

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. The benefit of this Policy is the preparedness of staff and resiliency of operations before, during, and after incidents.
Authority:	Reclamation Safety of Dams Act of 1978 (Pub. L. 95-578, 92 Stat. 2471), as amended; Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, 42 U.S.C. 5121 et seq.), as amended; Homeland Security Act of 2002 (Pub. L. 107-296, 116 Stat. 2135); Homeland Security Presidential Directive 5 ; Presidential Policy Directive 8: National Preparedness ; Presidential Policy Directive 40: National Continuity Policy; National Incident Management System, Third Edition ; National Response Framework, Fourth Edition ; Federal Continuity Directive 1 ; Department Manual Part 900; Departmental Manual Part 753 Chapters 1 and 2 ; Departmental Manual Part 446 Chapter 17 ; and Department All-Hazards Baseline Operational Plan .
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 U.S. Department of the Interior's Primary Mission Essential Functions and overarching mission, roles, and responsibilities. The Emergency Management Program uses an all-hazards 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 applies to all Reclamation employees.
- 3. Policy.** Reclamation is responsible to prepare for and respond to incidents under Reclamation authority and jurisdiction in a safe and professional manner. Area offices and other organizational components with similar delegated operational authority will execute their Emergency Management Program responsibilities within a framework that is consistent with Federal policies and directives. Reclamation emergency management strategies will determine and plan for local threats and hazards that could materialize into an emergency or unplanned incident and mitigate those contributing factors prior to materialization, reducing the likelihood of mission failure. Reclamation's Emergency Management Program and posture will support the ability to:

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- A. assess potential hazards and threats to personnel, facilities, and operations, and identify the capabilities necessary for effective emergency management across the following National Preparedness Goal mission areas: prevention, mitigation, response, and recovery,
 - B. follow National Incident Management System (NIMS) doctrine to establish Incident Command System (ICS)-based incident preparedness and response plans and structures to effectively manage incidents at the lowest level,
 - C. share resources across regions and the Department, in accordance with appropriate policies and procedures for large-scale disasters,
 - D. continue or rapidly resume Mission Essential Function performance under catastrophic conditions and continue the delivery of services to the American public,
 - E. maintain personnel accountability for all Reclamation staff,
 - F. perform response activities within the system of Federal coordination, and
 - G. promote an overall system of preparedness that reduces harm, loss, or waste.
4. **Reclamation Emergency Management Program.** The Emergency Management and Readiness Office within the Policy and Programs Directorate is the principal office responsible for providing overarching direction for Reclamation's Emergency Management Program. The Reclamation Emergency Management and Readiness Office is responsible for:
- A. the development of Emergency Management RM Policy, Directives and Standards (D&S), plans, procedures, and guidance for Reclamation's Emergency Management Program consistent with Federal statutes and regulations, Executive Orders, Presidential Policy Directives, National Preparedness Goal, NIMS, other national doctrine, plans, and direction from appropriate Federal leadership, Departmental policies, other RM Policies, and D&Ss.
 - B. the validation of regional compliance with emergency management RM Policies and D&Ss to ensure the proper execution of Reclamation's Emergency Management Program.
 - C. the establishment of baseline emergency management training requirements for Reclamation staff who are assigned emergency management roles and responsibilities.
5. **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 all RM EMG series D&Ss. Regional offices will ensure the following.

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- A. Funding, staffing, and executing support activities (e.g., plan development and maintenance, training, exercising, promoting a prepared and resilient organization) are in accordance with all RM EMG series D&S.
 - B. Leadership and coordination of ICS-based emergency management activities support incident response and management throughout the region consistent with NIMS doctrine.
 - C. Development and maintenance of NIMS and ICS-based response plans (e.g., incident management plans) throughout the region, based on Reclamation and region-specific hazards and risks, and all RM EMG series D&S, are compliant and ready to execute in the case of an emergency or unplanned incident to prevent, protect, mitigate, respond to, and recover from incidents and emergencies within their authority and jurisdiction.
 - D. Facilitation and coordination of exercises and trainings with subordinate offices, as needed, and monitoring and validating annual training and exercise conduct are in accordance with all RM EMG series D&S.
 - E. Establishment and execution of testing, training, and exercising program requirements are in accordance with all RM EMG series D&S, consistent with the Homeland Security Exercise and Evaluation Program's Integrated Preparedness Cycle.
 - F. Establishment and maintenance of regional incident information coordination capabilities are performed to manage situational awareness for serious incidents and to coordinate information management processes.
 - G. Implementation, coordination, and communication of personnel accountability are performed when directed by Reclamation or the Department, or when the regional director determines a need to account for their personnel.
6. **Area Office Emergency Management Programs.** Reclamation area offices are responsible to prepare for and respond to local incidents, within their scope and authority, in accordance with this policy and all RM EMG series D&S requirements. Area offices will provide the necessary personnel, training, and resources to develop and maintain all required aspects of incident management preparedness in accordance with all RM EMG series D&Ss. Incident response processes and procedures will use ICS-based concepts for operational incident response within their jurisdiction to address all hazards response, including collaborative strategies for working with external organizations.
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. This includes natural disasters, cyber incidents, industrial accidents, pandemics, acts of terrorism, sabotage,

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and destructive criminal activity targeting critical infrastructure. This also includes the effects climate change has on these 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. **Personnel Accountability.** The determination of the status and/or location of Reclamation employees during disasters, incidents, or emergencies.
 - D. **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.
 - E. **National Incident Management System (NIMS).** 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.
 - F. **Incident Command System (ICS).** The national incident management standard and doctrinal approach to enable effective, efficient, and coordinated incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.
8. **Review Period.** The originating office will review this release every 4 years.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____