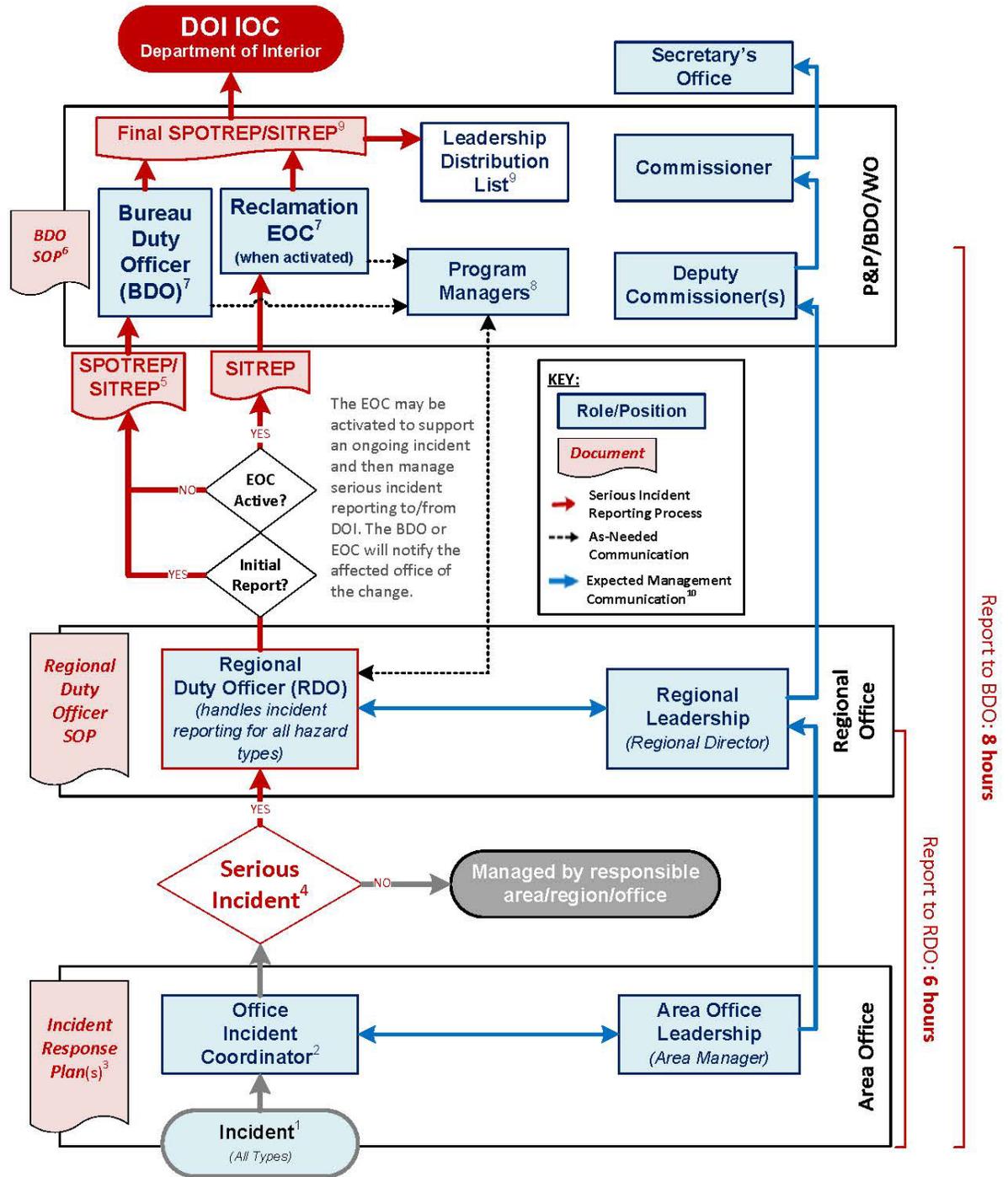


Reclamation Manual

Directive and Standard

Serious Incident Reporting Process Flowchart



Reclamation Manual

Directive and Standard

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. **3.** Incident Response Plans include: Occupant Emergency Plan, Continuity of Operations Plan, Emergency Action Plan, 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 Section 4 and Appendix A). **5.** SPOTREP = DOI "Spot Report" form; SITREP = DOI "Situation Report" form. **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 P & P Security Office. **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.