

IMPORTANT INFORMATION FOR COMPANY COORDINATORS

Dear CEAS Coordinator,

Below is some useful information for CEAS Coordinators to keep in mind during an activation of the CEAS program. This information will be a helpful reminder to program users regarding the intended functioning of the CEAS program when activated. Please read carefully and share with your employees as necessary.

- **Please verify the validity of your emergency contact information in the CEAS on-line system.**
Inaccurate or outdated information may result in your not receiving vital information from BNet.
- BNet will provide direct notifications to CEAS Coordinators and Emergency Contacts if the program is activated by the municipality.
- CEAS is intended to expedite your access and/or facilitate travel in response to an emergency event. **If restrictions are in effect, your local municipality MUST first activate CEAS before cardholders are authorized to travel or enter a restricted area.**
- **If activated by your municipality, BNet does NOT notify individual cardholders.** It is your responsibility as Coordinator to notify the appropriate personnel within your organization.
- It is a good practice to advise CEAS cardholders to have their cards in their possession at all times.
- Make certain that CEAS has been activated by government authority before advising employees to attempt access to a restricted area.
- Coordinators should advise cardholders **NOT** to self-deploy, but await instructions unless their immediate response has been pre-planned.
- Reminder: If CEAS is activated at Level "A", this means that vehicular restrictions are in effect, ALL CEAS cardholders (with both Level A and Level B) will be permitted to drive during restricted travel situations. **Please note any conditions provided by the municipality regarding such travel.**
- Misuse of a CEAS card, such as attempted use before the program has been activated) can result in that card being confiscated by authorities.

- If your organization uses Flex cards, make certain that the cardholder has another form of positive ID with them when attempting access (preferably Company ID that matches the company name on the card).
- Law enforcement personnel ALWAYS have the final word regarding the use of your cards. Cardholders are to obey public safety personnel regardless of the activation status of the program. Denial of access during activation of CEAS should be reported to BNet at 888-353-2638 or support@ceas.com

ADDITIONAL TIPS/LINKS:

- An employee who is prepared at home will be in a better position to assist the company during an emergency. Reinforce with your employees to make necessary plans to protect their loved ones and homes.
- Coordinators should monitor condition carefully and check for updates from their local emergency management offices.

[Baltimore, MD – Mayor’s Office of Emergency Management](#)

[Philadelphia, PA – Managing Director’s Office of Emergency Management](#)

[New York City – Office of Emergency Management](#)

[Nassau County, NY – Office of Emergency Management](#)

[Suffolk County, NY – Office of Emergency Management](#)

[Rockland Co, NY – Office of Fire & Emergency Services](#)

[Stamford, CT – Office of Emergency Management](#)

[Boston, MA – Mayor’s Office of Emergency Management](#)

[Cambridge, MA – Office of Emergency Management](#)

[Providence, RI – Office of Emergency Management](#)

[Usage Tips for CEAS Cardholders](#) – The information contained in this document may be used in your notifications to individual cardholders

[Understanding Access Levels](#) – Provides an understanding access privileges based on Card Access Level

Finally, CEAS is a voluntary program. This program is NOT intended to place users in harm’s way. A cardholder should only travel when they can do so with reasonable safety and ONLY as direct by appropriate company authority for business emergency purposes.

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Business Network of Emergency Resources