

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 10/31/11	NUMBER 02.02.120
	SUBJECT DEPARTMENT BUILDINGS - CLOSURE/INACCESSIBILITY	
SUPERSEDES 02.02.120 (04/04/11)		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)
ACA STANDARDS NONE		AGE 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.

RELATED POLICIES:

- 02.02.101 Administrative Leave
- 04.03.110 Disaster Management

POLICY:

DEFINITIONS

- A. Emergency Condition - A condition which potentially affects the health, safety, or welfare of Department employees. This includes physical plant failures which 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 the Department of Technology, Management and Budget (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 which 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 and Residential Reentry Program facilities, the FOA Deputy Director and designees identified in writing by the FOA Deputy Director.
 3. For Central Office, the Administrator of the Operations Division, CFA, and designees identified in writing by the Operations Division Administrator. Only staff who have assigned responsibilities involving emergency management shall be designated.

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- E. The Operations Division Administrator 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, including Residential Reentry Program facilities, shall be closed or evacuated only in accordance with PD 04.03.110 "Disaster Management" and the Disaster Management Manual.
- 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 his/her 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, s/he 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. At a minimum, affected staff are to be notified via public broadcasting through the media whenever DTMB authorizes the Department to close state operating space or declare it inaccessible. 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 Operations Division Administrator 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 appropriate chain of command. DTMB shall be contacted and staff notified as set forth in Paragraphs H and I.
- K. If a building is partially closed or declared partially inaccessible, or is closed or declared inaccessible for an extended period of time, employees working in the affected area may be required to work at another site within the general work location. If a correctional facility or a Residential Reentry Treatment Program facility is declared inaccessible, an on-duty employee in a position that has been determined by the facility head to be essential to the operation of the facility shall be required to remain on duty until relieved of his/her 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.

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PROCEDURES

- M. Wardens and the FOA Deputy Director, and, for Central Office, the Operations Division Administrator shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed.

ATTACHMENTS

- N. This policy includes the following attachment:
1. Required Information for DTMB.

AUDIT ELEMENTS

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

APPROVED: DHH 10/19/11

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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