



General Order T-8

Subject CORPORATE EMERGENCY ACCESS SYSTEM		
Distribution "A"	Date Published 10 June 2009	Page 1 of 7

By Order of the Police Commissioner

POLICY

It is the policy of the Baltimore Police Department to ensure the safety of the lives and property of the citizens of Baltimore. In furtherance of this policy, it is necessary to limit access to certain restricted areas during large-scale emergencies and planned events.

The Police Commissioner has authorized the use of the Corporate Emergency Access System (CEAS), which expedites recovery and minimizes economic impact to private organizations and the business community during occasions of restricted access. CEAS allows employees deemed critical by the private organization or business to gain access to restricted areas by using a secure identification card when those areas can be safely entered.

DEFINITIONS

CEAS Identification Card - A credential issued to employees of private businesses and essential service providers. There are four (4) card types used in the CEAS program:

- **Standard Card:** A photo identification card that is issued to an individual for access to a specific work location.
- **Flex Card:** This card has no photograph and is intended to provide additional flexibility to the employer by allowing issuance to any employee based on situational discretion. The Flex Card will list the name of employer, primary work location and a CEAS ID number on the face of the Card. The Flex Card must always be accompanied by another form of government issued photo identification and proof of employment by the firm listed on the face of the card.
- **Multi-Facility Access Card:** A photo identification card that is issued to a specific individual for access to ALL company facilities within the City. The Multi-Facility Access Card is made available to companies with multiple worksites within the sponsoring jurisdiction. Cards are granted on a limited basis.
- **All Area Access Card:** A photo identification card issued to a specific individual within a specially defined group of businesses that provides access anywhere within the sponsoring jurisdiction.

Entry Point - The only location at which CEAS identification cardholders and permitted employees will gain access into a restricted area.

Activation Levels - Based upon the severity of the particular emergency or event which would allow certain predetermined levels of accessibility by the CEAS cardholder. The levels are:

- **LEVEL X: ALL ACCESS PROHIBITED.** No persons permitted within the restricted area due to imminent danger to life. CEAS identification cards are not in use and are invalid. Access to restricted areas authorized only by the on-scene, outer perimeter supervisor. Presumably, only emergency management and public safety personnel will have authorized access.
- **LEVEL D: DIRECT INVOLVEMENT ONLY.** (Appendix A) Only those companies that are directly involved in alleviating the effects of the emergency may be allowed access. These employees and representatives may or may not possess CEAS identification cards, but **MUST** have their authorized industry identity cards. Appendix A lists the authorized companies for Level D access. Additional companies may be included during the time of occurrence.

- **LEVEL C: CRITICAL INDUSTRIES.** (Appendix B) Critical industries are businesses that are vital to the restoration and recovery of the national/local infrastructures and the continuing economic viability of the local, State, and national economies. These employees/representatives **MUST** have CEAS identification cards in their possession. In addition, commodity delivery companies and commercial shippers shall be granted access without being required to possess CEAS credentials under Level C. Those permitted entry under Level D are also permitted entry under Level C.
- **LEVEL B: BASIC FUNCTIONS, ALL ORGANIZATIONS.** Critical employees of all organizations with CEAS identification cards may be permitted entry to enable basic functioning of business operations until the end of the access restriction. Those permitted entry under Level D and Level C are also permitted access under Level B.
- **LEVEL A: ALL ACCESS PERMITTED / VEHICULAR LIMITATIONS.** Employees of all businesses are permitted entry into the restricted area, but limitations on vehicular entry may apply. Access by vehicle will be permitted only to drivers with CEAS identification cards. Non-CEAS identification card holders may be permitted entry only if they are traveling by public transportation, in a carpool with CEAS identification card holders, or by non-vehicular means. Those permitted access under Levels D, C, and B are also permitted entry under Level A.

GENERAL INFORMATION

The Corporate Emergency Access System (CEAS) is a program that enables employees of organizations and businesses to gain access to restricted areas following a disaster or serious emergency by using a secure identification card recognized by the Baltimore Police Department. Organizations and businesses must have adopted the CEAS program for use before enrolling in the program and receiving CEAS identification cards. The Department can implement CEAS operations following an emergency once immediate threats to life are stabilized, as authorized by the Police Commissioner or the on-scene Commanding Officer.

Implementation of the CEAS procedures does not prevent a member of this Department from denying access to an authorized individual or other persons requesting entry into a restricted area if the member believes that permitting such entry would pose a risk to essential workers, compromise the scene, or have a serious, negative impact on departmental operations.

The CEAS program is only applicable to businesses and organizations. First responders such as law enforcement agencies, fire departments, and other emergency services personnel are not affected.

REQUIRED ACTION

Member

1. When assigned to an entry point, follow the criteria for the appropriate activation level for all persons seeking access to a restricted area.
 - 1.1. When CEAS identification cards **are not** required (as indicated in the level definitions listed above), request to see employer/government issued identification.
 - 1.2. When CEAS identification cards **are** required, check and certify that persons with valid CEAS identification cards are permitted access. Ensure CEAS identification cards conform to the sample in Appendix C.

NOTE: Be mindful that Standard Cards are location specific, Multi-Facility Access Cards grant multiple locations as listed on the card, and All Area Access Cards grant access to locations throughout Baltimore City.

