Background and Purpose of the Following Draft Directive and Standard (D&S), EMG 01-01, Emergency Management

Preparing this new D&S document and providing stakeholders with the opportunity to comment on it in draft form will enhance a common understanding of how the Reclamation emergency management program is administered and strengthen working relationships with our stakeholders and partners. This will make the program more responsive to project sponsors and consistent Reclamation-wide, thus more effective.

The Reclamation Emergency Management and Readiness Office and the Reclamation Emergency Management Council provided subject matter expertise while representing all Reclamation regions, including the Washington and Denver offices. These two entities collaborated on developing this new D&S to establish Emergency Management roles and responsibilities for Reclamation staff at all levels of the organization to ensure adequate capacity and capability to fulfill program requirements, enabling a high level of readiness throughout Reclamation.

The Reclamation Manual clarifies program responsibility and authority and documents internal Reclamation-wide business methods. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft D&S.
Reclamation Manual
Directive and Standard

Subject: Emergency Management

Purpose: Establishes the framework, requirements, and processes to support the development and management of the Reclamation Emergency Management program. Ensures Reclamation is prepared to carry out its mission during emergencies or threats. The benefit of this Directive and Standard ensures preparedness throughout the bureau.


Approving Official: Director, Policy and Programs (P&P)

Contact: Emergency Management and Readiness Office (84-52200)

1. **Introduction.** This Directive and Standard (D&S) establishes minimum standards for the Reclamation Emergency Management (EM) program by specifying and defining EM program and position requirements for incorporation into daily operations to maximize bureau readiness. Reclamation’s ability to prepare for and ultimately respond to all-hazards incidents is paramount to Reclamation’s mission success and its delivery of services to the American public.

2. **Applicability.** This D&S applies to all Reclamation employees.

3. **Implementation.** Full compliance is required within one year of publication.

4. **Emergency Management Program Structure.** The following components make up the Reclamation EM program:

   A. **The Emergency Management and Readiness Office.** Reclamation’s EM program is structured such that the Emergency Management and Readiness Office (EMRO), as the headquarters program office, provides policy guidance, program oversight and management, communication, and coordination. At a minimum, EMRO must consist of the following foundational EM program components, and assign a program manager to each to provide focused program oversight, management, and continuous improvement:
(1) **Continuity of Operations.** This program establishes the bureau requirements and responsibilities to ensure the continued performance of its Mission Essential Functions, regardless of the situation. This program also encompasses the development and maintenance of the bureau pandemic plan.

(2) **Disaster Deployments.** This program provides oversight and management of Stafford and non-Stafford Act disaster response activities for Reclamation personnel. Reclamation is the DOI principal planner for Emergency Support Function (ESF) #3 – Public Works and Engineering and provides support to DOI for other ESF and all-hazard resource requests.

(3) **Emergency Action Planning (EAP).** This program provides oversight as it relates to the development of emergency action plans, training, and exercises for high and significant hazard dams and urban canals.

(4) **Reimbursable EM Services.** This program is managed by the Emergency Action Planning program manager. The reimbursable EM services group provides EAP services, guidance, products, and personnel through interagency agreements on a client-requested basis to support preparedness efforts for water impoundment structures managed by other bureaus and federal agencies.

(5) **Reclamation Information Coordination Center (RICC), Bureau Duty Officer (BDO) and Critical Information Requirements (CIR) Program.** The RICC and BDO/CIR program serves as the bureau’s hub for information management by gathering Reclamation-wide situational awareness, developing a common operating picture, coordinating with the Interior Operations Center (IOC), and administrating and managing the bureau’s Emergency Notification System (ENS) (e.g., Everbridge).

**B. Regional Offices.** Regional directors have overall responsibility for the region's EM program to include ensuring policy compliance, maintaining adequate staffing of EM personnel, and coordinating with the program and policy office.

