions. Take shelter and wait until the immediate storm has passed before resuming your outdoor activities.

Tornado Warning (A Tornado or funnel cloud has been sighted or detected by radar in the area.)

- *If Inside:* Proceed immediately to the designated shelter area.
- *If Outside:* Enter a nearby building, move to an inner room in the basement or on the lowest floor. If there is no nearby building, move to a low-lying area and cover your head to protect yourself from flying debris.

NOTIFICATION: Warning sirens will activate outside when a tornado warning has been issued. Severe weather message will activate inside of the building. If the siren or message is activated, seek shelter immediately.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Know the location and route to the shelter area before an incident occurs.
- Follow the directions of Emergency Monitors; they may request assistance with persons with disabilities, new employees, or visitors to ensure that in the event of a Tornado Warning all building occupants have received notification and are relocating to a safe area.

DTMB RESPONSIBILITIES:

- DTMB personnel will verify that during a Tornado Warning all building occupants have moved to the shelter area. DTMB personnel and Emergency Monitors will encourage those in the shelter area to remain there until an “ALL CLEAR” notice is issued.
- DTMB personnel and Emergency Monitors will assist persons with disabilities as necessary in their relocation to a safe shelter area.
- DTMB personnel and Emergency Monitors will communicate information to everyone in the shelter area as conditions change.
- DTMB personnel will monitor the incident and, if warranted, summon assistance.

Medical Emergencies

QUICK STEPS

- Stay Calm.
- Call 9-1-1 and explain the type of emergency, the location, and condition of the victim. Let the operator know of any safety hazards – chemical spill, fire fumes, etc.
  - ***Be sure to tell the operator if the person is unconscious, not breathing, is bleeding profusely, or has chest pain.***
- Do not hang up unless told to do so by the operator.
- Do not move the victim unless there is danger of further injury if they are not moved.
- Do not give the victim anything to eat or drink.

NOTIFICATION: Notify 9-1-1 of a medical emergency.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Attempt to comfort and stabilize injured parties until medical personnel arrive.
- Provide CPR or other first aid as appropriate according to your level of training.
- Emergency Monitors are to isolate the area around the victim.

DTMB RESPONSIBILITIES:

- DTMB personnel will meet and escort emergency personnel to the scene.

Human Bodily Fluids

QUICK STEPS

- Avoid direct contact with bodily fluids. If exposed, wash immediately, and contact 9-1-1.
- If you come in contact with human bodily fluids, seek medical attention immediately; prompt treatment can reduce the risk of infectious disease.
- DO NOT attempt to clean up bodily fluids unless trained and equipped.

NOTIFICATION: Notify 9-1-1 to report the hazard. If the hazard involves an injured person, refer to Medical Emergencies page.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Immediately wash with soap and water any areas that come in contact with bodily fluids.
- Seek prompt medical follow-up treatment in order to reduce the risk of serious infection.

DTMB RESPONSIBILITIES:

- DTMB personnel will coordinate and direct the cleanup.

HUMAN BODILY FLUIDS

Home

Workplace Violence

QUICK STEPS

- Remain calm and non-confrontational.
- Contact 9-1-1 and report incident.
- Notify supervisors and co-workers of a potential threat.
- In the event of a declared facility lockdown, lock all doors and windows, close shades, stay away from windows, stay quiet, and deny access to unauthorized individuals.

Violence in the Workplace*: Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site.*

NOTIFICATION: Contact 9-1-1 if one's personal well-being or the well-being of others is threatened.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Have a basic awareness of the warning signs that point to potential violence (see below) and seek early intervention before there is any further escalation of violence.
- Promptly report to supervisor and/or 9-1-1 any threat or act of violence.

DTMB RESPONSIBILITIES:

- DTMB personnel will summon emergency personnel as necessary.
- DTMB may call for a "LOCKDOWN" based on the level of threat.

FOR ADDITIONAL INFORMATION ON WORKPLACE VIOLENCE GO TO: WWW.OSHA.GOV

WORKPLACE VIOLENCE

Home

Civil Disturbance

QUICK STEPS

- Notify 9-1-1 in the event that building employees and visitors feel threatened.
- DO NOT interfere or agitate participants in a public protest.
- Stay within work areas, stay away from windows, close window shades and doors.

