



Business Re-Entry (BRE) Registration

Washington Military Department
Emergency Management Division

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I. Purpose

The Business Re-Entry (BRE) Registration program is a voluntary information sharing system that provides standard re-entry protocols for use following a natural, technological or man-made disaster or incident. Private sector organizations participate by registering online at the Washington Military Department's Emergency Management Division (EMD) website. EMD provides local (city & county) emergency management organizations access to a database of registrations to make informed decisions when conducting re-entry operations. This process provides a statewide standard business re-entry registration process, with the goal of simplifying the identification of private sector organizations seeking access to affected communities or damaged infrastructure/ facilities. The BRE Registration program expedites private sector access to impacted areas to enhance response and recovery operations, strengthen the resiliency of the commercial sector, and support economic recovery. However, BRE Registration does not grant or guarantee right of access. Access remains solely within the control of the county or city with authority over the affected area.

II. Intended Registrants

BRE Registration is designed for private sector organizations with a need to conduct response and recovery operations, protect critical infrastructure, perform damage assessments, complete essential repairs, and/or preserve critical business functions. Private sector organizations that fall within the following categories are encouraged to register for the program:

1. Association with an owner or operator of "critical infrastructure" qualified under one of the [16 Critical Infrastructure Sectors](#) as defined by the Department of Homeland Security;
2. An Insurance provider with policies impacted by the disaster/incident; or
3. Private sector organizations that operate in more than one city or county jurisdiction seeking access to infrastructure/facilities to preserve critical business functions. During the registration process, these organizations will be asked to verify the following:
 - a. Their response personnel have an appropriate level of training, experience and relevant job classification (emergency/incident management, continuity of operations, asset loss prevention, security, etc.); and
 - b. They have an official pre-determined response or recovery strategy as part of a Continuity of Operations Plan, or other relevant response or recovery plan.

III. Scope of Program

EMD will maintain the BRE Registration program and is the sole issuer of BRE Registration Cards and administrator of the registration database.

Authority to grant re-entry resides entirely with each local authority. Re-entry is not guaranteed to registered private sector organizations and is dependent on current conditions and safety considerations. BRE Registration is not a legal authorization granting right of access to any area within the state. Rather, BRE Registration provides a process that may voluntarily be used by any county or city to assist private sector access to affected areas following a natural, technological or man-made disaster or incident.

BRE Registration and BRE Registration Cards may be disregarded without cause at any time by the local government with legal authority over access to the affected area. Further, access to any area may be canceled or changed at any time by the local jurisdiction with legal authority over the affected area.

IV. Assumptions

1. Local governments maintain authority over their respective jurisdictional areas and are responsible for determining and administrating re-entry operations, acceptance of BRE Registration participants, and BRE Registration Card recognition.
2. Local government officials administer re-entry operations per the Re-Entry Planning Framework annex of the Washington State Comprehensive Emergency Management Plan (CEMP).
3. Freight prioritization and detour access in response to a major road closure will be managed by the Washington Department of Transportation's Commercial Vehicle Emergency Detour Pass program (<http://www.wsdot.wa.gov/CommercialVehicle/detourpass.htm>).

V. Concept of Operations

A. Private Sector Registration

Private sector organizations may register for the program on EMD's Business Re-Entry Registration webpage (www.mil.wa.gov/bre). Each organization is responsible for registration and the accuracy of information submitted. Advanced registration is encouraged as a preparedness activity and may be completed at any time to assist the organization in preparation for a disaster/ incident. Registration may also occur immediately following a disaster/incident, however the registration process may be delayed due to ongoing response operations. Registration will remain effective unless canceled by the registering organization or EMD. EMD will annually verify each organization's registration information and confirm their intention to maintain registration status. If a registered organization does not respond to the annual verification, their account will become inactive.

BRE Registration is by organization, not by individual. A single Point of Contact (POC) must register for each unique organization. Each designated POC is responsible for maintaining accountability for Registration Cards issued to their organization.

