

EMERGENCY OPERATIONS FOR DEPARTMENTAL CONTINUITY**SECTION 1. PURPOSE.**

This Order establishes Department of Commerce (the "Department") policies and procedures and prescribes responsibilities for implementing Executive Order ("E.O.") 12656, "Assignment of Emergency Preparedness Responsibilities," dated November 18, 1988.

SECTION 2. GENERAL.

.01 This Order prescribes the policies and procedures to address the Department's ability to provide for the protection and safety of its employees and guests, and conjunctively to ensure the continuity of essential operations in various emergency environments, as prescribed by E.O. 12656, in all types of emergencies.

.02 This Order: (a) defines the various emergency environments and the minimum planning requirements which Departmental offices and operating units must consider in their contingency planning to provide essential services and minimum security of facility occupants, and (b) outlines the Office of Security's coordination and response activities for imminent danger and other emergency situations affecting the Herbert Clark Hoover Building (HCHB).

SECTION 3. DEFINITIONS.

For the purpose of this Order, the following terms apply:

a. Continuity of Operations (COOP) is a plan and a program which ensures that the "essential" functions will continue in the event of a disruptive activity focused on, or a threat to the Department, its personnel, or its facilities that is generated by man or by natural causes.

b. Emergency Environment is a condition that exists when a Departmental facility is subjected to a bomb or bomb threat, significant civil disturbance, terrorist assault, fire, explosion, major electrical or systems failure, significant chemical spill, gas leak, massive medical trauma, hurricane, tornado, flood, earthquake, or any other similar disabling situation.

c. Imminent Danger Situation exists when the Department facility, its occupants and property, are at immediate risk due to one or more of the above events.

d. Essential or Critical Function is an activity that is vital to the continuation of operations of Departmental offices or operating units and which either requires immediate restoration, or could not be disrupted for more than a period of ten (10) working days without generating major program deterioration. Heads of Departmental offices and operating units shall make the determination as to what constitutes their essential or critical functions.

e. Emergency Employee is an employee who occupies a position that has been determined to be critical, i.e., job that may be vital to public health, safety, welfare, national defense or the operation of an essential or critical function.

SECTION 4. POLICY.

The Departmental offices and operating units shall establish and maintain emergency response procedures for safeguarding life and property throughout the Department; and maintain the capability to temporarily carry out essential or critical functions in the event of a major disruption (e.g., loss of office space or facility due to an emergency) until normal operations can be restored.

SECTION 5. RESPONSIBILITIES.

01. The Departmental Office of Security ("Office of Security") shall maintain a short-term emergency response program which ensures, as necessary, rapid and effective capability to safeguard lives and property during emergencies

in the HCHB, and to provide oversight to ensure that similar procedures are in place throughout the Department.

02. The Office of Security shall provide guidance to Departmental offices and operating units and assist them in developing contingency procedures for emergency operations.

a. The Emergency Planning and Coordination Staff, Office of Security, shall provide:

1. planning guidance, as necessary, to Departmental offices and operating units concerning the establishment and maintenance of emergency response programs; and

2. plans to continue essential operations during a national security emergency.

b. The Emergency Planning and Coordination Staff will assess the adequacy of Departmental office and operating unit plans through participation in Office of Security compliance reviews; and

c. The Office of Security shall coordinate with the Departmental Office of Budget, Management and Information; Departmental Office of Human Resources Management; and Departmental Office of Systems and Telecommunications Management, to ensure that appropriate ADP and telecommunications contingency plans are in existence.

.03 The heads of Departmental offices and operating units shall:

a. Determine essential or critical functions that (a) are necessary to maintain requisite office functions, (b) identify those that must be restored within 10 days, and (c) are necessary to support national security requirements, as outlined in E.O. 12656;

b. Identify the resources (including information technology) required to support essential or critical functions;

c. Designate an Emergency Planning Officer and appropriate alternates who shall be the focal point within their units for all emergency readiness matters, including the implementation of this Order, and the preparation of the units' emergency plans;

d. Advise the Emergency Planning and Coordination Staff, in writing, of the names, office and home addresses and telephone numbers, of the designated Emergency Planning Officers and their alternate(s);

e. Develop, publish, and maintain plans to implement the provisions of this Order; and

f. Identify emergency personnel and appropriate alternates and notify them by November 15 of each year that they are so designated.

.04 Subject to provisions of Appendix F, of DAO 202-351, the Budget, Management and Information staff is responsible for shutdown plans and fiscal guidance during a funding related shutdown.

.05 The Emergency Planning and Coordination Staff shall coordinate Departmental headquarters and regional level emergency preparedness activities with the Federal Emergency Management Agency (FEMA), to include the establishment and maintenance of an emergency operations facility.

.06 The Director for Administrative Services is responsible for instituting necessary and appropriate interagency letters of agreement or understanding, leases or other interagency arrangements, as they may relate to the Department's emergency operating facilities.

.07 The Director for Human Resources Management is responsible for notifying principal human resources managers of the Office of Personnel Management's decision to close work operations within the Washington, D.C. Capital Beltway in the event of emergency situations occurring during working hours. Principal human resources managers are responsible for notifying heads of operating units of the decision. The Office of Human Resources Management:

a. shall provide guidance to Departmental offices and operating units and assist them in developing contingency

procedures for group dismissal of employees and closure of activities; and

b. will assess the adequacy of Departmental office and operating unit plans for personnel matters only through periodic oversight reviews.

SECTION 6. PROCEDURES.

01. The Departmental emergency response program consists of:

a. The HCHB Emergency Evacuation Plan which provides for continuing coordination between the Office of Security, the Office of Federal Property Programs (in the Office of Administrative Services) and all other affected units concerning issues of emergency evacuation and response.

b. The HCHB Security Program procedures and directives for security specialists, guards and other security personnel concerning responses to fires, bomb threats, incidents of civil unrest, acts of terrorism, barricaded individuals and evacuation of building occupants. Those procedures include coordination with federal and local authorities.

c. An information coordination program to acquire time-sensitive information from federal and local law enforcement agencies concerning organized special events or civil disturbances occurring in the vicinity of Department facilities and commensurate response directives.

02. Departmental offices and operating units plans for continued operations and group dismissals shall include the following elements:

a. The identification of essential functions that it is obligated to perform within ten (10) days of any emergency or disruption of normal operations;

b. The identification of personnel skills required to perform these essential functions;

c. The identification of requirements for space, supplies, data records and telecommunications needs to temporarily operate in an alternate location or restore operations at a new permanent site;

d. The identification of those critical operations that cannot be continued at any other location or which would be severely curtailed or delayed if required to relocate;

e. The identification of back-up data files in other locations and their accessibility in emergencies;

f. The identification of information systems required for contingency and disaster recovery plans; and

g. The identification of the officials outside the Washington D.C. Capital Beltway authorized to close a work location.

03. Departmental offices' and operating units' plans for continued operations shall also contain procedures for the notification of senior executive branch and Departmental officials concerning the emergency and a decision to close work operations and dismiss employees, the implementation of the emergency response program, changes of location or telephone numbers as a result of the emergency, criteria governing decisions about leave situations and how the decisions will be communicated to employees, and any other critical operational data needed to provide continuity. These plans shall also provide procedures to notify unit personnel of the emergency conditions, and to provide instructions relative to working assignments and locations.

_____ (signed) _____

Chief Financial Officer and Assistant

Secretary for Administration

Office of Primary Interest

Office of Security

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