

Welcome to CEAS

This Orientation is designed for employees that have been nominated to receive Flex Cards in the Corporate Emergency Access System (CEAS). Your employer has accepted responsibility to ensure that you are adequately trained in the use and restrictions of the CEAS card. By accepting your CEAS Flex Card, you are certifying that you understand the basic concepts of this program.

Purpose of this Document

The purpose of this training is to familiarize you with the basic concepts and use of the credential that has been provided to you.

About the Corporate Emergency Access System (CEAS)

The Corporate Emergency Access System (CEAS) is a pre-registration, post disaster, access control program that allows critical business employees to travel through or gain access to restricted areas following a disaster or serious emergency through the use of a common credential (CEAS Card) recognized by law enforcement and emergency management officials. Your objective in the use of this credential is to enable your sponsoring organization to take remedial actions to facilitate business recovery or to retrieve vital records or assets. IT IS NOT intended to allow organizations to conduct business as usual.

You should have been notified by an appropriate authority within your company to use your CEAS Flex Card to travel to and/or access a company facility for the above purposes. Your “Flex Card” holder. Police officers have been trained to recognize the CEAS Card. Employees can use their cards to access company facilities in restricted areas.

Levels of Access

There are two (2) levels of access you should be concerned with. Your Access Level authorization is in the top right hand corner of your credential (either Level “B” or Level “C”). Each event will have an access level defined by local government. Your Company Coordinator will be advised of this.

- **Level B: Basic Functions / All Companies** – All CEAS credential holders may travel or access
- **Level C: Employees of “Critical Industries”** – Holders of Level “C” credentials may travel or attempt access when either Level “C” or Level “B” are announced

What You Should Have with You

- Your, company issued, CEAS Flex Card; and
- Government issued identification; or
- Company Identification that matches the “Organization” on your credential; or
- A letter describing your affiliation with the “Organization” on company letterhead.

Cardholder Responsibilities

- A POLICE OFFICER has the final authority to permit or deny access based upon changing conditions within the restricted area. **ALWAYS COMPLY WITH THE LAWFUL ORDER OF A POLICE OFFICER, REGARDLESS OF THE ACTIVATION STATUS OF THE PROGRAM.**
- Do not **self-deploy** to an emergency site before consulting with your Company Coordinator.
- Do not attempt to access a zone in which you do not have a work facility unless you are required to pass through that zone to get to your facility.
- Your Card may grant you access beyond a police barrier but **does not guarantee access to any specific building.**
- Possession of a Card does not permit any motorist to disregard or violate any vehicle and traffic laws, rules or requirements.
- Your Card does not exempt a motorist from any special or temporary restrictions imposed by traffic controls, barriers or law enforcement along the way unless expressly stated in the activation order.
- Your Card does not provide any protection or immunity from prosecution when cited for traffic or other violations of the law.
- Travel restrictions may differ from one jurisdiction to another and some jurisdictions may not honor your Card.
- Officials may rescind access privileges for cardholders at any time.
- The CEAS Flex Card is assigned to you and cannot be given to another person except by your Company Coordinator.
- Fraudulent use of your Card may subject you to arrest, Card revocation or both.
- Your Card is not intended to be used for personal travel.
- Immediately report Cards that are lost or stolen to you Company Coordinator.

Safety **FIRST!**

You are responsible for your personal safety. **SAFETY should always be your FIRST PRIORITY.**

- If an area looks dangerous for entry, ask for guidance from a police officer before proceeding.
- If there is an occurrence you think can be or is dangerous - evacuate the area and get help from a police officer or other public safety official immediately.
- Listen to warnings on the radio or television news channels and keep up to date with any changes to the warnings.
- Ensure another individual is always aware of where you are located.
- Notify Building security of your presence in a building.
- Check for status of changes in the situation via the radio, television, or through building security.
- If you hear fire alarms or announcements to evacuate an area – **leave the area immediately.**

Thank you for taking the time to review this training document. If you have any questions or concerns about your responsibilities as a CEAS Cardholder, consult your CEAS Coordinator for further assistance.