(1) The Regional Director must:

   (a) appoint, in writing, a primary and alternate regional Emergency Manager to, at a minimum, provide oversight of the spectrum of EM programs to ensure regional compliance with all Reclamation Manual (RM) EMG series policy and D&S.

   (b) guarantee that primary and alternate Regional Emergency Managers have adequate duty capacity assigned to enable proper execution of all regional office EM duties and responsibilities and to provide comprehensive oversight of all regional EM programs to ensure proper program management and execution of requirements as outlined in RM EMG series D&S.
(2) Regional Emergency Managers must:

(a) provide comprehensive oversight of all regional EM programs to ensure compliance with all RM EMG series policy and D&S. At a minimum, this includes:

(i) Regional Duty Officer (RDO),

(ii) Regional Continuity of Operations,

(iii) Regional Emergency Action Planning (EAP),

(iv) Incident Response Planning.

(b) maintain proficiency in the ENS to provide regional program oversight and maintenance, ensuring accuracy of the region’s messaging and notification groups.

(c) act as the regional conduit for EM information sharing. In this role, regional Emergency Managers must:

(i) provide subject matter expertise regarding regional EM program management, requirements, and the status of regional compliance to the Regional Director.

(ii) inform area offices on EM program updates.

(iii) advise EMRO on regional needs and concerns regarding the region’s EM programs.

(d) build working relationships with stakeholders, partners, federal and local EM specialists responsible for managing all-hazard incidents within the region to establish points of contact to coordinate with during all-hazard incidents.

C. Area/Power/Construction Offices. Area/power/construction office managers (managers) have overall responsibility for their EM programs to include ensuring policy compliance, maintaining adequate staffing of EM personnel, and coordination with the regional office, stakeholders, and partners.

(1) Managers must:

(a) ensure that their staff with EM duties and responsibilities assigned have adequate duty capacity to properly perform those responsibilities for successful management and execution of all EM requirements as outlined in RM EMG series D&S.
(b) assign a primary and alternate to the appropriate management role in the ENS.

(2) Staff with EM roles and responsibilities assigned must:

(a) coordinate with and/or through their regional Emergency Manager on all EM program requirements.

(b) Maintain proficiency in the ENS to provide program oversight and maintenance to ensure accuracy of messaging and notification groups.

(c) build working relationships with stakeholders, partners, and federal and local EM specialists responsible for managing all-hazard incidents within the local area to establish points of contact to coordinate with during all-hazard incidents.

5. Emergency Management Incident Preparedness and Response. To effectively prepare for and respond to local threats and all-hazard incidents, Reclamation must develop preparedness strategies for all-hazard incident response and build plans and procedures consistent with the National Incident Management System doctrine. At a minimum, Reclamation preparedness strategies for all-hazard incident response must include the following:

A. Threats, Hazards, and Risks Assessment. The first step in building a culture of preparedness is to understand local threats, hazards, and risks that are likely to occur. At a minimum, all Reclamation EM programs must identify and document regional and local threats, hazards, and risks that could affect the mission, facilities, and staff, as well as the likely impacts of each one.

B. EM Capabilities Identification. An EM capability consists of the collective resources and abilities needed to reduce the likelihood and consequences of threats, hazards, and risks. All Reclamation EM programs must identify and document their required capabilities based on the likely impacts of local threats, hazards, and risks.

C. Capability Gap Identification and Analysis. Reclamation EM programs must identify and document all capability gaps and establish a Corrective Action Plan to address each capability gap, required corrective actions, a responsible party to complete the corrective actions, and a timeline to finish the corrective actions, or must document leadership’s risk acceptance and justification for not addressing a capability gap.

D. Preparedness Actions. Based on a thorough and documented threat/hazard/risk analysis combined with a proper identification of EM capabilities and gaps, Reclamation regions must annually review all-hazard incident response plans and procedures, and conduct routine testing, training, and exercises with relevant personnel.
6. **Emergency Management Program Training.** To establish an EM knowledge baseline, Regional Directors must ensure that designated Reclamation staff complete all required training in accordance with Appendix A.

