

# A GUIDE FOR STATE EMPLOYEES ON Recommended Emergency Action Steps at State Office Buildings

## STATE OFFICE BUILDINGS

Note: Each state building is unique in security and safety protocols due to the nature of operations, location and other factors specific to that facility. As a result, some of the action steps described below may already exist as baseline measures at other level indicators.

<b>LEVEL</b>	<b>RECOMMENDED EMERGENCY ACTION STEPS</b>
<p style="font-size: 24pt; font-weight: bold; margin: 0;"><b>SEVERE</b></p> <p style="font-size: 10pt; margin: 5px 0 0 0;">Definition: a terrorist attack has occurred or credible or corroborated intelligence indicates that one is imminent. Normally, this threat condition is declared for a specific location or critical facility.</p>	<ul style="list-style-type: none"> <li>Employees should expect to be informed of contingencies on security and safety based on the particular nature and circumstances involving their building.</li> <li>Employees may experience limitations or discontinuance of building services, i.e. cafeteria, children daycare facilities, routine deliveries.</li> <li>Any building closure or evacuation will be based on a specific threat to that facility.</li> </ul>
<p style="font-size: 24pt; font-weight: bold; margin: 0;"><b>HIGH</b></p> <p style="font-size: 10pt; margin: 5px 0 0 0;">Definition: Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.</p>	<ul style="list-style-type: none"> <li>Access to buildings may be channeled through a centralized point of entry.</li> <li>Visitors, vendors and deliveries may experience increased scrutiny or restrictions for building access.</li> <li>Employees should allow sufficient time for possible delays in building access.</li> <li>Employees may expect to receive additional information on parking restrictions.</li> <li>Employees may expect to see a greater increase of uniformed security.</li> <li>Employees and visitors should expect to have their belongings inspected prior to entry.</li> </ul>
<p style="font-size: 24pt; font-weight: bold; margin: 0;"><b>ELEVATED</b></p> <p style="font-size: 10pt; margin: 5px 0 0 0;">Definition: Elevated risk of terrorist attack but a specific region of the United States or target has not been identified.</p>	<ul style="list-style-type: none"> <li>Employees should expect to see an increase in uniformed security present at building entrances.</li> <li>Visitors should expect to have their belongings, i.e. brief cases, containers, purses, etc., inspected prior to entry.</li> <li>Floor wardens and lead employees shall increase their preparation in emergency planning.</li> <li>Employees may experience parking restrictions near state office buildings.</li> </ul>
<p style="font-size: 24pt; font-weight: bold; margin: 0;"><b>GUARDED</b></p> <p style="font-size: 10pt; margin: 5px 0 0 0;">Definition: General risk with no credible threats to specific targets.</p>	<ul style="list-style-type: none"> <li>Employees should expect to participate in drills or training exercises to ensure compliance with safety and security procedures.</li> <li>Employees shall review emergency evacuation plans and ensure contact lists are current.</li> <li>Visitors and vendors should expect to have their identity verified and issued temporary ID badges for building access.</li> <li>Employees will be apprised of special mail handling and package delivery procedures.</li> </ul>
<p style="font-size: 24pt; font-weight: bold; margin: 0;"><b>LOW</b></p> <p style="font-size: 10pt; margin: 5px 0 0 0;">Definition: Low risk of terrorism. Routine security is implemented to preclude routine criminal threats.</p>	<ul style="list-style-type: none"> <li>Employees should be aware of their surroundings and report usual occurrences to their supervisors or building security.</li> <li>Employees will be required to periodically review safety and security procedures for the workplace.</li> <li>Employees will receive workplace safety and security training.</li> <li>Employees may be issued identification badges for building access.</li> <li>Key employees may be selected and trained to participate as “floor wardens” or serve as lead personnel to guide and instruct workers in the event of an emergency.</li> </ul>