NOTIFICATION: Contact 9-1-1 if access to facilities is obstructed, work operations are disrupted, entry is gained into unauthorized areas, individuals are feeling threatened, or State property is damaged.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Promptly report to 9-1-1 any observed unauthorized, threatening, or damaging activities by protest participants.
- Follow instructions provided by DTMB personnel.

DTMB RESPONSIBILITIES:

- DTMB personnel will monitor conditions and provide information as necessary.
- DTMB will provide instructions to building employees and visitors and summon emergency personnel as necessary.

CIVIL DISTURBANCE

Home

Bomb Threat / Explosion

QUICK STEPS

- ***Bomb Threat:*** Try to keep caller on the line and try to identify the location and nature of the explosive device.
- ***Explosion:*** Evacuate the building at the direction of emergency responders; be prepared for fire or other hazards, and move to the designated assembly area when directed.
- DO NOT USE CELL PHONES, RADIOS, OR OTHER ELECTRONIC DEVICES; signals may detonate an explosive device.
- If directed to evacuate, take purses and personal packages with you to lessen confusion during the bomb search.
- If you observe a suspicious object or package, DO NOT HANDLE OR TOUCH.

NOTIFICATION: Notify 9-1-1 if a suspicious package is observed, or a bomb threat is received.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Contact 9-1-1 immediately upon observing suspicious activity or learning of a potential threat that might suggest an imminent hazard from an explosive device.
- Upon receipt of a phone threat, document the call and report the incident immediately to 9-1-1.
- Upon receiving notice to evacuate the building, follow instructions and immediately proceed to an open assembly area away from locations where a device may be concealed. Refer to Evacuation Procedures.

DTMB RESPONSIBILITIES:

- At the direction of first responders, DTMB will coordinate a preliminary search if a bomb threat is determined to be credible, coordinate an evacuation if warranted, and summon emergency personnel.
- DTMB will monitor conditions until an "All CLEAR" notice is issued.

BOMB THREAT CHECKLIST: Complete all items possible during and immediately following the call. Notify 9-1-1.

Time Call Received: _____
Time Call Terminated: _____
Caller's Name (if known):

Caller's Address/Location (if known):
_____
_____

Caller's Sex: __ Male __ Female
Caller's Age: __ Adult __ Child

Voice Characteristics:

Tone	**Speech**	**Language**
__ Loud	__ Fast	__ Excellent
__ Soft	__ Slow	__ Good
__ High Pitch	__ Distorted	__ Fair
__ Low Pitch	__ Cursing	__ Raspy
__ Stutter	__ Slurred	__ Nasal
		__ Lisp
		__ Disguised
		__ Foreign
		__ Slang

Questions to Ask:
When will it explode? _____

Where is the bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you place the bomb? _____

Background Noise:
__ Music __ Traffic __ Voices
__ Machines __ Quiet __ Children
__ Typing __ Cellular Phone
__ Other _____

Person Receiving Call: _____
Office Location/Phone: _____
Date: _____

Fire

QUICK STEPS

- Activate fire alarm pull station at first sign of fire or smoke, evacuate the facility, close doors as you leave, and remain in the designated assembly area until “ALL CLEAR” notice is issued.
- Fire extinguishers are to be used by trained personnel and for relatively small fires only. Extinguished fires are to be reported to the Facility Manager.
- DO NOT USE THE ELEVATORS and avoid smoke-filled stairwells.

NOTIFICATION: After a pull station is activated, from a safe location, building occupants are to contact 9-1-1 to report a fire.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Be familiar with location of fire alarm pull stations, extinguishers, evacuation routes and assembly areas.
- Move to designated assembly areas that are at least one hundred feet from the building.
- Evacuate the building in a calm and orderly fashion to designated assembly areas and remain in that area until the “ALL CLEAR” notice is issued.

DTMB RESPONSIBILITIES:

- DTMB personnel will verify that the building has been evacuated and notify emergency personnel regarding the location and condition of persons with disabilities.
- DTMB personnel will assist emergency responders as necessary.

