

How do I enroll my company in CEAS?



You can enroll your company in CEAS online at www.ceas.com. Before enrolling, it is important to gather some information that will simplify online enrollment and training processes:

- Designate a coordinator who will be responsible for administration of the program within your company. Coordinators must also manage collection and turnover of credentials to maintain an accurate accounting of credentialed employees. All cardholders must be trained using the BNet web-training tool.
- Determine the company location(s) to enroll in the program.
- Identify which employees will take part in CEAS at each location; the number of employees you designate must not exceed the program guidelines below:

Number of Employees PER LOCATION	Percent of Employees Allowed PER LOCATION
Fewer than 20	25%
21-100	20%
101-1,000	15%
1,001+	10%

- Create employee lists with e-mail addresses for each facility you will need to access.
- Determine which employees will require access to multiple facilities and identify the facilities they will need to access.

CAUTION CAUTION CAUTION CAUTION CAUTION



The CEAS program requires proof of specific levels of general liability insurance prior to enrollment. For program details and costs, or to find out if CEAS is right for your business, visit the CEAS website at www.ceas.com or call 888-353-BNET.



Michael R. Bloomberg, Mayor

Emergency Access
for New York City Businesses



Access to the workplace following a disaster is vital for New York City businesses.

When employees are denied access to worksites for extended periods, productivity and revenue suffer. The Corporate Emergency Access System (CEAS) helps businesses minimize these risks and potential losses.



What is CEAS?

CEAS authorizes essential employees to access restricted areas following an emergency. CEAS-credentialed employees can work to shut down or sustain core business functions until normal entry is restored.

CEAS, a public-private partnership between the New York City Office of Emergency Management (OEM) and the not-for-profit Business Network of Emergency Resources (BNet), in cooperation with the New York City Police Department (NYPD), helps the City maintain its economic strength in the wake of business disruption.

Why should my business join CEAS?

CEAS is the only program recognized by the NYPD and OEM that allows emergency access to businesses. The next time there's a major disruption to your work location, CEAS may help you limit financial loss, retain customers and get you back in business faster. CEAS may enable you to:

- Gain emergency access to your business when access is restricted
- Rescue vaulted assets such as cash, checks, receipts and certificates
- Retrieve vital records such as contracts, invoices, customer records, insurance documents, tax records and licenses
- Shut down technology systems
- Retrieve critical equipment such as laptops and servers

How is CEAS activated?

In an emergency, public safety officials must determine that granting limited access to the affected area is safe before CEAS can be activated. When appropriate, the City of New York will activate the system and notify members through local media.

Note: Public safety officials managing restricted areas may limit or deny access to CEAS cardholders at any time due to changing conditions.

What kind of credentialing does CEAS offer?

Given the diverse needs of businesses in New York City, the CEAS program provides different credentialing options.



■ **Standard Card:** A CEAS Standard Card is a photo ID that provides access to a specific location for a specific individual.

■ **Tandem Card:** A CEAS Tandem Card is a credential intended for companies with multiple work sites within the city. It is carried in tandem with a Standard or Flex Card and provides access to two or more company locations.

■ **Flex Card:** A CEAS Flex Card is a credential that provides access to a location with no assigned employee. This card allows companies to grant access to employees who become spontaneously critical.

■ **GSP Card:** A Critical Service Provider (GSP) card allows outsourced, contracted individuals to access your business site if CEAS is activated.

Which employees should be enrolled in CEAS?

Credentialed employees should be those who best protect and secure your assets. Consider needs such as damage assessment, technology shutdowns, critical data and document retrieval or removal, and physical protection and building restoration when selecting employees for enrollment.