

Reclamation Manual

Policy

Subject:	Emergency Management
Purpose:	To establish the requirements and responsibilities for the implementation and execution of emergency management programs, activities, and functions across the Bureau of Reclamation. The benefit of this Policy is the preparedness of staff and resiliency of operations when subjected to emergency or unplanned 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 ; National Response Framework, Third Edition ; Federal Continuity Directive 1 ; Department Manual Part 900 Chapters 1, 2, 4, and 5; Departmental Manual Part 753 Chapters 1 and 2; Departmental Manual Part 446 Chapter 17; Emergency Management Policy Guidance Bulletin 2007-1 ; Emergency Management Policy Guidance Bulletin 2010-1 ; Emergency Management Policy Bulletin 2011-1 ; and DOI All-Hazards Baseline Operational Plan .
Approving Official:	Commissioner
Contact:	Director, Security, Safety and Law Enforcement (84-40000)

1. **Introduction.** The safety, reliability, and continuity of Reclamation's operations, and the well-being of Reclamation's staff, are fundamental to Reclamation's mission and delivery of services to the American public. Reclamation is also a partner in the nationwide framework that coordinates disaster response and ensures the protection and reliability of critical infrastructure, as well as the well-being of all citizens. 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.
2. **Applicability.** This Policy applies to all Reclamation employees.
3. **Definitions.** See Appendix A.
4. **Responsibilities.**
 - A. **Commissioner and all Deputy Commissioners.** The Commissioner and all Deputy Commissioners are responsible for promoting a Reclamation-wide culture of

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preparedness and establishing a work environment that integrates the ability to carry out responsibilities in an emergency or unplanned incident without major disruption to mission essential functions or Departmental requirements.

B. Reclamation Leadership Team (RLT). The RLT is responsible for:

- (1) ensuring plans, procedures, and requirements are in place, compliant, and ready to be executed in the case of an emergency or unplanned incident;
- (2) funding, staffing, and executing supporting activities (e.g., developing plans, training, exercising, establishing and maintaining supporting infrastructure and processes, promoting a prepared and resilient organization);
- (3) ensuring the timely delivery of reports for emergencies or unplanned incidents affecting their part of the organization (as established in Departmental Manual and Directives and Standards) to Security, Safety and Law Enforcement for systems entry, consolidation, and storage, and when appropriate, submission to the Department; and
- (4) promoting and implementing recommendations, corrective actions, and lessons learned that ultimately improve Reclamation's overall preparedness and response capabilities.

C. Director, Security, Safety and Law Enforcement (SSLE). The Director, SSLE, is responsible for:

- (1) ensuring Reclamation-wide oversight and executive-level coordination of emergency management functions;
- (2) coordinating emergency management-related needs and information-sharing among the Denver Directors; and
- (3) representing Reclamation to the Department's Senior Executive Emergency Management Council and providing input and direction concerning overarching emergency management policy that affects all bureaus and offices.

D. Regional Directors. Regional directors are responsible for:

- (1) ensuring the implementation and effectiveness of emergency management programs, plans, activities, and functions at Reclamation's offices, facilities, and other places of work, and within Reclamation's operations;
- (2) appointing a primary and back-up regional emergency management coordinator to ensure the presence of a system of 24-hour communication capabilities (e.g., regional duty officer, after-hours points of contact), emergency notification, and

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information-sharing to Reclamation-wide functions (e.g., Reclamation Emergency Operations Center, Bureau Duty Officer Program); and

- (3) ensuring the participation of managers, supervisors, and employees in emergency management training and exercises.

E. **Chief, Program and Emergency Management Office (PEMO).** The Chief, PEMO, is responsible for:

- (1) managing and coordinating the Reclamation emergency management program, including the development and delivery of policy, directives and standards, procedures, handbooks, guidance, training, and technical support;
- (2) ensuring the presence of emergency management-related coordination and information sharing among the Denver directorates and offices (e.g., deployment coordination, continuity of operations planning and oversight);
- (3) representing Reclamation to the Department's Emergency Management Council and providing operational and tactical-level planning, coordination, support, and information sharing related to emergencies or unplanned incidents (e.g., incident-specific reporting on behalf of Reclamation to the Department's Interior Operations Center, evaluation and adjudication of requests for information received from the Interior Operations Center); and
- (4) participating in the development of policy and procedures that affect all bureaus and offices.

F. **Regional Emergency Management Coordinators.** Regional emergency management coordinators are responsible for:

- (1) conducting emergency management planning and coordination; and
- (2) sharing emergency or unplanned incident information with PEMO to ensure situational awareness, informed-decision making, and the ability to coordinate resources and report information to the Department in a timely manner.

