

Manager Responsibilities

I. Overview

Managers of this department are tasked with overseeing our day-to-day business operations while keeping a steady focus on the future needs and expectations of our customers, stakeholders and citizens. We are equally responsible for providing our employees the opportunity to confidently perform their day-to-day responsibilities.

Each DAS manager must undertake and champion the re-education of employees regarding safety and security in our workplaces. We cannot take a passive approach to safety, security, or continuity of operations/disaster recovery. We must proactively accept responsibility and ensure our employees and services are successfully prepared to respond in the event of an emergency.

II. Agency-wide Safety/Security Action Plan (ASAP)

Following the national attacks of September 11, 2001, a review of the department's emergency response procedures was conducted. Several enhancements were warranted, including the creation of a concerted, departmental response plan. A team, known as the Internal Security Review Team, consisting of employees from each division, was created and tasked to conduct an intensive review to determine the optimal methods to attain a heightened level of safety/security awareness and response among the DAS employees.

The team identified several safety and security components that have been incorporated into the Agency-wide Safety/Security Action Plan (ASAP). ASAP is aimed to heighten DAS employees' awareness and responses to safety and security situations. ASAP is a comprehensive safety and security response program that contains standard procedures to address day-to-day safety and security risks in the workplace as well as guidelines to prepare Disaster Recovery procedures should such a disaster emergency occur.

III. Manager Responsibilities

DAS managers are expected to introduce and maintain a heightened level of safety and security awareness in your work area(s). The manner in which the responsibilities can best be achieved is left to the discretion of the deputy director of the respective divisions. At all times, DAS managers are charged with the following responsibilities:

A. Spring and fall reviews of ASAP information with employees

Spring and Fall ASAP Manager's Checklists are attached to these guidelines. These checklists provide directions on the tasks for which managers are responsible as well as the topics to be reviewed with their staff. Completed checklists should be forwarded to the respective division's deputy director/designee.

- During a designated week each spring and fall, all DAS managers will discuss safety and security procedures with their respective employees. This may be a topic of a staff meeting or managers may prefer to call a special meeting.
- Engage Floor Wardens in your awareness week planning to familiarize employees with the floor plan, evacuation route, emergency report-in site, location of fire extinguishers, hoses, fire alarm pull stations.
- Assure all employees receive adequate training in safety/security procedures.
- In the spring and fall, ensure that each employee in your office receives or possesses current paper copies of updated safety and security information. The suite of safety and security templates can be downloaded at das.ohio.gov/asap.
- In the fall, ensure employees are provided a copy of the relevant portion of your office's current Disaster Recovery Plan and are familiar with the plan and their roles in the plan.

- With the assistance of your Floor Warden, identify emergency response plan (buddy system) for visually, hearing, and physically impaired employees and discuss this plan with your office's employees.
- Support and encourage your Floor Warden's attendance and participation in floor warden meetings/training sessions held by the building manager/security office.
- Assist Floor Warden in distributing or sharing safety/security information received at these meetings to your employees.
- Acknowledge and reference efforts of Floor Warden(s) on annual performance review form.
- Work with and engage your Floor Warden's assistance to heighten safety and security in your office.

H. Update and share relevant safety and security information

- Ensure ASAP plans are kept current by notifying your division or office Floor Wardens of changes in points of contact, office changes, etc.
- Maintain Employee Emergency Information forms and ensure office Floor Warden is aware of the location of these forms.
- Ensure that you possess a list of your employees' names and telephone numbers to contact in the event of an emergency.
- Identify and inform employee of emergency report-in site (outside of building, but within walking distance).

I. Maintain and share relevant disaster recovery information

- Establish priority list of mission-critical services.
- Establish and maintain a Disaster Recovery Plan for your office/program area - both on-site and off-site.
- Establish or build in redundancy for your critical systems and critical data.
- Identify your essential employees and their assigned roles based on the level of emergency.
- Ensure employees are familiar with their assigned roles in the event of a weather or disaster emergency.
- Identify and inform your employees of your office's alternate work location (in the event your building is closed).
- Identify positions that are likely to be deemed essential for both weather-related emergencies and disaster emergencies and reference this responsibility in position descriptions when possible.

