



# United States Department of the Interior

OFFICE OF LAW ENFORCEMENT, SECURITY AND  
EMERGENCY MANAGEMENT  
Washington, D.C. 20240

October 2, 2007

## Memorandum

To: Bureau/Office Emergency Coordinators  
NRP Principal Planners  
Interior Regional Emergency Coordination Council Members

From: Laurence I. Broun /s/  
Departmental Emergency Coordinator

Subject: Emergency Management Policy Guidance Bulletin 2007-4:  
Interior Regional Emergency Coordination Council (I-RECC) Guidelines

**PURPOSE:** To provide policy guidance to Bureaus/Offices regarding Interior Regional Emergency Coordination Councils (I-RECCs) and operational guidance for I-RECC members.

**BACKGROUND:** The Departmental Manual (900-DM-1.9) establishes I-RECCs as a mechanism for the Department of the Interior (DOI) to maintain liaison and coordination with each of the Federal Emergency Management Agency (FEMA) regions, including Regional Interagency Steering Committees (RISCs) and Regional Response Coordination Centers (RRCCs), and to coordinate emergency activities across DOI bureaus and offices on a regional basis. Members of each I-RECC are designated by each bureau/office that has capabilities or program equities within a region.

### **GUIDANCE:**

1. General. Pursuant to 900 DM 1.5c, I-RECCs will foster cooperation and mutual aid with other Federal agencies, State, tribal, and local governments. Coordination of emergency preparedness and response activities among DOI bureaus and offices is implicit to the I-RECC concept.
2. Bureau and Office Responsibilities. The following defines the relationship between the bureaus/offices and the I-RECC organization:
  - The I-RECC is a coordinating mechanism between DOI bureaus/offices and FEMA Regional Offices and does not supplant the authority of bureaus/offices to manage resources within the region.

- In accordance with 900-DM-1.5a, bureaus/offices will provide necessary resources needed to perform I-RECC activities.
- Bureau Directors are responsible for identifying I-RECC members in each region. Membership on the I-RECC is coordinated through Bureau Emergency Coordinators, who are responsible to ensure positions are filled in each region where the bureau has capabilities or program equities. Changes in I-RECC membership should be reported to the Departmental Emergency Coordinator by the appropriate Bureau Emergency Coordinator.
- The Directors, Office of Environmental Policy and Compliance (OEPC), Office of Law Enforcement, Security and Emergency Management (OLESEM), and Office of Wildland Fire Coordination (OWFC), may designate additional I-RECC members if needed to assure programmatic representation.
- There is a separate I-RECC for Alaska that uses the Alaska Cooperative Planning Group (ACPG) structure that includes the heads of all Alaska-based DOI bureaus/offices and the Special Assistant to the Secretary of Interior for Alaska. Alaska I-RECC members are designated by ACPG members, in coordination with their bureau/office emergency coordinators.
- OLESEM, through the Departmental Emergency Coordinator, provides policy oversight of the I-RECC program.

3. I-RECC Objectives. I-RECCs participate in planning, preparedness and response activities. The objectives for I-RECCs are as follows:

- Within the region, enhance mutual support among DOI bureaus/offices, FEMA, other Federal agencies, States, tribes and local governments for emergency activities.
- Facilitate participation of bureaus/offices in FEMA regional preparedness activities, including RISC meetings and readiness exercises.
- Provide a mechanism to coordinate use of Interior resources at the regional level during incidents. (See paragraph 4, Response Coordination.)
- Leverage the skills, capabilities and geographic presence of I-RECC members and their parent organizations to enhance DOI readiness within the region.

4. Overview of I-RECC Activities

- I-RECC Meetings. I-RECCs will meet four times annually to coordinate emergency preparedness and planning among DOI bureaus and offices; meetings may be conducted via teleconference when appropriate.
- Regional Interagency Steering Committee (RISC). I-RECC members serve as FEMA RISC points of contact for their bureau/office.
- NRP Regional Principal Planner. Where applicable, I-RECC members serve as the regional representative for DOI's NRP Principal Planner for each Emergency Support Function (ESF) under the National Response Plan. (See Paragraph 5)

- Activation. The I-RECC may be activated by the Departmental Emergency Coordinator or the I-RECC Chair during emergencies. When activated, I-RECC members share information on bureau/office emergency response activities and capabilities, and facilitate response activities outlined under Response Coordination, Paragraph 5.
- Working with Bureau/Office Emergency Coordinators, I-RECC members maintain cognizance of resources available for emergency response within their region.

