

### **Welcome to CEAS**

Your company has nominated you to receive credentials in the Corporate Emergency Access System (CEAS). This document is designed to instruct employees on the basic concepts and responsibilities as users of the CEAS Program. Your employer has accepted responsibility to ensure that you are adequately informed in the use and restrictions of the CEAS card. By accepting your CEAS Card, you are certifying that you understand the basic concepts of this program.

### **About the Corporate Emergency Access System (CEAS)**

The Corporate Emergency Access System (CEAS) is a public-private partnership in emergency management and response. Because of recent events throughout the nation, governments and corporate officials have sought a method that would permit, when possible, critical company employees to access to their work sites following a serious emergency. The purpose of such a system is to help businesses maintain or sustain core business operations during and following an emergency.

Your local police officers have been trained to recognize the CEAS card once the program has been activated in your city or community. CEAS Cardholders can display their cards to access facilities or to travel during times of restricted access. Access is permitted under conditions defined by your local government.

### **Implementing the CEAS**

#### **Levels of Access**

There are different levels of access defined for CEAS. Cardholders are granted access based on the Access Level defined on their card. Access Level for a company is determined by industry type. Therefore, your individual access level has been predetermined based on the industry of your company. There are Four (4) levels of access in the CEAS program:

- **Level X:** All Access Prohibited
- **Level C:** Employees of Critical Industries
- **Level B:** Essential Functions / All Companies
- **Level A:** All Workers / Vehicle Limitations

#### **Modifying and Ending Restrictions**

At any time, the Chief Elected Official of a municipality can change, modify or withdraw the declaration, orders and entry access level that apply to their jurisdiction. Travelers and those authorized for access must be mindful of changing conditions and should continually monitor public announcements and communications from their CEAS Coordinators.

#### **Cardholder Responsibilities**

Your company has signed a Participants Agreement in which they assume all responsibility for your actions when utilizing the Card in an emergency. As a Cardholder, you are responsible to understand and adhere to the program guidelines as described in this document and adhere to directions issued by Public Safety and Emergency Management Officials.

#### **Benefits of Participation in CEAS**

Once your municipality activates and announces CEAS, your CEAS Card will grant you access under conditions specified by local authorities that match your Card's Access Level. The police officer inspecting your credential has final authority to grant or deny access to you.

### **Limitations of Participation in CEAS**

- The CEAS card may grant you access into a perimeter but does not guarantee access to place of employment. It is your company's responsibility to arrange for that access through participation by or agreement with your building owner or manager.
- Possession of a CEAS card does not permit any motorist to disregard or violate any vehicle and traffic laws, rules or requirements.
- The CEAS card may authorize travel to and from work but 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.
- The CEAS 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 the CEAS card.
- Officials may withdraw previously announced access or Access Levels at any time, for any reason.
- Attempts to gain access to a restricted area through the fraudulent use of a CEAS card may subject the user to arrest or fine.
- The CEAS Card cannot be used for personal travel.

### **Rules Governing the Physical Card**

It is the responsibility of every cardholder to safeguard his or her CEAS Cards. You **MUST** immediately report Cards that are lost or stolen to your Company Coordinator who will report the same to BNET.

If you are transferred to a new position within your organization not requiring a CEAS card or leave employment of the organization for any reason, it is your responsibility to return the CEAS card to your Company Coordinator or Human Resources Department.

### **Safety FIRST!**

Personal safety is always the responsibility of the CEAS Cardholder and should be FIRST PRIORITY. As a CEAS Cardholder, you must adhere to instructions of the police or other public safety officials.

- 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 assistance.

**CEAS Coordinator:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_