FIRE SAFETY TIPS:

- If smoke begins to enter the room, close door and seal with wet towels or clothing.
- If area fills with smoke, drop to the floor and crawl to a safe area.
- Feel the door before exiting a room, if hot, attempt to find an alternate exit route.
- Do not open windows except to notify responders of your presence or to get fresh air in the presence of excessive smoke.

Suspicious Powder

QUICK STEPS

- DO NOT TOUCH the powder, packaging, or container.
- Report the incident to 9-1-1. Include a description of the powder and any associated container.
- If contact was made with the substance, immediately wash exposed area with soap and water.
- Isolate the area of the suspicious powder and remove yourself from the immediate vicinity until help arrives.
- Close any windows, doors, or vents that might disperse the powder by air.

NOTIFICATION: Notify 9-1-1 of any suspicious substance. Provide a description and location of the incident.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Be sure to immediately notify DTMB personnel if you were potentially exposed. You will need to provide your name and contact information.
- Remain alert and stay in contact with your Emergency Monitor or supervisor until the matter is resolved.
- Maintain a list of individuals who may have been exposed.

DTMB RESPONSIBILITIES:

- Until the substance has been identified, immediate isolation of the area is warranted. Emergency personnel will assess the situation before issuing a broader evacuation notice.
- DTMB will shut down the air handling system in the building and will monitor the incident.

UNKNOWING EXPOSURE, NEED TO MONITOR SYMPTOMS:

Physical symptoms from exposure to a bacterial agent or toxin do not typically appear until days after an exposure event. As a precaution, any individual exhibiting physical symptoms (e.g., rash, difficulty breathing, flu-like symptoms) following possible exposure to a suspicious powder should consult with their physician and provide them with the appropriate information.

FBI – DHS – HHS/CDC GUIDANCE:

1. **Letter/container with unknown powder-like substance accompanied by a threatening communication:**
   - Assume substance was intentionally introduced.
   - DTMB will coordinate response with FBI, HAZMAT team, and Public Health department.
   - Do not attempt to remove or repackage an unknown powder.
   - Notify DTMB personnel of any illness or injury possibly related to an exposure.
2. **Letter/container with a threat but no visible powder or substances present:**
   - Assume possible trace amounts of a hazardous power or substance may be present within the container.
   - Follow instructions as in item #1 above.
3. **Letter/container with unknown powder, no articulated threat, and no illness:**
   - If source of substance is deemed reasonable and warranted, no further action is needed, otherwise refer to item #1 above.
4. **Letter/container with no visible powder, no threat, but recipients are ill:**
   - Follow instructions given by public health and medical personnel; initial response similar to #1 above.
5. **Letter/container arrives with no powder, no threat, the recipient is not ill, but the recipient is concerned about the package:**
   - If other threat indicators (excess postage, misspellings, or unusual colors and odors are present), notify DTMB personnel. If package is viewed as suspicious, follow response instructions listed in item #1 above.

UNITED STATES POSTAL SERVICE GUIDANCE:

1. **Handle with care. Do not shake or bump the package.**
2. **Isolate it immediately.**
3. **Do not open, smell, touch, or taste the package.**
4. **Treat the package as suspect. Notify 9-1-1.**

Suspicious Package

QUICK STEPS

- DO NOT TOUCH OR REMOVE the package from its point of discovery.
- Report the location and description of the package to 9-1-1.
- DO NOT USE CELL PHONES OR PORTABLE RADIOS as explosive devices may be triggered by an emitted signal.
- DO NOT USE ELEVATORS to evacuate unless directed by DTMB personnel.
- Take purses and personal packages with you to lessen confusion during a suspicious package search.

NOTIFICATION: Notify 9-1-1 of any suspicious package found on the premises. Provide a description and location of the package.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Inform DTMB personnel immediately upon observing suspicious activity or learning of a potential threat that might suggest an imminent hazard from a suspicious package.
- Given the possibility that the package might contain a biological or chemical agent, anyone inadvertently touching the package should wash his or her hands with soap and water immediately.
- Upon receiving notice to evacuate the building, follow instructions and immediately proceed to an open assembly area. Refer to Evacuation Procedures.
- Maintain a record of the names and local contact information for those having come in direct contact with the package.