5. Response Coordination. During incidents, the I-RECC may be required to coordinate various response activities, including but not limited to the following:

- Bureau/Office Incident Response. I-RECCs will facilitate mutual aid among bureaus for emergency incidents which occur within the region.
- Immediate Emergency Response. Under 900-DM-1.10, bureau/office field personnel may provide support to local governmental authorities when imminently serious conditions exist. The I-RECC may coordinate with field personnel from bureaus/offices within the region to facilitate requests for immediate emergency response.
- Regional Response Coordination Center (RRCC). When the RRCC is activated by FEMA, representatives may be requested from DOI for various ESF activities (see National Response Plan, below). The I-RECC Chair, supported by the Vice-Chair and other I-RECC members, will assure representation is provided as requested by FEMA, and will be proactive in participating in RRCC coordination when DOI equities are involved.
- National Response Plan (NRP). Under the NRP, FEMA coordinates disaster assistance efforts to State, tribal and local governments. NRP response is organized into 15 ESFs. Primary Agencies for each ESF may “task” other Federal bureaus/offices for support. DOI is a primary agency for part of ESFs 9 and 11, and is a support agency for an additional 12 ESFs. Within DOI, 900-DM-5 assigns responsibility to an individual bureau/office for managing DOI responsibilities related to each ESF. The individual assigned this responsibility within the responsible bureau/office is known as the “NRP Principal Planner.” At the regional level, this coordination will be carried out by the I-RECC member assigned from the responsible bureau or office that serves as “NRP Principal Planner.” In this capacity, the I-RECC members serve as NRP Regional Principal Planners<sup>1</sup> for the ESF assigned to their bureau/office, taking direction for such activities from the NRP Principal Planner. (The I-RECC Chair notifies the Departmental Emergency Coordinator should an ESF be activated and the assigned bureau/office for that ESF is not represented on the I-RECC. In such situations, the Departmental Emergency Coordinator coordinates with the NRP Principal Planner(s) to provide representation.)

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<sup>1</sup> This is a new term which has not yet been added to 900-DM-5.

- DOI Environmental Safeguards Plan for All-Hazards Emergencies. I-RECCs may provide coordination to support the implementation of the *Department of the Interior Environmental Safeguards Plan for All-Hazards Emergencies*. This *Plan* outlines how DOI will organize its resources and expertise to specifically respond to disasters, emergencies and incidents under the NRP's ESF #10 (Oil and Hazardous Materials), the Natural and Cultural Resources and Historic Properties Protection part of ESF #11, and the *National Oil and Hazardous Materials Pollution Contingency Plan* (NCP). The *Plan* also states that it is the policy of DOI that when potential or actual incidents or emergencies occur affecting DOI lands, natural and cultural resources and historic properties, employees or visitors, and require coordination of DOI assets or expertise to safeguard these people or resources, DOI bureaus/offices called upon to provide assistance will work together in a coordinated manner.

## 6. Membership.

- Each bureau/office with capabilities or program equities within a FEMA Region will provide a member for that region's I-RECC. (See paragraph 2 above, Bureau and Office Responsibilities.) ACPG Disaster Response Planning Work Group members serve as Alaska's I-RECC representatives.
- I-RECC members should be employees with operational knowledge of their bureau's resources and ability to respond to emergency situations and be capable of facilitating regional preparedness and coordinating activities during emergencies.
- Because FEMA regional boundaries and DOI bureau regional boundaries do not always coincide, I-RECC members must consider the scope of their coordinating activities to include all areas within the FEMA region, regardless of the boundaries of the member's bureau region. Communication beyond the members' bureau region should comply with the organizational procedures of the members' bureau region, but should not inhibit coordination during emergency events.
- As a general rule, I-RECC members should be appointed from activities located within the boundaries of the region. Because multiple regions may be simultaneously activated during emergencies, bureaus/offices should avoid appointment of individuals to more than a single I-RECC.
- I-RECC members will comply with NIMS training requirements and be conversant in the Incident Command System (ICS). The following training courses are required for I-RECC members and can be taken on-line. (Additional details are available in DOI Emergency Management Policy Guidance Bulletin 2007-1: National Incident Management System Training Requirements.)
  - IS-100 Introduction to Incident Command System
  - IS-200 ICS for Single Resources and Initial Action Incidents
  - IS-700 National Incident Management System (NIMS) Introduction
  - IS-800.A National Response Plan (NRP), An Introduction

ICS-300 (Intermediate ICS) and ICS-400 (Advanced ICS) are conducted in a classroom and are encouraged for I-RECC members.

