

CORPORATE EMERGENCY ACCESS SYSTEM (CEAS)

Section 1: Purpose

CEAS is designed to reduce the potential impact of economic injury to a municipality following a serious or catastrophic event by providing quick access to affected work-sites by critical organization employees after an area has been designated as safe. Rapid facilitation of business recovery activities in an impacted area will allow organizations to assess damage, maintain core IT systems, meet regulatory obligations, and secure or remove critical records and data.

Department personnel will assist the Mayor's Office of Emergency Preparedness (MOEP) to ensure that the objectives of this program are met.

Section 2: Process

Department personnel shall use the following guidelines for determining authorized access to restricted areas during a critical incident.

- A. Access is accomplished by providing a credential, recognized by law enforcement, to essential employees and critical service providers selected by the employer. (Please see attached example)
- B. Credentials are issued pre-event to participating individuals in order to streamline access, eliminate confusion, and give authorities increased control after a disaster event.
- C. Credentials only become valid when public safety officials activate the program, usually following an incident or where control of a specific area is required.
- D. Law enforcement officials control access into restricted areas once immediate safety concerns have been mitigated, and may expand or restrict access at anytime.
- E. There are five levels of access within the system that can be activated at the discretion of officials and are associated with CEAS:

- a. **Level X - Prohibited Access.**
- b. **Level D - Direct Involvement only**— Cardholders directly involved in mitigating the emergency.
- c. **Level C - Critical Industries Only Access** – Critical industries identified by MOHS for priority access based on National Infrastructure Protection Center (NIPC) guidelines as well as unique local needs. Cardholders represent the industries deemed “critical” to the economic welfare of the city.
- d. **Level B - All Industries for basic functions.** Cardholders represent employees of all other participating businesses.
- e. **Level A - All permitted with possible vehicular limitations.** There are no cards issued with Level A access. Level A is a condition that may be initiated in the event vehicular restrictions must be enacted. Only CEAS cardholders will be able to drive motor vehicles into the City during a Level A activation.
- F. Utility workers and health care professionals with proper employee identification are

treated as “emergency responders” and do not require a CEAS credential.

G. Working press will have press credentials, giving them access to designated areas. The media industry is considered a “Critical Industry,” (Level C).

Section 3: Program Administration

A. Businesses may apply for credentials based on the number of employees at each of their worksites.

B. Credentials are issued using a photo ID. (Please see attached example)

C. The system is self-governed by its participants, who are responsible for identifying their own essential employees, managing turnover, and any title and responsibility changes.

D. All administrative aspects of the program are handled by the Business Network of Emergency Resources (BNet), a NYS not-for-profit corporation:

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