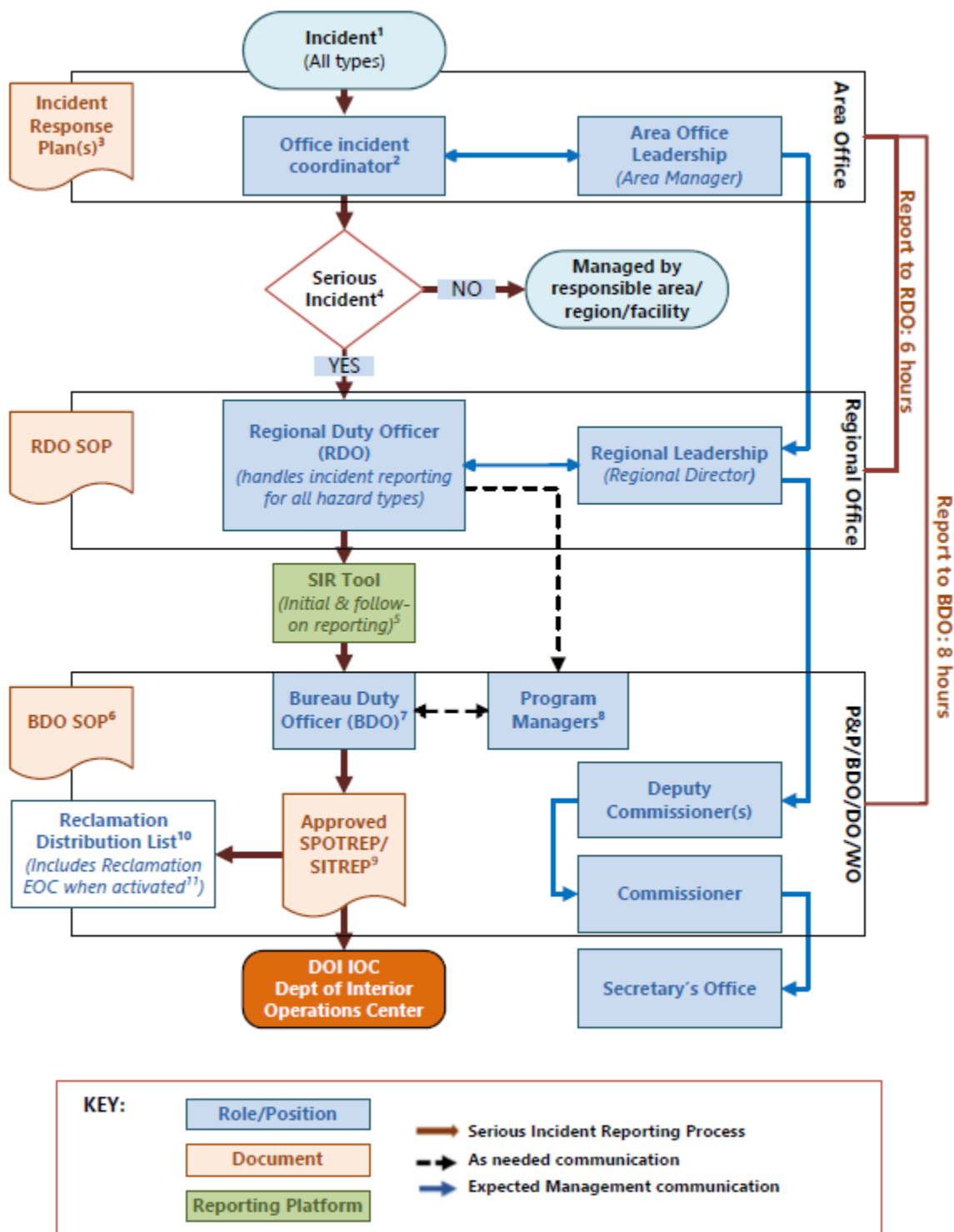


Reclamation Manual

Directive and Standard

Serious Incident Reporting Process Flowchart



Reclamation Manual

Directive and Standard

Footnotes

1. The definition of “incident” includes *all* incidents, including minor/routine incidents that do not meet the definition of a *serious incident*.
2. Incident coordinator is a general term referring to management structure or Reclamation staff managing the incident on-site or from a field/area/power office.
3. Incident Response Plans include Occupant Emergency Plan, Continuity of Operations Plan, Emergency Action Plan, Hazardous Material or “HAZMAT” Response/Spill Prevention Control and Countermeasure Plan, Facility/Site Security Plan, Guard Response Plan, Information Technology Plan, etc.
4. A “serious incident” is defined in this D&S (see paragraph 4 of EMG 03-01 and EMG 03-01, Appendix A).
5. SIR Tool: Initial report is called a SPOTREP; updates to initial report until incident conclusion is called a SITREP.
6. The Bureau Duty Officer (BDO) will follow BDO procedures/standard operating procedure to check, revise if necessary, and finalize reports to send to the Department’s Interior Operations Center.
7. The BDO program is managed by the Policy & Programs Directorate’s Emergency Management and Readiness Office.
8. Program managers are lead programmatic staff responsible for a program, typically in Reclamation’s Denver Office.
9. The BDO will maintain and use an internal distribution list to provide a copy of all emails/reports sent to the Department’s Interior Operations Center.
10. Reclamation expects management communications (e.g., area manager to regional director) to occur and are not a requirement of this D&S.
11. When activated, the EOC will notify the affected region(s) and manage requests for information, resource requests, support, etc., for the specified incident. The BDO will process and disseminate SPOTREPs and SITREPs as established by this D&S.