7. I-RECC Leadership.

- Each I-RECC will select a Chair and Vice-Chair, based upon the ability of individual members to fulfill responsibilities listed in Paragraph 8. In some regions, the geographic location of certain I-RECC members relative to FEMA regional headquarters may limit the ability of certain members to effectively serve as Chair or Vice-Chair. The final determination of Chair and Vice-Chair will be coordinated with the Departmental Emergency Coordinator, and appropriate Bureau/Office Emergency Coordinator, to ensure that bureaus and offices share responsibilities equitably across all I-RECCs.
- The Alaska I-RECC Chairperson and Vice-Chairperson will be selected by the ACPG in accordance with the *DOI Disaster Response Plan for Alaska*.
- Each I-RECC will review its leadership annually and coordinate with the Departmental Emergency Coordinator and appropriate Bureau/Office Emergency Coordinator regarding any proposed changes.
- During periods of absence, or when relief is needed during emergency operations and cannot be provided by the Vice-Chair, the Chair may designate as Acting Chair any I-RECC member who agrees to assume the responsibilities of the Chair.

8. Responsibilities of I-RECC Chair.

- Provides overall leadership and coordination for I-RECC activities.
- Serves as the general point of contact for the I-RECC with the FEMA region. (Each I-RECC member maintains a direct relationship with their partners at FEMA and other Departments/Agencies). The I-RECC chair facilitates sharing of information addressed to DOI, or to an individual bureau/office representative when that representative is absent or cannot be contacted.)
- Coordinates activities with the Departmental Emergency Coordinator as needed.
- Provides I-RECC Activity Reports quarterly (see Attachment A) and Situation Reports during emergencies (see Paragraph 12).
- Provides information to I-RECC members on regional emergency preparedness activities and facilitates participation in regional exercises.
- Schedules quarterly meetings/conference calls to coordinate I-RECC activities and update I-RECC members not able to attend quarterly FEMA RISC meetings, and other meetings/conference calls, as may be necessary to manage responsibilities of the I-RECC.
- During emergencies provides information to I-RECC members on conditions; schedules and coordinates emergency I-RECC meetings and conference calls, and; proactively facilitates the coordination of DOI elements within the region. (See paragraph 4, Response Coordination.)

- Coordinates with other I-RECC members various responsibilities, including but not limited to representation of the I-RECC at, regional emergency planning, preparedness and exercise meetings, based on the locations, capabilities and availability of I-RECC members.
- Performs responsibilities as an I-RECC member (See paragraph 10).

9. Responsibilities of the I-RECC Vice Chair.

- Supports the Chair in coordination of I-RECC activities. Maintains meeting summaries and action items.
- During emergencies, takes lead for documentation of conference calls, taskers, and other activities related to the I-RECC.
- Serves in the absence of the I-RECC Chair.

10. Responsibilities of I-RECC Members

- Provide leadership and coordination within the members' bureau/office for regionally-based emergency management activities.
- Serve as primary point of contact within the I-RECC for all units of the members' parent bureau/office within the FEMA region.
- Coordinate activities with their Bureau/Office Emergency Coordinator, keeping the Bureau/Office Emergency Coordinator informed of activities within the I-RECC and aware of on-going incidents.
- Provide bureau/office units within the I-RECC region applicable information on emergency preparedness activities. Facilitate participation by regional bureau personnel in regional exercises.
- Participate in FEMA RISC meetings as appropriate (at least one per year), quarterly I-RECC meetings/conference calls, and other meetings/conference calls as may be called by the I-RECC Chair.
- Be familiar with the National Response Plan's 14 ESFs where DOI is either a primary or support agency and determine their organization's ability to respond to requests for assistance from FEMA under the ESFs they support.
- To the best of their ability, support the I-RECC Chair to assure that workload associated with the I-RECC is equitably shared among I-RECC members.
- During emergencies, provide information to units of the members' bureau/office within the region on emergency conditions and proactively facilitate the coordination of bureau/office response activities. (See paragraph 4, Response Coordination.)
- When activated during emergencies, be available to represent the Department and/or the member's bureau/office at the FEMA RRCC, Joint Field Office (JFO)

or other designated Incident Command locations, when appropriate.

11. Additional Responsibility of I-RECC Members who are NRP Regional Principal Planners.

- NRP Regional Principal Planners for each ESF should assure preparedness of DOI to execute its assigned responsibilities at the regional level and will coordinate activities directly with DOI's NRP Principal Planner.
- In coordination with the NRP Principal Planner, the NRP Regional Principal Planner shall identify additional personnel as needed to provide representation and coordination of activities at the regional level during emergencies.
- For ESFs where DOI has interagency lead for ESF activities as a Primary Agency 11) the NRP Regional Principal Planner or their designee will participate in FEMA meetings, exercises and other activities requiring participation of Primary Agencies. The NRP Regional Principal Planner for these ESFs will coordinate at least annually with regional representatives of the supporting Departments and Agencies as well as with the I-RECC members for bureau/offices which support the ESF. This may be done as part of a regularly scheduled I-RECC meeting.
- For ESFs supported by DOI, the NRP Regional Principal Planner will coordinate with other I-RECC members which support the ESF, and inform the Primary Agency of DOI capabilities. The NRP Regional Principal Planner for these ESFs or their designee will participate as needed in meetings, exercises and other activities called by FEMA or the Primary Agency.

