Serious Incident Reporting Process Flowchart

**Bureau Duty Officer (BDO)**
- **Final SPOTREP/SITREP**
- **Reclamation EOC**
- **Program Managers**
- **Secretary’s Office**
- **Commissioner**
- **Deputy Commissioner(s)**

**Regional Duty Officer (RDO)**
- **Regional Office**
- **Managed by responsible area/region/office**

**Office Incident Coordinator**
- **Area Office Leadership**
- **Incident Response Plan(s)**

**DOI IOC**
- **Department of Interior**

*The EOC may be activated to support an ongoing incident and then manage serious incident reporting to/from DOI. The BDO or EOC will notify the affected office of the change.*

**KEY:**
- **Role/Position**
- **Document**
  - **Serious Incident Reporting Process**
  - **As-Needed Communication**
  - **Expected Management Communication**

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SUPERSEDES SLE 07-01 (356) 09/25/2009 and minor revisions approved 09/13/2011
Footnotes

1. “Incident” is defined to include 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.  
4. A “serious incident” is defined in this D&S (see Section 4 and Appendix A).  
6. The BDO will follow BDO procedures/SOP to check, revise if necessary, and finalize reports to send to the Department IOC.  
7. The BDO and Emergency Operations Center (EOC) are located in Denver and are managed by SSLE.  
8. Program Managers are lead programmatic staff responsible for a program, typically in the Denver Office.  
9. The BDO will maintain and use an internal distribution list to provide a copy of all emails/reports sent to the DOI IOC.  
10. Management communications (e.g., area manager to regional director) is expected to occur and is not a requirement of this D&S.