

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.

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