12. Communication and Coordination. Information sharing is critical to regional emergency management activities. The following provides additional guidance on I-RECC communications.

- The DOI Watch Office maintains a roster of I-RECC members and provides copies of warnings, alerts, activations, situation reports and other information to I-RECC members.
- The I-RECC Chair *facilitates* the flow of information among I-RECC members, FEMA Region officials, and other Departments and Agencies within the region engaged in emergency activities of concern to DOI. The role of the I-RECC Chair in facilitating the flow of emergent information during alerts and incidents is of particular importance. The Chair represents Departmental emergency management concerns at the FEMA regional level, maintains communication as needed with the FEMA Regional Administrator and Deputy Regional Administrator, and has a direct line of communications with the Departmental Emergency Coordinator.
- During emergencies, the I-RECC Chair (or designated I-RECC member) provides situational awareness of regional activities to the DOI Watch Office, as required by 900-DM-4.7. I-RECC Situation Reports supplement reporting by individual bureaus/offices and focus on regional activities, interagency coordination and information originating in FEMA RRCC, JFO, or other entities. These situation

reports also provide initial information on activations and mission assignments in the immediate period before NRP Regional Principal Planners report to their assigned locations and become operational.

- The I-RECC Chair and/or selected I-RECC members will participate in DOI Emergency Management Council (EMC) teleconferences calls due to emergency situations affecting their Region.
- I-RECC members are responsible to provide information on situational awareness of bureau/office activities to the I-RECC Chair within the FEMA region. This does not supplant any responsibility the I-RECC member has to report through their own bureaus/offices channels, or any requirement to directly coordinate with other I-RECC members.
- Each I-RECC member is responsible for coordination with units of the members' bureau/office located within the FEMA region. Communication should comply with the organizational procedures of the members' bureau/office, however these procedures must not inhibit coordination during emergency events. Each I-RECC member maintains a direct line of communications to their own Bureau/Office Emergency Coordinator.
- Each I-RECC member is responsible for coordination at the regional level with partner Departments and Agencies, including coordination with other primary/support agencies for various ESFs under the NRP. (The coordination role of the I-RECC Chair does not relieve I-RECC members of this responsibility.) In instances where coordination is required with a bureau/office not represented on the I-RECC or whose representative(s) are not available, the I-RECC chair will coordinate with the Departmental Emergency Coordinator to provide an appropriate point of contact.
- In Alaska, coordination among Alaska I-RECC members and other DOI Bureau Initial Responders and DOI Bureau Emergency Contacts will occur in accordance with the concepts included in the *DOI Disaster Response Plan for Alaska* and in ESF Alaska Annexes.

( Date )

To: Departmental Emergency Coordinator  
From: I-RECC Chair – Region ( \_\_ )  
Subject: Interior Regional Emergency Coordinating Council  
Quarterly Report ( Dates )

1. FEMA Regional Interagency Steering Committee (RISC) – DOI Items of Interest

*(Attach agenda, summaries, handouts of interest to DOI)*

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2. I-RECC Meeting – Key Points: *(Provide attachments if applicable)*

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3. Key Activities:

(List training/exercises conducted by or of interest to DOI; incidents/events requiring activation of all or parts of the I-RECC; or other activities of note.)

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4. Upcoming Activities:

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5. Participation in Meetings/Events this Quarter:

I-RECC Member*	FEMA RISC	I-RECC Meeting	OTHER	
<input type="checkbox"/> MMS				
<input type="checkbox"/> BOR				
<input type="checkbox"/> BIA				
<input type="checkbox"/> BIE				
<input type="checkbox"/> NPS				
<input type="checkbox"/> BLM				
<input type="checkbox"/> OSM				
<input type="checkbox"/> FWS				
<input type="checkbox"/> USGS				
<input type="checkbox"/> OWFC				
<input type="checkbox"/> OEPC				
<input type="checkbox"/> OLESEM				
<input type="checkbox"/>				
<input type="checkbox"/>				

\* Check bureaus/offices assigned to the reporting I-RECC.

6. Outstanding issues:

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\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date