G. **Managers and Supervisors.** Managers and supervisors are responsible for:

- (1) providing guidance and instruction to employees during emergencies and unplanned incidents;
- (2) maintaining accountability for all assigned employees under their direction and authority;
- (3) implementing plans, practices, and protocols that execute emergency management requirements found in Policy and Directives and Standards;

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- (4) implementing emergency management recommendations and corrective actions under their authority; and
- (5) participating in and promoting emergency management functions, including exercising and training, that support the ability to deliver service and carryout work activities.

H. **Employees.** Employees are responsible for:

- (1) following, responding to, and acting on all directions and orders issued during emergencies and unplanned incidents to ensure Reclamation's ability to account for staff whereabouts and safety;
- (2) participating in training and exercises to prepare for future emergencies and unplanned incidents; and
- (3) knowing applicable requirements and rules, as well as their own limitations, when volunteering to provide assistance or performing duties as a responder.

5. **Policy.**

A. Reclamation will operate its emergency management program within a preparedness framework that plans for and detects issues that could materialize into an emergency or unplanned incident and to mitigate those contributing factors prior to materialization. When faced with an emergency or unplanned incident, Reclamation's emergency management program and posture support the ability to:

- (1) reduce the likelihood of mission failure;
- (2) manage incidents competently and effectively at the lowest level;
- (3) perform mission essential functions under catastrophic conditions;
- (4) maintain accountability for all employees;
- (5) continue the delivery of services to the American public;
- (6) perform response activities within the system of Federal coordination; and
- (7) promote an overall system of preparedness that reduces harm, loss, or waste.

B. Reclamation will conduct its emergency management-related activities in compliance with Federal mandates and doctrine established by the *National Incident Management System* and in compliance with law, regulation, and policy. Such activities are adaptable to meet incident needs, standardized to support interoperability with cooperators, and bolster unity of effort among all participants. Activities will include:

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- (1) the use of a common system to manage an emergency or unplanned incident (i.e., Incident Command System);
 - (2) the use of plain language to describe incident management activities (e.g., clear text, not using codes);
 - (3) testing, training, and exercising (e.g., formal learning programs, activities, and exercises that enable staff and responders to understand roles, conceptualize possibilities, and use tools to practice response);
 - (4) resource typing (e.g., the application of widely-accepted, capability-based designators to organize resources by type and kind); and
 - (5) resource ordering (e.g., the use of standard Federal qualification and ordering systems already in place across the interagency response community).
- C. Reclamation strives for continuous improvement in its emergency management programs and posture and will conduct After Action Reviews (AARs) and implement lessons learned following any emergency or unplanned incident, emergency management training or exercise, or disaster response. Lessons learned include formal (e.g., recommendations and corrective actions) and informal (e.g., non-programmatic discoveries affecting process or culture) results of discussion and analysis. Regions, program offices, area offices, field offices, facilities, or any other organizational entity will conduct and document AAR results, including lessons learned. Managers and supervisors will ensure that formal lessons learned are tracked in appropriate systems (e.g., Dam Safety Information System, local information system) by responsible staff. Emergency Management Coordinators will ensure that informal lessons learned are communicated, in writing, to PEMO for inclusion in emergency management community information-sharing activities (e.g., training, intranet resource sites).
6. **Concept of Operations.** Reclamation's emergency management program will follow the traditional four phases of emergency management. The four phases provide a planning and operational framework that support the development and execution of emergency management activities (e.g., plans, exercises).
- A. **Mitigation.** Mitigation surrounds activities that identify risk and prevent or minimize future emergencies or unplanned incidents. Some mitigation examples include risk analysis and categorization, the development of policy or directives designed to reduce exposure, and physical improvements that address identified risks (e.g., safety of dams program activities, annual facility maintenance, updating operational procedures). Mitigation occurs before and after an emergency or unplanned incident.
 - B. **Preparedness.** Preparedness surrounds activities that enhance or improve capacity, knowledge, skills, and abilities to know what to do, and how to do it, during an emergency or unplanned incident. Some preparedness examples include writing and

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exercising emergency plans, testing continuity-support generators and communication systems, and pre-rostering staff for emergency response. Preparedness occurs before an emergency or unplanned incident.

- C. **Response.** Response surrounds activities that seek to save life and prevent further damage or impact to people, lands, and infrastructure. Some response examples include the use of an incident management team to direct emergency operations, deploying staff to inspect bridges after a flash flood, and using equipment to stabilize or intervene in a dam safety issue. Response occurs during and immediately following an emergency or unplanned incident.
- D. **Recovery.** Recovery surrounds activities that seek to return people, lands, and infrastructure to a place of normalcy or a state that existed prior to an emergency or unplanned incident. Some recovery examples include long-term efforts to rebuild infrastructure, survivor counseling, and fiscal planning to address multi-year budget impacts. Recovery begins concurrent with response and continues until returned to a state of normalcy or new operational paradigm.

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: _____