2. Complete a Corporate Emergency Access System Log, Form 486, whenever persons are granted or denied access into the restricted site. Keep this form at the entry point, and turn it over to any relieving officer(s).
3. Advise all individuals with access to enter and exit **ONLY** through the same entry point. Provide instructions on any other safety issues as necessary for the particular incident.
4. Refer entry questions or inquiries to the outer perimeter supervisor. For additional advice, contact the Watch Center.
5. If an individual presents an expired CEAS identification card, **DO NOT** allow entry. Immediately confiscate the CEAS card and notify the outer perimeter supervisor.
6. If an individual presents a CEAS identification card that has not been issued to them, or the individual is in possession of a fraudulent CEAS card, immediately detain the individual, confiscate the card and contact the outer perimeter supervisor.
7. Do not permit non-CEAS identification cardholders to accompany CEAS identification cardholders except as specified in the activation levels defined above.

Supervisor, Outer Perimeter

8. When CEAS has been implemented:
 - 8.1. Designate a CEAS entry point in the outer perimeter of the restricted area.
 - 8.2. Notify the Communications Section and the Watch Center of the location of the entry point.
 - 8.3. Post a sworn member at the entry point to screen those requesting access. Ensure the member is advised of the activation level and the different types of CEAS identification cards. Obtain for the member current copies of authorized industry identity card formats along with a copy of the current CEAS identification card format from the Watch Center.
9. Ensure a Corporate Emergency Access System Log is maintained at the entry point, and:
 - 9.1. Ensure that the identities of all persons permitted and denied entry are properly recorded and detailed.
 - 9.2. Using the Corporate Emergency Access System Log, notify the Watch Center on an hourly basis of all persons granted and denied access.
 - 9.3. Upon conclusion of the operation, forward the Corporate Emergency Access System Log to the Watch Center.
10. Ensure that employees/representatives with Level D access (Appendix A) are:
 - 10.1. Properly identified.
 - 10.2. Escorted into the site as needed.
11. Resolve any questions, inquiries or disputes on whether to grant access to questionable persons. If there is a reasonable doubt as to whether an individual should be granted access, deny access unless the doubt can be adequately resolved in the individual's favor. Contact the Watch Center for consultation as needed.
12. Upon notification of the attempted use of an expired and/or fraudulent CEAS card, immediately contact the Watch Center.

13. If the need arises to suspend or alter any aspects of the CEAS operation, such as access, activation level, etc., immediately contact the Communications Section and the Watch Center.

Shift Commander

14. Ensure that copies of authorized industry identity card formats, along with a copy of the CEAS card format, are obtained from the Watch Center and disseminated to supervisors in charge of the outer perimeter of the restricted area.

Commanding Officer, Watch Center

15. Ensure that the implementation of CEAS operations, the designated activation level and the location of the entry point are noted. Communicate this information to the Mayor's Office of Emergency Management.
16. When requested by police units, provide advice regarding access and other inquiries. The Mayor's Office of Emergency Management may be consulted for further clarification/information.
17. Maintain a list of individuals granted and denied entry. For those denied entry, notify the Mayor's Office of Emergency Management.

Commanding Officer, Communications Section

18. Broadcast the implementation, alteration and termination of the CEAS operation via the appropriate departmental radio channel(s) and by the Department's Command page system. Also, telephonically contact the Watch Center to notify of such changes.

COMMUNICATION OF POLICY

Supervisors shall be responsible for communication of this Order to their subordinates and to ensure compliance. This Order is effective on the date listed herein and is to be read at all roll calls for five consecutive days and posted on Departmental Bulletin Boards.

Appendices

- A. Level D Organizations and Businesses.
- B. Critical Industries / Essential Employees under Level C.
- C. CEAS Card Format.

APPENDIX A**LEVEL D ORGANIZATIONS AND BUSINESSES**

Employees and representatives of organizations and businesses in the Level D access may or may not carry CEAS identification cards, but **MUST** have authorized industry identification cards to be permitted entry. Additional companies may be included during an operation.

- American Red Cross.
- Amtrak.
- AT&T / Cingular.
- Comcast Corporation.
- Constellation Energy / Baltimore Gas & Electric.
- Local Area Hospitals.
- Motorola.
- Salvation Army.
- Sprint / Nextel.
- Trigen Energy.
- Verizon / Verizon Wireless.

APPENDIX B**CRITICAL INDUSTRIES / ESSENTIAL EMPLOYEES UNDER LEVEL C**

Employees and representatives of critical industries and businesses **MUST** possess CEAS cards. However, commodity delivery companies and commercial shippers may be granted access without possession of CEAS cards.

- Agriculture.
- Banking and Finance.
- Chemical and Hazardous Materials.
- Commercial Building/Property Management.
- Critical Research Facilities.
- Defense Industrial Base.
- Energy.
- Food.
- Government (Local, State or Federal).
- Healthcare.
- Human/Social Service Organizations.
- Information Technology.
- Insurance.
- News Media (not working reporters).
- Telecommunications.
- Postal and Shipping.
- Transportation.

APPENDIX C

CEAS CARD FORMAT

NOTE: This CEAS card format is only a sample.