The following information is requested of each organization at time of registration:

Organization Information	BRE Information
➤ Business or Trade Name	➤ Requested number of BRE Registration Cards
➤ WA License / UBI #	➤ List of WA counties in which your organization operates
➤ Business Address	➤ Describe statewide presence and justification for BRE Registration
Point of Contact	➤ Does your organization fall under one or more of the 16 Critical Infrastructure Sectors as defined by DHS? If so, identify which sector(s).
➤ Name	➤ Is your organization an insurance provider with policies in Washington State?
➤ 24-hour Phone Number	➤ Does your organization employ trained response personnel?
➤ Address	➤ Does your organization maintain a written plan that will direct response/recovery efforts (Business Continuity Plan, Emergency Action Plan, Crisis Response Plan, or other relevant plan)?

B. Registration Cards

Registration Cards are delivered via email by EMD to the registered organization’s POC. An example Registration Card is attached as Appendix B.

Registration Cards provide local government officials with information about the BRE Registration program and contact information to verify the private sector organization’s BRE Registration status. This includes a phone number for the organization’s POC and a phone number for the EMD’s Private Sector Program. Additionally, a QR code provides a link to the BRE Registration database for local jurisdictions to verify the registration status of an organization online.

EMD issues organizations a set number of BRE Registration Cards. Only one copy (digital or physical) of each card may be used at a time (i.e. multiple copies of the cards or further digital distribution is prohibited). In the event a physical copy of the card is damaged or destroyed, it is permissible to print a new version of the card for use. Report lost cards to EMD immediately.

C. Re-Entry Access

Local government officials are responsible for controlling access to areas under their jurisdictions following a disaster/incident.

EMD will administer the BRE Registration Program but will not enforce re-entry operations. EMD will issue BRE Registration Cards to registered organizations and will

annually attempt to verify POCs are up-to-date. Private sector organizations will be removed from the registration database and the corresponding Registration Cards will be canceled when:

1. An account POC fails to respond to a request from EMD for information, including a request for POC status
2. An organization fails to renew its registration when an existing registration period expires

VI. Responsibilities

A. Responsibilities by Organization

i. EMD Responsibilities

- Maintenance of and updates to registration database listing all BRE registered private sector organizations in the state. The database is available to all local government officials with responsibilities for controlling access to closed areas following a disaster/incident.
- Distribution of BRE Registration Cards to listed POC for each registered organization.
- Educating state agencies and local governments about the BRE Registration program.
- Informing local governments of BRE registered organizations that have indicated they are operating within a local government's jurisdiction. This information will be available through the online BRE Registration database and may be directly communicated to local government officials when an SEOC activation occurs.

ii. Local Government Responsibilities

- Educating employees and law enforcement personnel about the BRE Registration program.
- Developing policies and procedures outlining how to utilize the BRE Registration program.
- May request EMD assistance in training/educating their personnel/law enforcement.

iii. Private Sector Point of Contact

Private sector organizations that have registered with the BRE Registration program manage their registration through their identified POC. This POC is responsible for:

- The reliability and accuracy of all information submitted to the BRE Registration program.
- Distributing the cards to the appropriate personnel within their organization and maintaining a current inventory of where their BRE Registration Cards are located and the individuals to whom they have been issued.

- Responding to requests from government officials for verification of a given BRE Registration Card’s authenticity. This request can be made by any level of government and may occur any hour of the day. These requests should be anticipated especially during times of emergency management activations in response to a disaster/incident.
- Updating the EMD with any changes to their initial registration information.

B. Responsibilities by Function

iv. Online Database of BRE Registrations

Every private sector organization participating in the BRE Registration program will be listed in an online database including the jurisdictions in which the organization operates. Government officials from the federal, state, or local level may have access to this database. The database will include the following information:

- Organization Name
- POC Name
- BRE Registration #
- Counties in which the organization operates

v. Incident Command

Local governments are responsible for disaster related access and re-entry operations within their jurisdictions, which are managed from their respective Emergency Coordination Center (ECC) / Emergency Operations Center (EOC). The appropriate Emergency Support Function (ESF) personnel charged with overseeing security and/or evacuation & re-entry operations at the ECC/EOC can access the BRE Registration database. Generally, this is ESF-13. Local governments are encouraged to leverage the information contained in the BRE Registration database to assist in making timely re-entry decisions during a disaster/incident, help manage a tiered re-entry process, and perform outreach to BRE registered private sector organizations for additional information as needed.