DTMB RESPONSIBILITIES:

- DTMB personnel are to ensure the immediate area is evacuated and prevent others from entering the area.
- DTMB will shut down the air handling system for the building and summon appropriate emergency personnel.

CHARACTERISTICS OF A SUSPICIOUS PACKAGE:

- Unusual Wording or Symbols
- Protruding Wires or Aluminum Foil
- Excessive Tape or Wrapping
- Location in High-risk or Accessible Area
- Oily Stains or Color Residues
- Observed Strangers in Area or Received Threats
- Mechanized Sounds

FBI – DHS – HHS/CDC GUIDANCE:

1. **Letter/container with unknown powder-like substance accompanied by a threatening communication:**
   - Assume the substance was intentionally introduced.
   - DTMB will coordinate response with FBI, HAZMAT team, and Public Health department.
   - Do not remove or repackage an unknown powder.
   - Notify DTMB personnel of any illness or injury possibly related to an exposure.
2. **Letter/container with a threat but no visible powder or substances present:**
   - Assume possible trace amounts of a hazardous power or substance may be present within the container.
   - Follow instructions as in #1 above.
3. **Letter/container with unknown powder, no articulated threat, and no illness:**
   - If source of the substance is deemed reasonable and warranted, no further action is needed, otherwise follow instructions listed in item #1 above.
4. **Letter/container with no visible powder, no threat, but recipients are ill:**
   - Follow instructions given by public health and medical personnel; initial response similar to item #1 above.
5. **Letter/container arrives with no powder, no threat, the recipient is not ill, but the recipient is concerned about the package:**
   - If other threat indicators (excess postage, misspellings, or unusual colors and odors are present), notify DTMB personnel. If package is viewed as suspicious, follow response instructions listed in item #1 above.

UNITED STATES POSTAL SERVICE GUIDANCE

1. **Handle with care. Do not shake or bump the package.**
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4. **Treat the package as suspect. Notify 9-1-1.**

Armed Entry / Lockdown

QUICK STEPS

- ***Armed Entry or Threatened Injury:*** DO NOT confront or attempt to disarm the individual; remain calm, stay alert, and do as asked.
- ***Declared Facility Lockdown****:* Lock all doors and windows, close shades, stay away from windows, keep quiet, and deny access to unauthorized individuals.
- ***Discovery of a Weapon:*** DO NOT touch the weapon; isolate area and contact 9-1-1.

NOTIFICATION: Notify 9-1-1 of an attempted entry by armed individuals, a threat of personal injury, or the discovery of a weapon on State property.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Avoid agitating threatening individuals, stay alert, and attempt to comply with demands.
- Stay in "LOCKDOWN" until an "ALL CLEAR" notice is issued by DTMB personnel.
- When contacting 9-1-1, provide your name, location of incident, type of situation, number of individuals involved, and any injuries sustained.
- DTMB may ask Emergency Monitors to provide assistance in a lockdown situation.

DTMB RESPONSIBILITIES:

- DTMB personnel will determine the need for "LOCKDOWN" and initiate lockdown procedures.
- DTMB personnel provide information as appropriate.

Drills and Exercises

QUICK STEPS

- All building employees and visitors are to participate in drills and exercises.

NOTIFICATION: Drills and exercises may be announced or unannounced.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- All building employees and visitors are to participate in drills and exercises.
- Participate in each exercise as if it were a real event.
- Building employees who do not participate in emergency drills and exercises will be reported to their Human Resources Office.
- Work with Emergency Monitors and DTMB personnel to continuously improve emergency response performance.
- Provide feedback to Emergency Monitors on facility evacuation.

DTMB RESPONSIBILITIES:

- DTMB personnel will schedule and perform the drills and exercises.
- DTMB will debrief with Emergency Monitors following an exercise, making recommendations leading to improved performance in DTMB facilities.

Chemical Attack, Release, or Spill

QUICK STEPS

If release is outdoors and you are outdoors:

- Stay upwind of release, leave area and proceed to closest building. Attempt to minimize exposure to contaminated air by covering nose and mouth with layers of fabric that can filter the air, but still allow breathing.

If release is outdoors and you are indoors:

- Stay indoors, close windows, and doors to minimize exposure.

