Background and Purpose of the Following Draft Policy SLE P08: Emergency Management

The goal of preparing this revised Policy document and providing stakeholders with the opportunity to comment on it in draft form is to enhance common understanding of how the emergency management program is administered and to enhance working relationships with our emergency management stakeholders. This will make the program more consistent Reclamation-wide and support the program’s compliance with the National Incident Management System guidance and standards and thus more effective.

The Policy and Programs Directorate provided the overarching direction of the SLE P08 revision. The Emergency Management and Aviation Office utilized a working group of emergency management subject matter experts from each Reclamation region to provide input through several draft iterations. The final version was approved for external review by the Policy and Programs Director.

The Reclamation Manual is used to clarify program responsibility and authority and to document internal Reclamation-wide methods of doing business. All requirements in the Reclamation Manual are mandatory.

See the following pages for the draft SLE P08.
Reclamation Manual
Policy

Subject: Emergency Management

Purpose: To establish the policies, functions, and responsibilities for an integrated, coordinated, and comprehensive Bureau of Reclamation Emergency Management Program.


Approving Official: Commissioner

Contact: Policy and Programs (84-50000)

1. Introduction. The Emergency Management Program spans all Reclamation programs and operations, and provides an underlying level of assurance that, when faced with emergencies or unplanned incidents, Reclamation is prepared to carry out its mission essential functions and to fulfill its requirements to support the overarching mission, roles, and responsibilities of the U.S. Department of the Interior. The Emergency Management Program utilizes an all-hazard approach based on Federal standards established by the National Preparedness System and associated policies within Reclamation’s scope and authority.

2. Applicability. This Reclamation Manual (RM) Policy (Policy) applies to all Reclamation employees.

3. Reclamation Emergency Management Program. The Policy and Programs Directorate is the principal organization responsible for providing overarching direction for Reclamation and regional and area offices. The Reclamation emergency management program consists of the following elements and responsibilities:

   A. Development of plans, procedures, policy, directive and standards (D&S), and guidance for the Reclamation’s Emergency Management Program consistent with Departmental policies, RM D&S, Federal statutes and regulations, Executive Orders, Presidential Policy Directives, National Preparedness Goal, National Incident
Management System (NIMS), and national doctrine, plans, and other direction from appropriate Federal leadership.

B. Oversight of the development of information management processes and procedures, operation of the Reclamation Emergency Operations Center, and communications with the Department’s Interior Operations Center per RM D&S, Serious Incident Reporting and Duty Officer Program (SLE 08-03) and other applicable D&S and policies. In addition, the Policy and Programs Directorate coordinates and maintains crisis communication strategies for major incidents where appropriate.

C. Consistent with the Homeland Security Exercise and Evaluation Program’s Integrated Preparedness Cycle, maintenance of:

   (1) a Reclamation-wide Integrated Preparedness Plan detailing training and exercising for emergency management policies and plans.

   (2) a corrective action program for regional or area offices to document observations during exercises, training, incidents, and events and the process to adjudicate recommendations.

   (3) a training program that includes assessment, development, and implementation of appropriate training for program officials, emergency management response personnel, and employees where other training is not available elsewhere within Reclamation or other Federal agencies.

   (4) an exercise program to test and validate Reclamation’s emergency management capabilities that identify strengths, reveal shortfalls, and evaluate progress.

D. Validate regional and area office compliance with emergency management directive and standards to ensure the proper execution of the Reclamation’s Emergency Management Program, activities, and missions.

4. **Regional Emergency Management Programs.** Regional directors provide the resources necessary to effectively implement the Emergency Management Program and promote a culture of preparedness within their region in accordance with emergency management D&S. Regional emergency management programs must execute the following elements and responsibilities:

   A. Provide direction and coordination for all-hazards planning within their region and maintain a regional strategic hazard and risk assessment. Review and update the regional strategic hazard and risk assessment every 5 years.

   B. Provide leadership and coordination of emergency management activities and ensure the implementation of NIMS throughout the region.
C. Develop and maintain plan(s) based on Reclamation and region-specific hazards and risks to prevent, protect against, mitigate the effects of, respond to, and recover from incidents and emergencies within authority and jurisdiction.

D. Assign the roles listed below to specific regional employees. Multiple roles may be assigned to a single staff member where span of control allows.

(1) Regional Emergency Management Coordinator,
(2) Regional Continuity of Operations Coordinator,
(3) Regional Emergency Action Planning Coordinator,
(4) Reclamation Emergency Management Council member, and
(5) an alternate Reclamation Emergency Management Council member.

E. Facilitate and coordinate exercises and trainings with area offices as needed, and monitor and validate annual training and exercise accomplishments per RM D&S.

