

5014.0 Facility Access, Evacuation, and Disaster Policy

5014.1 **Applicability:** This rule applies to all Department of Human Services (DHS) facilities. A list of facilities is posted at:
<https://dhsshare.arkansas.gov/Lists/DHS%20Facilities/AllItems.aspx>.

5014.2 **Definitions:**

- A. “Badge” means a regular identification badge, a temporary identification badge, a visitor badge, or a business visitor badge.
- B. “Business visitor” means a person who has recurring business in a DHS facility.
- C. “Regular identification badge” means an identification badge issued to a DHS employee.
- D. “Temporary identification badge” means a badge issued for thirty (30) days to a new employee pending receipt of a regular identification badge, or a badge issued to an employee who either lost or forgot to bring his or her regular identification badge.
- E. “Visitor badge” means an identification badge issued for one day to a person visiting a DHS facility.

5014.3 **Facility Evacuation and Disaster Preparation**

Disaster response and evacuation plans must be:

- A. established in consultation with the Director of Emergency Operations and the DHS Privacy Officer;
- B. compliant with federal and state laws, regulations, and rules;
- C. tailored to each DHS facility;
- D. maintained in each DHS facility; and
- E. Available on DHS Share at:
<https://dhsshare.arkansas.gov/DO/DR/Facility%20Evacuation%20Plans%20and%20Disaster%20Responses/Forms/AllItems.aspx>.

5014.4 **Proper Identification:**

- A. Identification is accomplished by obtaining and wearing a badge. Access to any DHS facility is conditioned upon presenting a valid badge upon request.

Failure or refusal to show a badge must be reported as a security incident on DHS Share at <https://dhs.arkansas.gov/reporting>

- B. All new employees must obtain a badge within 30 days of hired date. Badges may be obtained on the 4th floor of Donaghey Plaza West (follow the signs at the elevator) or by following the instructions at:
<https://dhsshare.arkansas.gov/OFA/MA/SharedDocuments/JohnShook/0710/Georgia 030907/My Documents/DHHS-1915-A ID form.doc>.

5014.5 **Badges**

- A. Badges are the property of DHS and are the responsibility of the owner or borrower to safeguard from unauthorized use and to return in good condition at or before the issuance period (as defined in § 5014.2) expires.
- B. Lost or Stolen Badges: Lost or stolen identification badges must be reported as soon as possible after the loss or theft is discovered. Reports shall be filed at: <http://dhs.arkansas.gov/reporting>.

5014.6 **Visitors**

- A. All visitors to DHS facilities must comply with identification badge procedures pertaining to the specific facility visited. Visitor's badges are issued only for a specific event or meeting or a specific day.
- B. All visitors must be escorted at all times when in areas where confidential, sensitive, or DHS information systems are present, except that division directors and assistant directors may designate areas where business visitors may work unaccompanied.
- C. Children under the age of 12 are not required to obtain a visitor badge. However, any child that may be unaccompanied by an adult, guardian, or a member of DHS workforce during any part of a visit must obtain and wear a visitor badge.

5014.7 **Packages and Items**

Each DHS facility director shall establish procedures for the proper handling of packages and items. Package handling procedures shall be available at each facility, where they shall be attached to Policy 5014.

5014.8 **Exceptions to this Rule:**

Exceptions to this rule may be approved by the CIO based on written request and justification submitted in writing to the DHS IT Security Officer. Exceptions shall be limited to the scope necessary to carry out the purpose of the exception, and are limited to the person, facility, and situation stated in the exception.

5014.9 **References:**

Arkansas Physical and Logical Security Standard

[http://www.techarch.state.ar.us/domains/security/standards/SS-70-](http://www.techarch.state.ar.us/domains/security/standards/SS-70-008_phys_log_standard.pdf)

[008_phys_log_standard.pdf](http://www.techarch.state.ar.us/domains/security/standards/SS-70-008_phys_log_standard.pdf); Health Insurance Portability and Privacy Act of 1996,
United States of America

5014.10 **Originating Section/Department Contact:**

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