7. **Definitions.**

   A. **All-Hazards.** A threat or an incident, natural or manmade, that warrants action to protect life, property, the environment, and public health or safety, and to minimize disruptions of government, social, or economic activities. It includes natural disasters, cyber incidents, industrial accidents, pandemics, acts of terrorism, sabotage, and destructive criminal activity targeting critical infrastructure. This also includes the effects climate change has on the threats and hazards.

   B. **Information Coordination Capability.** An incident support function that maintains situational awareness within functional areas and provides relevant information to stakeholders. This capability coordinates information and resources across all levels of the organization to support incident management activities.

   C. **National Incident Management System.** A systematic, proactive approach to guide all levels of government, non-governmental organizations, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents.

8. **Review Period.** The originating office must review this release every 4 years.
# Reclamation Manual
## Directive and Standards

<table>
<thead>
<tr>
<th>Position</th>
<th>Course/Format/Estimated Completion Time</th>
<th>Time Frame to Complete</th>
<th>DOI Talent Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Directors, Dep. Regional Directors, Area Office Managers (and/or equivalent)</td>
<td>IS-100 - Introduction to the Incident Command System (ICS), online, self-paced, 2 hrs. IS-700 - Introduction to the National Incident Management System (NIMS), online, self-paced, 3.5 hrs.</td>
<td>180 Days</td>
<td>Reclamation EM Training for Leadership</td>
</tr>
<tr>
<td>Regional Emergency Manager</td>
<td>IS-120 - An Introduction to Exercises, online, self-paced, 3 hrs. IS-100 - Introduction to the Incident Command System (ICS), online, self-paced, 2 hrs. IS-200 - Basic Incident Command System for Initial Response, online, self-paced, 4 hrs. IS-700 - Introduction to the National Incident Management System (NIMS), online, self-paced, 3.5 hrs. IS-800 - Introduction to the National Response Framework (NRF), online, self-paced, 3 hrs. IS-1300 - Introduction to Continuity of Operations, online, self-paced, 1 hr. E/L/G/K-0146 - Homeland Security Exercise and Evaluation Program (HSEEP) Training Course, various, 16 hrs.</td>
<td>180 Days</td>
<td>Reclamation EM Training for Regional EM Coordinators</td>
</tr>
<tr>
<td>EAP Coordinator</td>
<td>IS-120 - An Introduction to Exercises, online, self-paced, 3 hrs. IS-100 - Introduction to the Incident Command System (ICS), online, self-paced, 2 hrs. IS-200 - Basic Incident Command System for Initial Response, online, self-paced, 4 hrs. IS-700 - Introduction to the National Incident Management System (NIMS), online, self-paced, 3.5 hrs. IS-800 - Introduction to the National Response Framework (NRF), online, self-paced, 3 hrs. E/L/G/K-0146 - Homeland Security Exercise and Evaluation Program (HSEEP) Training Course, various, 16 hrs.</td>
<td>180 Days</td>
<td>Reclamation EM Training for EAP Coordinators</td>
</tr>
<tr>
<td>COOP Coordinator</td>
<td>IS-1300 - Introduction to COOP, online, self-paced, 1 hr. IS-520 - COOP for Pandemic, online, self-paced, 1 hr. IS-545 - Reconstitution Planning Course, 5 hrs. IS-120 - An Introduction to Exercises, online, self-paced, 3 hrs.</td>
<td>90 Days</td>
<td>Reclamation EM Training for COOP Coordinators</td>
</tr>
<tr>
<td>Reclamation Personnel with Emergency Notification System (ENS) Roles Assigned</td>
<td>Annual Reclamation ENS Training, virtual, annual, 1 hr.</td>
<td>Required Annually</td>
<td>Reclamation ENS Training</td>
</tr>
</tbody>
</table>

*from start date in position*