If the release occurs in the building you are presently in:

- Move away from release. Leave building if instructed by DTMB personnel and follow recommended routes to avoid area of high contaminant concentration.

NOTIFICATION: Contact 9-1-1 if you observe a possible chemical release.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Follow instructions provided by DTMB personnel and the Emergency Monitors regarding evacuation, sheltering, medical evaluation, or any decontamination procedures.
- Minimize cell phone activity so as not to overtax emergency communications.
- If exposed to contaminates, follow instructions provided by emergency personnel.

DTMB RESPONSIBILITIES:

- DTMB will turn off all air handling equipment to minimize chemical spread, where appropriate.
- DTMB personnel will communicate information and directions to Emergency Monitors and appropriate agency personnel.
- DTMB personnel will monitor conditions and summon support until an “ALL CLEAR” status is attained.

Biological Attack or Release

QUICK STEPS

If release is outdoors and you are outdoors:

- Stay upwind of release, leave area and proceed to closest building. Attempt to minimize exposure to contaminated air by covering nose and mouth with layers of fabric that can filter the air, but still allow breathing.

If release is outdoors and you are indoors:

- Stay indoors, close windows, and doors to minimize exposure.

If the release occurs in the building you are presently in:

- Move away from release. Leave building if instructed by DTMB personnel and follow recommended routes to avoid area of high contaminant concentration.

NOTIFICATION: Contact 9-1-1 if you observe a possible biological release.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Attempt to minimize exposure to contaminated air.
- Employees and visitors should not leave area until cleared by emergency/medical personnel.
- Follow instructions provided by DTMB personnel and the Emergency Monitors regarding evacuation, sheltering, medical evaluation, or any decontamination procedures.
- With some contagious agents (e.g., smallpox) it may be necessary to be vaccinated immediately.

DTMB RESPONSIBILITIES:

- DTMB will turn off all air handling equipment to minimize the spread of the biological agent, where appropriate.
- DTMB and emergency personnel will advise and coordinate any necessary vaccinations needed.
- DTMB personnel will communicate information and directions to employees and visitors.
- DTMB personnel will monitor the incident and summon emergency personnel as necessary until an "ALL CLEAR" status is issued.

Radiological Attack or Release

QUICK STEPS

If release is outdoors and you are outdoors:

- Stay upwind of release, leave area and proceed to closest building. Attempt to minimize exposure to contaminated air by covering nose and mouth with layers of fabric that can filter the air, but still allow breathing.

If release is outdoors and you are indoors:

- Stay indoors, close windows, and doors to minimize exposure.

If the release occurs in the building you are presently in:

- Move away from release. Leave building if instructed by DTMB personnel and follow recommended routes to avoid area of high contaminant concentration.

NOTIFICATION: Contact 9-1-1 if you observe a possible chemical release, or if building occupants become ill.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- If release is outdoors, immediately assemble in the shelter area. It is impossible to immediately determine if an attack or release contained radioactive materials. Therefore, one should assume the possibility that radioactive materials were involved and avoid the inhalation of dusts.
- DTMB personnel will provide further information and instructions regarding sheltering and any decontamination procedures.
- Minimize cell phone activity so as not to overtax emergency communications.

DTMB RESPONSIBILITIES:

- DTMB will turn off all air handling equipment to minimize the spread of radioactive dust, where appropriate.
- DTMB personnel will communicate information and directions to employees and visitors.
- DTMB personnel will monitor the incident and summon necessary support needed until an “ALL CLEAR” status is attained.

“DIRTY” BOMB:

A radiological attack is likely to entail a “dirty bomb” where conventional explosives are used to distribute radioactive materials to the atmosphere. Following the initial blast, the greatest risk involves the exposure to radioactive dust that might be inhaled or deposited on the skin. This exposure would result in an increased cancer risk. If caught outside when the blast occurs, removal of outer clothing and showering can reduce dermal exposure by 90%. Once inside the shelter area, building walls may block much of the harmful radiation resulting from dusts settling in the area.

Persons with Disabilities

QUICK STEPS

- Persons with disabilities should voluntarily ensure Emergency Monitors are aware of any special assistance needs.
- Persons with disabilities are to select a “Buddy” and an alternate to provide assistance during an emergency.
- “Buddies” and persons with disabilities must maintain daily contact with one another and be aware of any absences.

