Serious Incident Reporting Process Flowchart

Incident (All types)

Office incident coordinator

Area Office Leadership (Area Manager)

Area Office

Serious Incident

Managed by responsible area/region/facility

Regional Duty Officer (RDO)
(handles incident reporting for all hazard types)

Regional Leadership (Regional Director)

Regional Office

RDO SOP

SIR Tool (Initial & follow-on reporting)

BDO SOP

Reclamation Distribution List (Includes Reclamation EOC when activated)

Approved SPOTREP/SITREP

DOI IOC Dept of Interior Operations Center

Program Managers

Bureau Duty Officer (BDO)

Deputy Commissioner(s)

Comissioner

Secretary’s Office

P&G/BD/DO/D/O

Report to RDO: 6 hours

Report to BDO: 8 hours

KEY:

Role/Position

Document

Reporting Platform

As needed communication

Expected Management communication

SUPERSEDES SLE 07-01 (356) 09/25/2009 and minor revisions approved 09/13/2011
(Minor revisions approved 3/20/2020, 10/24/2022)
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).  
5. SIR Tool: Initial report = SPOTREP; updates to initial report until incident conclusion = SITREP.  
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 is located in Denver and are managed by P & P Security Division.  
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.  
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.