State of Michigan
Administrative Guide to State Government

0240.07 State Facility Closure

Issued: January 10, 2011
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PURPOSE

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

APPLICATION

Agency Authorized Building Closure Representatives

DTMB CIP, OIP – Central Control

DTMB Building Closure Coordinator or designee

CONTACT AGENCY

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

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

Email: DTMB-centralcontrol@michigan.gov

SUMMARY

Administrative Guide Procedure 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 (OIP), Cybersecurity and Infrastructure Protection (CIP).

APPLICABLE FORMS

DTMB-2114 Building Closure Request

REFERENCES

Administrative Guide Procedure 0240.01 General or Isolated Emergencies

DEFINITIONS

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. Additionally, Agency Directors, Agency Deputy Directors, Human Resources Directors, and Emergency Management Coordinators when the State Emergency Operations Center (SEOC) is activated are also considered Agency Authorized Building Closure Representatives.

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 Coordinator – DTMB Director or designee responsible for decision making in the event of a building emergency.

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

PROCEDURES

Building Closure Event

DTMB

- 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

Agency Authorized Building Closure Representative:

- Contacts DTMB CIP, OIP – Central Control on their non-emergency line at 517-241-0191 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 Central Control at 517-241-0191.
    - Completes DTMB-2114 and submits to email DTMB-centralcontrol@michigan.gov.

DTMB CIP, OIP – Central Control:

- 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.
- Obtains all information pertaining to the request.
- Requests the Agency Authorized Building Closure Representative submit form DTMB-2114 Building Closure Request to email DTMB-centralcontrol@michigan.gov.
- Forwards completed DTMB-2114 form to DTMB Building Closure Coordinator or designee.
- Contacts DTMB Building Closure Coordinator or designee.
- Makes necessary notifications as directed by the DTMB Building Closure Coordinator or designee.

Building Closure Event Response

DTMB Building Closure Coordinator (or designee)

- Receives a call from DTMB CIP, OIP – Central Control.
- Obtains all information pertaining to the request.
- Determines the course of action to take based on available information.
- Consults with DTMB Executive staff, if necessary.
- Informs Agency Authorized Building Closure Representative after determining the course of action.
- Coordinates mass notification to employees, as needed, via current platform utilized by DTMB.
- Notifies the DTMB Public Information Officer (PIO) to initiate any additional communication as needed.
- Signs and files the completed DTMB-2114 and distributes copies to:
    - DTMB Building Closure Coordinator or designees.
    - 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).

    - State Personnel Director of the Civil Service Commission.
    - DTMB PIO.

- Records all information in the Building Closure Database.

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