1.1   Purpose. This chapter documents Indian Affairs' (IA) policy and procedures for emergency notification requirements in accordance with 900 Departmental Manual (DM) 3, as well as accounting for, and reporting on, employee accountability data (i.e., the status of employees) before, during, and after emergency situations to meet the Department of the Interior's (DOI) Employee Accountability Policy Bulletin 2010-1 and Personnel Bulletin 10-02 requirements. The intent is to ensure internal communication and coordination occurs with the Bureau of Indian Affairs' (BIA) Office of Emergency Management (OEM) and effectively and consistently across IA.

1.2   Scope. This policy applies to all IA headquarters, field, and program offices under the authority of the Assistant Secretary – Indian Affairs (AS-IA), including the offices of the AS-IA, the BIA, the Bureau of Indian Education (BIE), and the Bureau of Trust Funds Administration (BTFA).

1.3   Policy. It is IA's policy to implement emergency notification and employee accountability data reporting procedures to ensure IA senior executives and the Interior Operations Center (IOC) are properly notified of employee status for all emergency incidents, emergency conditions, unusual events, including social service incidents involving children or families in BIA's social services programs, or homeland security concerns that could focus public interest on IA or its bureaus, have a residual effect on the Department, or result in inquiries to senior leaders.

1.4   Authority.

    A. Statutes and Regulations

        1) 29 CFR 1904, Subpart E, Reporting Fatality, Injury and Illness to the Government

        2) 40 CFR 117, Determination of Reportable Quantities for Hazardous Substances

        3) 40 CFR § 302.4, Hazardous substances and reportable quantities

    B. Guidance.

        1) U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA), Federal Continuity Directive 1: Federal Executive Branch National Continuity Program and Requirements, Annex H: Human Resources, Pages H-1 – H-3, January 2017

        2) Presidential Policy Directive-40, National Continuity Policy, July 15, 2016

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 2

3) President's National Security Presidential Memorandum 32 (NSPM-32)

4) DOI Emergency Management Policy Bulletin 2022-01, August 17, 2022

5) DOI Emergency Management Policy Guidance Bulletin 2010-1, March 2, 2010

6) 352 DM 3, Aircraft Mishap Notification, Investigation & Reporting

7) 446 DM 9, Case Management Standards

8) 446 DM 17, Serious Incident Reporting

9) 485 DM 7, Incident/Accident Reporting/Serious Accident Investigation

10) 753 DM 2, Dam Safety and Security Program Requirements

11) 900 DM 3, Interior Operations Center and Information Management

12) 910 DM 4, National Oil and Hazardous Substances Contingency Plan

13) 25 IAM 1, Safety and Risk Management Program Overview

14) 30 IAM 4, Education (Management) Critical Incident and Death Reporting Form Policy

15) 92 IAM 1, Emergency Management Overview

C. **Handbooks.**

1) 55 IAM – H: BIA Safety of Dams Program Handbook, Dam Safety, Security, and Emergency Management, current version

2) National Interagency Fire Center (NIFC) Interagency Standards for Fire and Fire Aviation Operations, published annually

1.5 Responsibilities.

A. **AS-IA** provides program guidance and oversight of IA's law enforcement, security, and emergency management programs.

B. **Directors, BIA, BIE, and BTFA** are responsible for promulgating any counterpart policy required to implement reporting procedures in conformance with this chapter.

C. **Heads of Offices/Deputy Bureau Directors (DBDs)** serve as the collection point for their office's employee accountability data summary information in an emergency situation and are responsible for reporting it to the Bureau Director, AS-IA or Bureau Chief of Staff, and BIA OEM. They also ensure emergency notification to OEM occurs in accordance with this chapter.

D. **BIE Associate Deputy Directors (ADDs)** serve as the collection point for their subordinate's employee accountability information in an emergency situation and are responsible for reporting it to the Bureau Director, BIE Chief of Staff, and BIA OEM. They are also responsible for:

   1) emailing accountability information to the BIA OEM using emen@bia.gov;

   2) maintaining contact by telephone in an emergency situation to the extent possible, with supervisors under their leadership and in their chains of command, to relay information and provide guidance regarding the emergency; and

   3) ensuring, to the extent practicable, that organizational units under their direction maintain current emergency management plans, contact lists, succession plans, delegations of authority, and that individuals under their leadership are trained in emergency management procedures.

E. **Division/Regional Directors (RDs)** are responsible for accounting for the employees in their division/region and for serving as the collection point for information on employee accountability in emergency situations, which they will provide to their respective Head of Office/DBD and OEM. They are also responsible for:

   1) notifying OEM using emen@bia.gov when notification thresholds for serious incidents occur, as listed in section 1.7 B. of this policy;

   2) designating an Emergency Notification and Employee Accountability System Account Manager to manage, maintain, and exercise the Emergency Notification and Employee Accountability System;

   3) emailing accountability information to the DBD, Field Operations and the BIA OEM using: emen@bia.gov;

   4) maintaining contact by telephone in an emergent situation to the extent possible, with supervisors under their leadership and in their chains of command, to relay information and provide guidance regarding the emergency; and

   5) ensuring, to the extent practicable, that organizational units under their direction maintain current emergency management plans, contact lists, succession plans,

delegations of authority, and that individuals under their leadership are trained in emergency management procedures.

