

## **0240.01 General or Isolated Emergencies**

Issued: January 15, 1996  
Revised: December 27, 2018

### **PURPOSE**

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To establish uniform procedures for dealing with emergency situations.

### **APPLICATION**

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Executive Branch Departments and Sub-units.

### **CONTACT AGENCY**

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

Telephone: 517-335-6735 DTMB CIP, OIP General Information  
517-241-0191 DTMB CIP, OIP – Central Control  
(24 hours a day, 365 days a year)

Fax: 517-241-5639

### **SUMMARY**

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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**

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None.

### **GENERAL INFORMATION**

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- DTMB has delegated authority from the Governor as the control point in 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 their designee 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.

## **PROCEDURES**

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### **Emergency Monitor Program**

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#### **DTMB-Managed Property**

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##### **DTMB**

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- Develops, implements and coordinates emergency response plans, and facility-specific emergency monitoring network programs.
- 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**

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- Directs questions and concerns regarding these procedures to the DTMB, Office of Infrastructure Protection, DTMB Health and Safety Coordinator or the facilities supervisor.
- Directs an adequate number of employees, as determined by DTMB, to function as Emergency Monitors (Head Monitors and Area Monitors).
- Directs Emergency Monitors to participate in periodic training and refresher courses arranged by DTMB.
- Assures complete employee participation in any actual evacuation or exercise.

#### **Leased Property**

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##### **DTMB**

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- Provides sample emergency plans to agencies to implement in leased facilities.
- Provides training support and assistance to agencies in the development of emergency plans and procedures, as requested.
- Assures new leases require the lessor to provide an evacuation and shelter-in-place floor plan at lease implementation.

##### **Agency**

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- 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.

- Agencies may contact the DTMB Office of Infrastructure Protection at 517-335-6735 for assistance in the development of emergency plans for state operating space.

## **Medical Emergencies**

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### **Agency**

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

## **Fire**

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### **Agency**

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

## **Facility Closure**

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### **General**

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- 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**

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- If 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 DTMB's decisions concerning closure of state operating space.

### **DTMB**

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- 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**

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### **General Information**

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- 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**

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### **DTMB**

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- Will monitor severe weather in Michigan and notify agencies in DTMB 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**

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- 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, on-site designated contact, police or fire official.

## **Civil Disturbance/Bomb Threat**

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### **DTMB**

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- Will obtain pertinent 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**

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

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