

Department of the Interior

Departmental Manual

Effective Date: 9/16/10

Series: Organization

Part 112: Policy, Management and Budget

Chapter 18: Office of Emergency Management

Originating Office: Office of Emergency Management

112 DM 18

18.1 Office of Emergency Management. The Office of Emergency Management (OEM) is responsible for policy development, direction, coordination, evaluation, inspection, and support of Departmental programs concerning disaster preparedness, planning, response and recovery, continuity of operations, coordination of interagency emergency response activities, and operation of the Interior Operations Center.

18.2 Functions. The Office of Emergency Management serves as the focal point for program guidance and oversight of the Department's emergency management programs. In collaboration with bureau and office emergency management programs, as appropriate, OEM performs the following functions:

- A. Develops, amends, disseminates, and interprets Departmental policies.
- B. Represents the Department in the oversight, coordination, evaluation, inspection, and support of bureau and office emergency management programs to ensure proper implementation, consistency, and compliance.
- C. In coordination with the Deputy Assistant Secretary – Budget, Finance, Performance, and Acquisition, as appropriate, oversees, coordinates, and reviews bureau and office emergency management budgets.
- D. Serves as the principal point of contact and represents the Department, as appropriate, on interagency and intergovernmental committees, organizations, and task forces, including the Homeland Security Council, Department of Homeland Security, Federal Emergency Management Agency, and other agencies and organizations involved in disaster mitigation, preparedness response and recovery, continuity of operations, and continuity of government.
- E. Oversees, coordinates, evaluates, and inspects bureau and office compliance with Executive Orders, Presidential Decision Directives, Homeland Security Presidential Directives, the National Response Framework, and other requirements of executive branch Departments that impose obligations on the Department relating to emergency management.

9/16/10 #3869

Replaces 3/23/09 #3834

F. Provides oversight, leadership, and direction to the Department's Emergency Management Council, Interior Regional Emergency Coordinating Councils, and other senior level Departmental committees, including establishing inter-bureau work groups, as needed.

G. Through the Interior Operations Center, collect, analyze and disseminate alerts, warnings and other critical information for senior official offices, bureaus, and other Departments and Agencies related to law enforcement, homeland security, security (e.g., physical, personnel, national, and industrial), emergency management and other emergency activities of the Department.

H. Coordinates the management of a Sensitive Compartmented Information Facility with the Office of Law Enforcement and Security (OLES). Provides accredited rooms for classified briefings and discussions and capabilities to electronically process and store classified information in cooperation with OLES.

I. Provides oversight for bureau programs related to the mitigation, preparedness, response, and recovery capabilities of the Department for natural hazards, man-made disasters, and national security emergencies.

J. Provides operational oversight and coordination of bureau and office response activities during major emergency incidents, and assures effective coordination of these activities with the Homeland Security Council, Department of Homeland Security, Federal Emergency Management Agency, and other Federal, State, and tribal governments.

K. Establishes and manages a program to coordinate emergency planning, preparedness, response and recovery activities of bureaus and offices at the Federal regional level.

L. Coordinates homeland security and emergency response activities related to law enforcement and security operations with OLES.

M. Manages occupant emergency planning and shelter-in-place procedures for the Main Interior Complex.

18.3 Organization. The Office of Emergency Management is headed by a Director who reports to the Deputy Assistant Secretary - Law Enforcement, Security, and Emergency Management. (See attached organization chart.) The Director carries out the responsibilities of the office with the assistance of the following:

A. Preparedness and Response Division. The Preparedness and Response Division formulates and disseminates policies and coordinates the development of bureau and office programs for an integrated and comprehensive emergency management program which spans the continuum of prevention, planning, response, and recovery. The program encompasses all types of hazards and emergencies that impact Federal lands, facilities, infrastructure, and resources; Tribal lands and Insular Areas; and for which assistance is provided to other units of government under Federal laws, Executive Orders, interagency emergency response plans such as the

National Response Framework, and other agreements. The Preparedness and Response Division manages Departmental activities related to Homeland Security Presidential Directive 5, Management of Domestic Incidents; Homeland Security Presidential Directive 8, National Preparedness; the National Exercise Program; and the National Incident Management System.

B. Continuity Programs Division. The Continuity Programs Division establishes and disseminates policy and coordinates the development of bureau and office programs to ensure the ability of the Department to execute its mission essential functions during incidents which disrupt normal operations. It manages and coordinates occupant emergency planning and shelter-in-place procedures within the Main Interior Complex. The Continuity Programs Division manages testing, training and evaluation activities for the Office of the Secretary and provides policy direction and compliance oversight for bureau and office continuity programs. The Continuity Programs Division is responsible for the Department's activities related to Homeland Security Presidential Directive 20, National Continuity Policy.

C. Interior Operations Center. The Interior Operations Center (IOC) provides situational awareness regarding incidents and emergency activities to senior leadership both within and external to the Department, and establishes policies, procedures and systems to assure a timely and accurate exchange of information among bureaus, offices, and other departments and agencies. The IOC serves as the principal focal point for reporting significant incidents to the Secretary and other Departmental leadership; sharing of emergency information with the Department of Homeland Security's National Operations Center, and other interagency operations centers; and disseminating alerts, warnings and other emergency information to bureaus and offices. The IOC has primary responsibility for collecting, analyzing, verifying, and disseminating emergency and operational response information regarding incidents that impact DOI facilities and/or personnel. The IOC integrates emergency information that is received from bureaus and offices with other ongoing emergency management activities to provide a single, comprehensive and accurate description of an event.

Office of Emergency Management

