

OFFICE CLOSURE

Refer to the Department of Environmental Protection's (DEP) Continuity of Operations Plan (COOP) which provides guidance to DEP staff on executing an organized response to any and all emergencies to ensure that the agency's mission critical functions are maintained when operations must be conducted from an alternate location.

In the event that conditions warrant the Secretary to close the DEP offices, the following checklist will be used. Advance notice, if possible, of expected closure will be announced in order to allow staff sufficient time to complete this basic checklist. Programs may have additional checklists that encompass more action items than this basic checklist. Checklists will not be done if risk to life, or injury would result from staff members staying in order to complete them.

If notice to evacuate the building is given, leave immediately.

BEFORE LEAVING THE OFFICE:

- _____ Ensure that your Administrative Assistant has your contact phone number.
- _____ Copy any work related data you may have on your C drive to a personal flash drive supplied by program areas and keep with you. Backup any electronic works in progress.
- _____ Emergency supply box for your program placed in designated vehicle.
- _____ Assist with relocation of vehicles, log books, keys and gas cards to the designated evacuation area.
- _____ Unplug computer and phone equipment, mark each component with your name and cover with plastic. Move away from the window if necessary. (If storm is expected to be a Cat. 2 or larger equipment must be moved to the designated interior office or floor).
- _____ Lower blinds on windows and close perimeter office doors.
- _____ Take any personal belongings with you.
- _____ Assist with moving and/or covering program equipment and confidential file cabinets to an interior office if needed.
- _____ Ensure that you have a current program "Emergency Numbers" card/list. DEP ID card, building entry card and any EOC ID cards.
- _____ Ensure that you have a current Emergency Management Plan/COOP available and a means to view the electronic document.
- _____ If you have an assigned cellular phone, ensure that you have the case, home and vehicle battery charger.
- _____ If you are a laptop custodian, ensure the laptop is updated with your current password and virus definitions. Updating the laptop with the current password applies to anyone who would expect to use the laptop in emergency procedures. Please take the laptop home with you.
- _____ Ensure perishable foods have been removed from Program areas.
- _____ Check with your Supervisor prior to leaving the building to ensure your location and contact information is current and that you understand the communication responsibilities of this plan.
- _____ Update voice-mail and forward phone to a remote number.
- _____ Close all office doors

BMC Safety Team Members

Note: The BMC Safety Manager must be immediately notified of ALL Emergencies occurring in or on the grounds of the BMC facility.

The Division Safety Manager should immediately be made aware of emergencies occurring on their floor of responsibility.

BMC Safety Manager:

Tom Biernacki: 245-8515 DEP cell 508-5747 Office# 267F

Alternate: Jese Stringer 245-8342 Office# 268B

BMC Facilities Manager, DMS:

Rafael Gonzalez: 488-3153 DMS cell 251-7366 Office# 184

Division of Environmental Assessment and Restoration Safety Manager:

Tom Biernacki: 245-8515 Office# 267F

Division of Environmental Assessment and Restoration – Jerry Brooks Laboratory Safety Manager:

Nhon Vo: 245-8137 Office# LAB-A 416 E

Division of Water Resource Management Safety Manager:

Peter Goren: 245-8573 Office# 560E

Division of Waste Management Safety Manager:

Chris Williams: 245-8758 Office# 351G

Division of Air Management Safety Manager:

Lynn Searce: 245-9525 Office# 196

Office of Technology and Information Systems Safety Manager:

Hannah Moore: 245-8237 Office# 438G