IV. Access to information and ASAP updates

A website, das.ohio.gov/asap, exists to provide quick and easy access to directions, guidelines, templates, and forms to facilitate the delivery and updating of ASAP related information for DAS employees and managers. Items on this website include:

- Important information, telephone numbers and websites
- Safety and security procedures, administrative procedures and forms
- Information for employees, managers and Floor Wardens
- Continuity of Operations Plans (COOP)/Disaster Recovery Plans

V. Resources and Assistance

If you have questions regarding the Agency-wide Safety/Security Action Plan (ASAP), please consult with your Deputy Director's Office or the DAS Office of the Director.

In the effort of continuous process improvement, you are strongly encouraged to share your ideas to enhance ASAP and/or to facilitate the process developed. Please forward your comments to your Deputy Director/designee or the DAS Office of the Director.

D. Exit interview process

When an employee resigns, transfers, retires or is subject to termination, use the Exit Interview Checklist and follow these steps:

- Use the Exit Interview Checklist to conduct the interview, sign checklist and gain employee's signature on checklist. (Note: Checklist is to be signed by manager and employee after all state assets/security devices are collected.)
- Recover state assets in possession of said employee such as keys, cell phone, pager, laptop, manuals, etc.
- Recover security access devices such as keys and swipe cards
- Use the IT Services Service Request System to request the deactivation of the employee's security I.D., passwords and accounts. The request system can be accessed at <http://apps.intranet.das.ohio.gov/helpdesk/logon.asp>
- Submit the completed Exit Interview Checklist to your employee relations officer.

NOTE: The release of an employee's final paycheck may be contingent upon completion and employee's signature on the Exit Interview Checklist.

E. Advocate principles of ASAP and lead by example

- Take leadership role in all matters relating to ASAP plans and this list of responsibilities.
- Encourage employee participation in safety and security programs.
- Ensure that new employees and new consultants are introduced to other employees on floor and/or in facility.
- Remind employees to show their identification badges to the security officer upon entering the building and to wear their badges above the waist on their outermost garment at all times.
- Remind employees that all packages, handbags, briefcases and other containers may be subject to inspection by the building's security officers.
- Remind employees to immediately report lost or stolen identification badges to building security.

F. Coordinate emergency response and evacuations

- Immediately react and respond to all evacuation and emergency announcements.
- Recognize that building security personnel will not have forewarning of an emergency and will not be on your floor to coordinate an evacuation.
- After reaching a point of safety (if entire building is not evacuated) or after reaching your emergency report-in location (if entire building is evacuated), engage the assistance of your floor warden and account for your employees. Instruct your floor warden(s) to report the status of the employee count to building security if required to do so. Remain at your designated location until the "all clear" is given by emergency personnel or building security.
- Monitor 995-ASAP for an up-to-date status of the situation.
- Following the emergency/evacuation event, request from your floor warden(s) the names of employees who failed to participate or were dilatory in participating and take appropriate action.

G. Support and foster role of Floor Wardens

- Assign an office Floor Warden and alternate Floor Warden and support these persons in accomplishing the duties of this role.
- Support and encourage your Floor Warden's leadership role to carry out the safety and security procedures for your office such as ordering evacuation upon notice from Building Management, Building Security, or DAS official.

- Complete your Spring and Fall Checklist, sign and forward to your respective division's deputy director/designee.
- See the Spring and Fall Checklist for a complete list of your responsibilities.

B. New employee ASAP orientation

Within two weeks of receiving a new employee (or an employee who transfers from another DAS division or facility), plan to review the ASAP safety and security procedures, including evacuation paths and introductions to Floor Wardens. Floor Wardens can assist you with this orientation.

