DAS Employee Responsibilities

The success of the Agency-wide Safety/Security Action Plan (**ASAP**) relies upon each employee, regardless of rank or physical location, to respect and become familiar with the safety, security and emergency response procedures of the department. The following responsibilities should be viewed as standard response and awareness guidelines for all DAS employees at all locations:

DAS employees at all buildings shall:

- Support and be familiar with the department's safety and security procedures known as the Agency-wide Safety/Security Action Plan (ASAP).
- Be familiar with this list of responsibilities.
- Treat every alarm as a real event.
- Participate in safety and security training opportunities (e.g., mock exercises such as fire and tornado drills, etc.).
- Be aware of changes around his or her desk and work site such as suspicious persons and packages and take appropriate action.
- Escort visitors to and from his or her office area to the reception area.
- Display a building identification badge at all times and present to the security officer upon entering the building. Badges should be worn above the waist on the outermost garment.
- Be reminded that depending on security risks, packages, handbags, briefcases and other containers may be subject to inspection by the building's security personnel.
- Immediately report lost or stolen identification badges to building security.
- Be familiar with the "Important Numbers to Know" to reach appropriate safety or security personnel in an emergency.
- Be conscious of personal valuables and state-owned property and information, and contain or lock up accordingly.
- Support and comply with the office's disaster recovery plan.
- Be familiar with any assigned role in the event of an emergency.
- Know designated report-in location (outside of building, but within walking distance).
- Know the office's alternate work location (in the event your building is closed).
- Notify his or her supervisor of any gaps in the current safety and security procedures and current disaster recovery plan.
- Assist the manager and/or the ASAP Review Committee by identifying operational changes and facility changes that may alter established emergency procedures. Employees should assist managers to ensure updates are incorporated into the appropriate plans.
- During declared emergencies, call the DAS Emergency Information Line for instructions at **995-ASAP(2727)** or visit the ASAP website at **das.ohio.gov/asap**.
- Carry a copy of the ASAP Emergency Information Card in his or her wallet or other location of safekeeping.