NOTIFICATION: During an emergency, “Buddies” are to seek out persons with disabilities and provide assistance as needed.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Persons with disabilities must ensure that there is a “Buddy” and a backup “Buddy” to help them in an emergency.
- Persons with disabilities and all “Buddies” are to familiarize themselves with emergency procedures for the building.
- Persons with disabilities should discuss emergency evacuation plans with their “Buddies” and Emergency Monitors assigned to their area.

DTMB RESPONSIBILITIES:

- Ensure that emergency personnel are aware of individuals needing assistance during an evacuation and provide their location to emergency responders.
- Maintain a list of persons with disabilities within the building.
- Ensure that all aisles and doorways leading to evacuation routes and exits are clear and negotiable at all times.

Utility Failure

QUICK STEPS

- Notify your supervisor whenever a loss of power, heat, water, communication, or computer services creates an unsafe or unproductive worksite.
- Alert supervisor to any actions or measures that might be taken to mitigate any negative consequences of a utility loss (Example: backup of data).
- Notify DTMB personnel in the event of a major utility failure, or if there is potential danger to building occupants.

NOTIFICATION: Notify DTMB personnel of lost services when loss might significantly impact normal work operations.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- Remain at your workstation unless directed otherwise by supervisor.
- Follow instructions provided by your supervisor and/or DTMB personnel.
- During a power outage, turn off computers and electrical equipment that might be damaged by a surge once power is restored.
- DO NOT USE THE ELEVATORS in any emergency. During a power outage, elevators may not operate.

DTMB RESPONSIBILITIES:

- DTMB will determine the extent of service loss and contact appropriate personnel.
- DTMB will provide an estimated time for resumption of service.
- If warranted, DTMB will assist with finding alternative temporary work locations as part of the State's Continuity of Operations Plan.
- DTMB personnel will communicate incident information to designated department representatives.

Security Practices

QUICK STEPS

- All employees and visitors are to remain vigilant and conduct their activities so as not to compromise the security practices implemented to ensure the safety of all.
- Promptly report all violations to DTMB personnel.

NOTIFICATION: Report any security issues to DTMB personnel.

BUILDING EMPLOYEE / VISITOR RESPONSIBILITIES:

- **Secure Doors:** All outside perimeter doors are to remain closed. DO NOT prop doors open.
- **Facility Access Key Cards and Employee Identification Cards:**
  - DO NOT loan cards to other persons for any reason.
  - Display cards prominently while on State property at all times.
  - Challenge any unidentified visitors.
  - Report lost cards immediately to DTMB's Customer Service Center at (517) 373-6227 or by email at DTMB-CustomerService@michigan.gov.
  - DO NOT leave cards unattended.
  - When entering or leaving by a secure door, never let strangers into the building.
- **Visitor Management System:** Become familiar with visitor management practices. Ensure that all visitors have signed in and that they are escorted as appropriate.
- **Vehicle Access Controls:** DO NOT piggyback on cars entering before you; wait until gate recycles and utilize your access card to gain entrance.
- **Computer Access:** Shut down terminals when leaving the worksite unattended. DO NOT share passwords or other controls.
- **Sensitive Data:** At the end of the workday store sensitive data out of sight in a location with appropriate security. Take care not to leave sensitive data in the printer areas.
- **Mail Inspection:** Inspect all packages received by delivery services (UPS, Federal Express, etc.) to ensure that the package comes from a recognized source and displays no signs of containing a harmful agent.
- **Personal Items**: Secure and store all personal items and sensitive material.

DTMB RESPONSIBILITIES:

- DTMB will provide system administration, maintenance and monitor security equipment in DTMB facilities.

Resources

The following websites offer additional information on emergency preparedness and response.

- Michigan Prepares: www.michigan.gov/michiganprepares/
- Department of Community Health: www.michigan.gov/flu
- Department of Agriculture: www.michigan.gov/emergingdiseases
- Ready America: www.ready.gov/america
- Homeland Security: www.dhs.gov/index.shtm
- Center for Disease Control: www.cdc.gov
- American Red Cross: www.redcross.org
- Michigan Cyber Initiative: www.michigan.gov/cybersecurity