C. Employee emergency information

ASAP Online provides a unique, secure emergency information page for each DAS/OIT employee. Each employee's personal page is divided into two parts: 1) public information and 2) private information. The public information contains information that should be available in an employee's personnel file. The private information is considered personal in nature and thus restricted and not subject to disclosure under public records law. Managers can view the public information portion of the employees' records that they supervise. The private information portion of the employees' records can be viewed by the respective employee and a very limited number of people (i.e. DAS Office of Employee Services) who would only access the information if the employee is incapacitated or during an emergency.

Remind employees that the benefit of entering this information on their personal page is to ensure that the department possesses their basic contact and medical information in the event of an emergency. If an employee requires emergency medical attention, basic medical info can greatly assist the medical professionals in more quickly assessing the employee's possible condition. Likewise, employees' families or friends want to be notified of such medical emergencies. Employees can complete as much or as little of their online page as they choose. If employees are concerned about privacy, they can still complete a paper form, seal in an envelope that states "Emergency Medical Information for Employee's Name" and place the envelope in an identifiable location in his/her work area. Next, the employee should return to his/her personal ASAP page and enter the identifiable location of the envelope. In the event of an emergency, the sealed envelope can be retrieved and handed to an emergency professional.

Evacuation assistance

During evacuations, some employees have a more difficult time evacuating the floor due to physical or medical limitations. To ensure that all employees are efficiently and safely evacuated from our buildings during emergencies, employees who may be unable to accomplish the normal evacuation route are encouraged to seek evacuation assistance. To accomplish this, within the employee's online emergency information page, employees can specify if they have physical or medical limitations to receive special assistance during evacuations. Encourage your employees to enter their information in this section as appropriate. Employees will be placed on your area/floor's Evacuation Assistance List and will receive special evacuation instructions and assistance. The evacuation assistance information is found in the Private Information portion of the employee's emergency information page and will only be viewable by the Administrator for the Office of Employee Services and the Office of the DAS Director.

Employee Exit Interview Checklist



DAS supervisors must complete this form for DAS employees who are separating employment from DAS or transferring to another division. Upon completion and signature of both the supervisor and employee, submit this form to your division's employee relations officer/Office of Employee Services. An employee's final paycheck will be contingent upon submission of the Exit Interview Checklist.

GENERAL INFORMATION

Employee's name: _____ Date: _____

Supervisor's name: _____

Division/Office: _____

Separation date: _____

Employee is (check one):

- Transferring to another office in the same DAS division
- Transferring to another DAS division
- Transferring to another state agency, board or commission
- Leaving state government

Is this employee:	YES	NO
A Floor Warden		
Visually, hearing or physically impaired		

Is this employee:	YES	NO
An Essential Employee – Weather		
An Essential Employee – Disaster		

ASSET INVENTORY

Has the employee returned:	YES	NO	N/A
Building I.D. badge			
Security/access badges			
Keys			
Cell Phone			
Blackberry			

Has the employee returned:	YES	NO	N/A
Thumb Drive			
Laptop computer			
Secure ID token			
ASAP Binder			
Other			

A meeting was held to obtain public records from the employee on: (date) _____

ACCESS TERMINATION

Have the following officials been contacted <i>(attach copy of e-mails/other documents to this form):</i>	YES	NO	N/A
IT Services administrator/LAN manager to terminate accounts and access privileges			
Administrator for the Office of Employee Services to revoke OAKS HCM access <i>(if applicable)</i>			
Administrator for the Office of Finance to revoke OAKS FIN access <i>(if applicable)</i>			
Telephone Coordinator to make necessary changes in phone service, voicemail, etc.			
Your Division FAMS manager to ensure all equipment has been returned.			
Building Security of this employee's departure <i>(if visually, hearing or physically impaired)</i>			

If the employee is transferring to another agency or leaving state government, as supervisor, you should ensure this employee has a scheduled exit interview appointment to meet with the division's employee relations officer and/or the DAS Office of Employee Services. Important benefit information and separation documentation is reviewed with the employee at this meeting. **Meeting Date/Time:** _____

Supervisor Signature _____ Date _____ Employee Signature _____ Date _____

Please return this completed form to your Employee Relations Officer/Office of Employee Services.