F. Maintain a regional emergency operations center that manages situational awareness for serious incidents and coordinates information management processes. Regional organizations must ensure timely and accurate reporting to the Bureau Duty Officer or when the Reclamation Emergency Operations Center is activated to maintain Reclamation-wide situational awareness of incident response operations and employee accountability on all actual or potential incidents following the Serious Incident Reporting standards outlined in RM D&S SLE 08-03.

5. **Area Office Emergency Management Activities.** Reclamation area offices are responsible for preparing for and responding to local incidents within their scope and authority. Area office managers must assign emergency management responsibilities to area office employees. Area offices are responsible for completing training and exercises consistent with RM D&S.

6. **Employee Accountability.** Reclamation Leadership Team (RLT) members must implement and coordinate employee accountability within their respective organizations or span of management. RLT organizations are responsible for implementing mass notifications within their respective offices. Employees must respond as requested during employee accountability notifications.

7. **Incident Management Capability Requirements.** Reclamation is responsible for preparing for and responding to incidents under Reclamation authority and jurisdiction in a safe and professional manner. Area offices and other offices not under the direct management of an area office must:
A. follow the applicable standards set by NIMS doctrine for incident preparedness and response including development of a standardized area office incident management strategy based on the Incident Command System (ICS) to include an area office incident management team.

B. provide the necessary personnel, training, and resources to develop and maintain all required aspects of incident management preparedness to ensure the office’s capability for responding to incidents.

C. develop and maintain an all-hazards incident management plan, separate from emergency action plans for water impoundment structures and continuity of operations plans, based on the associated regional risk assessment and local risk profiles. Plans must include area office strategies for implementing ICS to manage response plan activations and activities. IMPs must include at a minimum the following elements:

   (1) identification of applicable Core Capabilities as defined in the National Preparedness Goal, including at a minimum, Planning, Operational Coordination, Infrastructure Systems, Environmental Response/Health Safety, Operational Communications, and Situational Assessment,

   (1) an overall ICS-based concept of operations for operational incident response within the jurisdiction of the area office to address all hazards response, including collaborative strategies for working with external agencies,

   (2) an ICS-based incident response organizational structure and protocol for activation and performance of the area office incident management team, and

   (3) an ICS-based incident action planning process for decision-making and development of written incident action plans for each incident.

D. establish and maintain crisis communications capability.

E. be prepared to share resources with other regions in accordance with appropriate policies and procedures for large-scale disasters.

8. Definitions.

A. Crisis Communications. The dissemination of timely and accurate information internally, to stakeholders, and to the public during an incident or emergency.

B. Continuity of Operations. An effort within the Federal government to ensure that essential functions continue to be performed during a disruption to normal operations.

C. Emergency Management. The managerial function charged with creating the framework within which communities prepare and respond to incidents.
D. Emergency Operations Center. Incident support centers that maintain situational awareness within their functional areas and provide relevant information to stakeholders. They are also the location from which information and resources are coordinated to support incident management activities.

E. Employee Accountability. The determination of the status or location of employees during incidents or emergencies.

F. Homeland Security Exercise and Evaluation Program. A set of guiding principles developed by the Federal Emergency Management Agency for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

G. Incident. Any unexpected situation or condition that creates an elevated risk of damage to human life, the environment, infrastructure, essential functions, or normal operations, and where a response is needed to investigate and intervene for the protection of life, resources, or mission sustainability.

H. Incident Command System (ICS). A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

I. Incident Management Team. A group of ICS-qualified personnel consisting of an incident commander, command and general staff, and personnel assigned to other key ICS positions that are tasked with developing incident actions plans during an incident.

J. Local Risk Profile. Identifies and details the relative magnitude of the hazards and risks that an area office or regional office could experience.

K. Planning. The development of executable strategic and/or operational approaches to meet defined emergency management objectives.

L. Preparedness. A state of adequate readiness to respond to a variety of potential hazards, emergencies, or disasters to intervene in the preservation of lives, infrastructure, and organizational functions by activating incident response plans, forming an incident organization, and executing a tactical response to stabilize the incident, manage information, protect lives and resources, and effectively collaborate with other involved organizations.

M. Response. Those capabilities necessary to save lives, protect property and the environment, and meet basic human needs within Reclamation’s scope and authority after an incident has occurred.
N. Situational Awareness. The ability to identify, process, comprehend, and distribute the critical information about an incident, requiring continuous monitoring of relevant sources of information to understand what is happening, what actions have been taken, and what risks are present at all times during the incident.

O. Strategic Hazard Identification and Risk Assessment. A tool to identify and assess the potential all-hazard risks within a region or office. This is used to inform a variety of emergency management plans.

9. **Review Period.** The originating office will review this release every 4 years.