vi. Roadblocks and Checkpoints

Roadblocks and checkpoints are the crucial control points where re-entry operations occur. These points should be maintained in accordance with the Incident Action Plan (IAP) and managed by the appropriate ESF within the local ECC/EOC. Personnel manning roadblocks/checkpoints should be in communication with the local ECC/EOC regarding BRE Registered organizations. If deemed appropriate, a model Roadblock Data Sheet may help local ECCs/EOCs gather further information about organizations seeking re-entry. One suggested model for such a datasheet is located on page 22 of the [WASPC Model Policy: Facilitating Safe Access to Private Property during a Wild Fire or Forest Fire](#).

vii. Identification

Private sector personnel seeking re-entry with a BRE Registration Card should possess the following identification:

- BRE Registration Card.
- Official credentialing that identifies the individual as an employee/contractor of the organization specified on the BRE Registration Card. This can be in the form of a company ID, official letter, or other document satisfactory to the local government responsible for controlling access.
- Appropriate, government-issued identification (Driver's License, Passport, etc.).

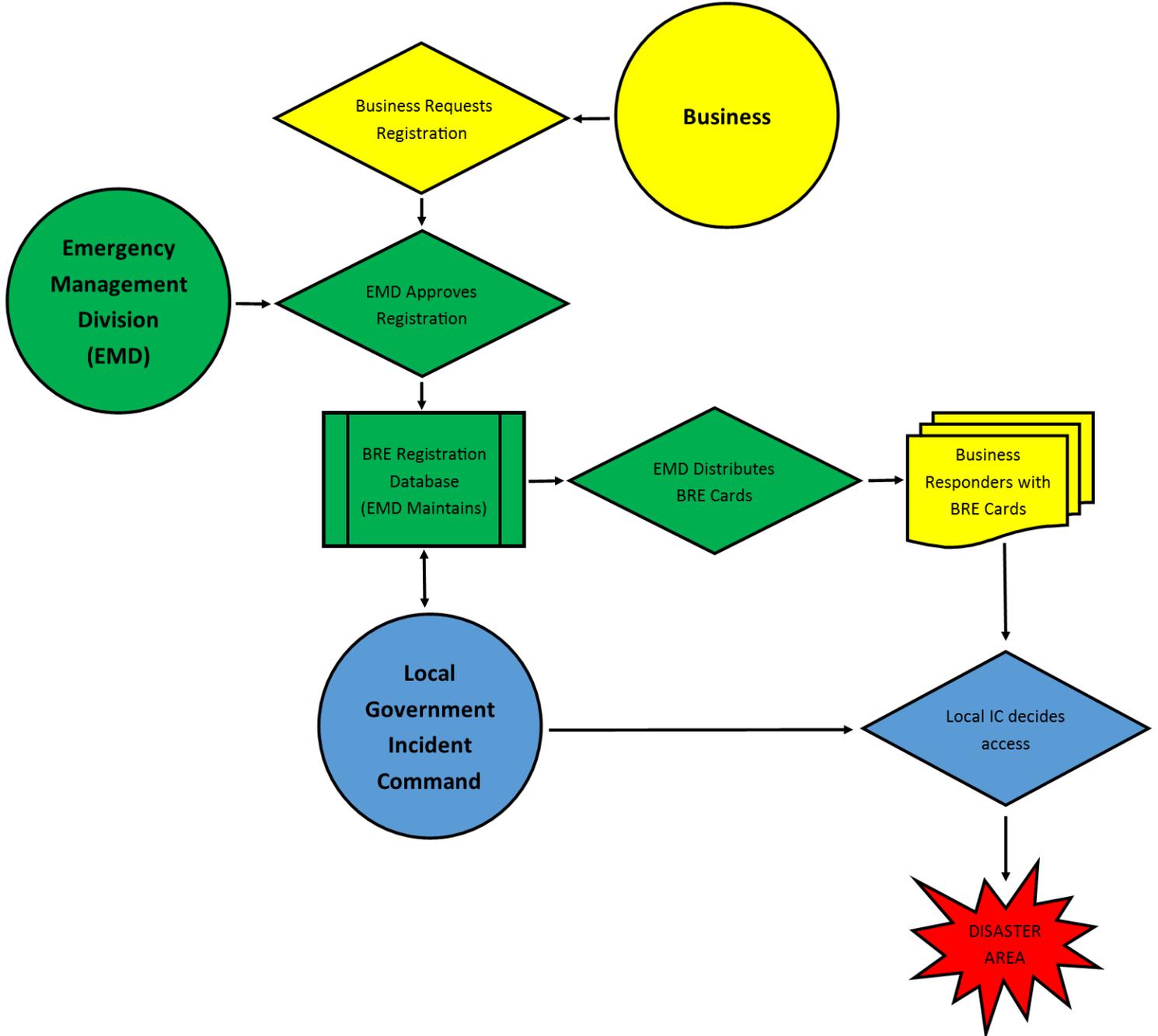
VII. Disclaimers

1. BRE Registration does not grant, provide or guarantee any right of access to any area at any time by any organization. EMD has no authority to grant entry or access to any area, and neither BRE Registration nor the issuance of BRE Registration Cards grants, authorizes or guarantees re-entry or access to any area of the State by any BRE registered organization. Authority to grant re-entry or access to any impacted area resides entirely with the authorized government officials responsible for exercising control over the impacted area. Access may be revoked at any time once granted by local authorities. Surrender BRE Registration Card if requested by an authority from any level of government.
2. BRE Registration is a voluntary program. Private sector organizations who participate are voluntarily submitting their information to EMD. Local governments who wish to utilize the program to assist their decision-making during re-entry operations do so voluntarily and are not bound by law to observe the BRE Registration program.
3. EMD will actively share information gathered from BRE registered organizations with local government officials. EMD will not actively share information gathered from BRE registered organizations with the public, however all information contained in this database is a public record subject to public disclosure under the Washington State Public Records Act, RCW 42.56. EMD will comply with all public disclosure requests.
4. EMD neither encourages nor discourages any private sector organization, its officers, employees or agents, about seeking permission to access any restricted area following a disaster/incident through appropriate authorized local government officials. Such access may include risk of injury to persons or property, or death, that should be carefully evaluated by the organization at the time access is sought.
