

Overview of City of Chicago BUSINESS RECOVERY ACCESS PROGRAM

Definition

The Chicago Business Recovery Access Program (BRAP) is a system for providing critical private sector personnel access to the areas or buildings impacted by an emergency incident, and is overseen by the Chicago Office of Emergency Management & Communications (OEMC).

- This system may be utilized in a variety of incident types and sizes – a single building emergency, a multi-building emergency, a large scale disaster, or a significant planned event with a secured perimeter.
- The Chicago Public Private Partnership (CP3) portal within the City's Facility Information Management System (FIMS) will house data about pre-identified critical private sector personnel ("BRAP Registered Personnel"), including their contact information and photographs.
- Approved private sector partners will be responsible for entering and maintaining all contact/identifying information for their respective BRAP Registered Personnel.

Operations

When an incident occurs that affects a critical facility or building or a critical firm or office for which there are BRAP Registered Personnel in FIMS, these personnel may be contacted by public safety officials.

- They will be asked to report to a designated location (which will vary by incident) where their identities will be confirmed and where they will be provided temporary access to the incident site. They also may be asked to provide information that will assist with response and recovery, or to assist in other ways. (NOTE: If BRAP Registered Personnel are not contacted by public safety officials regarding an event, those BRAP Registered Personnel can contact ChicagoFIRST staff to inquire about or to request access.)
- Any access to an impacted area or structure is always at the discretion of the Incident Commander or Unified Command, based on the safety and/or security of the scene. If allowed, BRAP Registered Personnel must comply with all on-site safety and access restrictions.
- Because it is not possible to pre-register all critical personnel (as the needs may differ depending on the incident type, duration, and timing), BRAP Registered Personnel have the authority to vouch for a limited number of additional individuals who must have access to the restricted site. If this occurs, one BRAP Registered Person must act as lead liaison and must remain onsite to ensure coordination with City officials.

Roles and Responsibilities

City of Chicago Office of Emergency Management & Communications: (1) Contact BRAP Registered Personnel affiliated with an affected building, facility, or firm (as registered within FIMS); (2) Ensure that responding BRAP Registered Personnel are informed of safety instructions and access restrictions at the location (event site, command post, emergency operations center, etc.); and (3) Develop, distribute, and track temporary credentials, as appropriate, and instruct BRAP Registered Personnel of their appropriate use and any grounds for revocation.

Private Sector Partners:

- Before an Incident: (1) Enter and maintain in FIMS the current information and photographs of BRAP Registered Personnel; and (2) Ensure all BRAP Registered Personnel receive training about this program and protocol, as well as their role during an incident/event.
- During or After an Incident: (1) Respond to and coordinate with City public safety officials as requested and/or instructed or, if unavailable, identify and contact alternate BRAP Registered Personnel to respond in their place; (2) Assess the situation and identify any operational needs for additional private sector personnel; (3) Track verified and unverified personnel from your firm who have been provided access to the incident site, in collaboration with public safety officials; and (4) Participate in on-site briefings and response/recovery activities as requested by public safety officials.