

Reclamation Manual

Policy

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| 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 personnel and resiliency of operations before, during, and after all-hazard 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: Federal Executive Branch Continuity Program Management Requirements; Department Manual Part 900; Departmental Manual Part 753 Chapters 1 and 2;; and Department All-Hazards Baseline Operational Plan. |
| Approving Official: | Commissioner |
| Contact: | Mission Assurance and Protection Organization (84-50000) |

1. Introduction.

The Emergency Management Program supports 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 support the U.S. Department of the Interior's Primary Mission Essential Functions and overarching mission, roles, and responsibilities. The Emergency Management Program uses a risk-based approach for all-hazard incident preparedness 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

Reclamation Manual

Policy

with federal policies and directives. Reclamation emergency management strategies will determine the local threats and hazards that could materialize into an emergency or unplanned incident and develop plans to 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:

- A. assess potential hazards and threats to personnel, facilities, and operations, and identify the capabilities necessary for effective emergency management response during all-hazard incidents,
- B. facilitate and coordinate exercises and training with the Department of the Interior and Reclamation offices,
- C. comply with standards developed by the National Incident Management System (NIMS) in accordance with 6 U.S.C. §753(a)(2),
- D. share resources across Reclamation and the Department, in accordance with appropriate policies and procedures for large-scale disasters,
- E. continue or rapidly resume Mission Essential Functions under catastrophic conditions and continue the delivery of services to the American public,
- F. maintain personnel accountability for all Reclamation personnel,
- G. perform response activities within the system of federal coordination, and
- H. promote an overall system of preparedness that reduces harm, loss, or waste.

4. **Reclamation Emergency Management Program.**

The Preparedness Division within the Mission Assurance and Protection Organization (MAPO) is the principal office responsible for providing overarching direction for Reclamation's Emergency Management Program. The Reclamation Preparedness Division 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 higher federal authorities.
- B. the validation of regional compliance with emergency management RM Policies and D&S to ensure the proper execution of Reclamation's Emergency Management Program.

Reclamation Manual

Policy

- C. the establishment of baseline emergency management training requirements for Reclamation personnel who either are assigned emergency management roles and responsibilities and their supervisors/managers.

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 this policy and all RM EMG series D&S. Regional offices will ensure the following.

- 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 this policy and all RM EMG series D&S.
- B. 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 this policy and all RM EMG series D&S.
- C. Establishment and execution of testing, training, and exercising program requirements are in accordance with this policy and all RM EMG series D&S, consistent with the Homeland Security Exercise and Evaluation Program's Integrated Preparedness Cycle.
- D. Establishment and maintenance of regional incident information coordination, communication, and reporting capabilities, performed to manage situational awareness for serious incidents, enabling successful and timely information management processes.
- E. 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 this policy and all RM EMG series D&S. Incident response processes and procedures will use collaborative strategies to allow Reclamation personnel to work with internal and external organizations during operational incident response within their jurisdiction.

Reclamation Manual

Policy

7. Definitions.

A. All-Hazards Incident.

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, and destructive criminal activity targeting critical infrastructure. This also includes the effects climate change has on these threats and hazards.

B. Personnel Accountability.

The determination of the status and/or location of Reclamation employees during disasters, incidents, or emergencies.

C. 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.

D. 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.

8. Review Period.

The originating office will review this release every 4 years.