5. EMD does not guarantee the accuracy or reliability of any information submitted by registering organizations or of any BRE Registration Cards presented by any person or organization. Users of the BRE Registration program information and Cards are solely responsible for reliance on any BRE Registration program information used and BRE Registration Cards presented. Each private sector organization who

voluntarily registers for the program is responsible for the accuracy of the information submitted.

6. If fraudulent activity is discovered, EMD may change the registration status of BRE registered organization(s), request the destruction of corresponding BRE Registration Cards, and notify local government users of the changes via the BRE Registration database and/or direct communication.

VIII. BRE Registration Process Flowchart



IX. BRE Registration Card Example



Business Re-Entry (BRE) Registration Card

#10001-1

ACME Industries Inc.

Issued by: Washington Military Department, Emergency Management Division (EMD).

This card does not authorize access to any area at any time. Entry to any controlled access area is solely within the responsibility and control of local officials with authority over the affected area, as determined through the incident's command structure. Access may be changed or revoked at any time. Surrender this card if requested by officials.

This card is only to be used by official representatives of the above stated organization and may be checked against company-issued identification.

Local officials responsible for granting access will determine what vehicles and persons are allowed access to any controlled access area.

Printed and digital versions of this card are limited to 1 copy. Further reproduction of this card may negatively impact access determinations being made by local officials responsible for the impacted area(s).

Users of the BRE Registration program information and cards are solely responsible for their use of and reliance on any information provided on a BRE Registration Card or on the BRE Registration database. Whether, when and who is granted access to any area remains solely within the responsibility and control of the local officials with authority over the affected area.

WARNING: Entry to any controlled access area may include risk of injury to persons or property, or death, that should be carefully evaluated by any person or organization intending to present this card at the time access is sought. The presenting person and organization are solely responsible for evaluating these risks and proceeding with entry should access be granted by the local officials responsible for controlling access to affected areas. The issuer of this card makes no assertions regarding the risks associated with entry to any controlled access area when using this card, or the need for access by any person or organization seeking entry by using this card.



Company POC: 123-456-7890

WA EMD POC: 253-912-4989

Expires: August 1, 2020