

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 is to increase preparedness throughout Reclamation.
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; Departmental 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:	Director, Mission Assurance and Protection Organization (MAPO)
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 the 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-hazard 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:

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- (1) **Continuity of Operations.** This program establishes Reclamation's 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 Reclamation pandemic plan.
 - (2) **Disaster Deployments.** This program oversees and manages 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 supports DOI for other ESF and all-hazard resource requests.
 - (3) **Emergency Action Planning (EAP).** This program oversees the development of emergency action plans, training, and exercises for high and significant-hazard dams and urban canals.
 - (4) **Reclamation Information Coordination Center (RICC), Bureau Duty Officer (BDO) and Critical Information Requirements (CIR) Program.** The RICC and BDO/CIR program serves as the Reclamation'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 Reclamation's Emergency Notification System (ENS) (e.g., Everbridge).
- B. **Regional Offices.** Regional directors are responsible for the region's EM program, including ensuring policy compliance, maintaining adequate staffing of EM personnel, and coordinating with the Area/Power/Construction offices, and the EMRO.
- (1) The Regional Director must:
 - (a) appoint 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:

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- (i) Regional Duty Officer (RDO),
 - (ii) Regional Continuity of Operations,
 - (iii) Regional Emergency Action Planning (EAP).
- (b) maintain proficiency in the ENS to provide regional program oversight and maintenance, ensuring the 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 expertise to the Regional Director on regional EM program management, requirements, and the status of regional compliance.
 - (ii) inform area offices of EM program updates.
 - (iii) advise EMRO on regional needs and concerns regarding the region's EM programs.
- (d) build working relationships with stakeholders, partners, and 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) are responsible for their EM programs, including ensuring policy compliance, maintaining adequate staffing of EM personnel, and coordinating with the regional office, stakeholders, and federal, state, and local partners.
- (1) Managers must:
- (a) ensure that their staff with EM duties and assigned responsibilities have adequate duty capacity to properly perform those responsibilities for the successful management and execution of all EM requirements as outlined in the 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 through their regional Emergency Manager on all EM program requirements.

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- (b) Maintain proficiency in the ENS to provide program oversight and maintenance to ensure the accuracy of messaging and notification groups.
 - (c) build working relationships with stakeholders, partners, and federal, state, 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 Program Training.** To establish an EM knowledge baseline, Regional Directors must ensure that designated Reclamation staff complete all required training per Appendix A.
6. **Review Period.** The originating office must review this release every four years.