F. **Director, BIA OEM** is responsible for:

1) advising the AS-IA, senior leaders, and other officials as appropriate, on developing, implementing, and testing an employee accountability and emergency notification system that is consistent throughout IA;

2) providing consolidated Emergency Management Reports and employee accountability information when necessary to IA senior leaders, the IOC, and the Office of Wildland Fire (OWF) to notify senior leaders and offices of an emerging or ongoing incident. When necessary, OEM may release off-cycle notifications to provide timely notification of an emerging incident;

3) coordinating with the office manager or supervisor to identify an internal communication strategy and a point of contact to provide regular information updates. OEM may also coordinate with appropriate offices to determine how incident response will take place, such as a fatality or significant accident;

4) taking the lead for requests for information from senior leaders or other DOI offices regarding emergency management and/or emerging situations, and for coordinating special data calls with subject matter experts for reporting purposes;

5) coordinating with the Department to maintain access to the Emergency Notification and Employee Accountability System;

6) maintaining the Account Manager listing for the Emergency Notification and Employee Accountability System, and providing guidance and support to ensure managers are proficient in the use of the system; and

7) coordinating condolence letters or other important correspondence relating to the emergency event with supervisors, Bureau Chiefs of Staff, and the AS-IA Chief of Staff.

G. **IA Office of Human Capital and the BIA, BIE, and BTFA Human Resources Officer** is responsible for:

1) collaborating with the BIA OEM to ensure, to the extent practicable, that employee emergency contact information, including home addresses, is available upon a supervisor's request;

2) participating annually during employee accountability exercises;

3) processing essential employee personnel actions; and

4) providing appropriate support services to employees and their families affected by the emergency. Information may include, but is not limited to, employee and survivor benefits and claims information.

H. **Regional/Division Emergency Notification and Employee Accountability System Account Manager** is responsible for:

1) coordinating with BIA OEM to maintain Emergency Notification and Employee Accountability Systems; and

2) designating, training, and managing Emergency Notification and Employee Accountability System Account Users.

I. **Emergency Notification and Employee Accountability System Account User** is responsible for:

1) coordinating with the appropriate Office Manager or Director to provide localized emergency alerts and notifications when necessary; and

2) conducting testing of the system bi-annually to ensure proficiency.

J. **Managers, School Principals, Supervisors, and Social Services staff** are responsible for:

1) reporting all serious events, accidents, and incidents, as defined in section 1.6 of this policy, occurring under their supervision, and for complying with this established serious incident reporting policy and procedure. This entails ensuring written information is submitted to the BIA OEM via the emen@bia.gov email as soon as practical;

2) maintaining contact lists and emergency contact information, including physical addresses, of their workforce. Lists will identify the individuals under their supervision or who are located at facilities under their supervision, regardless of duty station, remote/telework arrangement, or any temporary duty-related activity;

3) designating an Emergency Notification and Employee Accountability System User;

4) ensuring all individuals are familiar with the emergency management procedures and understand their responsibilities in emergency situations;

5) ensuring members of the workforce participate in emergency management exercises and training offered for the geographic area in which they are located;

6) confirming a communication method has been established between each individual in their organization;

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 6

7) accounting for and reporting on the status of their employees to their chain of command no later than 24 hours after the incident;

8) informing their leadership, or designated management official, of the status of their workforce in emergency situations. If an individual does not report, the supervisor or designee is responsible for trying to ascertain the status of that person;

9) designating an alternate for employees and volunteers to contact in the event the primary supervisor is unavailable. This alternate needs to be communicated up, down, and across communication channels; and

10) securely maintaining employee emergency contact information.

K. **Supervisor's Alternate** is responsible for informing their leadership or designated management official of the status of their workface in emergency situations. This person should also have access to, and understand how to use and contact, members of their workforce in emergency situations.

L. **Employees and Volunteers** are responsible for:

1) notifying their supervisors or designees of their status during emergencies or disasters within two hours after an emergency situation occurs;

2) maintaining their notification profile in their bureau's respective Emergency Notification and Employee Accountability System;

3) understanding and adhering to the emergency management procedures in the area where they are physically located at the time of the emergency or incident, and reporting to supervisors accordingly;

4) reporting to the division/regional employee their employee accountability data, regardless of organizational alignment or line management authority, as appropriate; and

5) using alternate notification and reporting mechanisms as needed, including communication via the internet, telephone, or through a third party to the supervisor or designee.

1.6 Definitions.

A. **Continuity of Operations** is the internal effort of an organization to assure that the capability exists to continue essential functions and services in response to a comprehensive array of potential emergencies or disasters.

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 7

B. **Emergency** is a situation that poses an imminent and substantial endangerment to the public health, welfare, or the environment that requires an immediate response by local field personnel to save lives, prevent human suffering, protect the environment, or mitigate property damage resulting from all kinds of threats and hazards. A list of IA thresholds that require notification to BIA OEM is listed in section 1.7 B. of this policy.

C. **Employee accountability data** is information managers use to ascertain and report on the status of their workforce when the workplace or surrounding areas are impacted by disasters or other serious events. Information that is necessary to report includes:

- Number of employees in the affected area

- Affected employees uninjured

- Affected employees/students injured/hospitalized

- Affected employee/student deaths

- Notes, comments, caveats

- Anticipated events in the next 24 hours

D. **Safety of Dam Emergency Operation Plan Response Level Indicators** communicate the severity of an incident involving dam safety. There are three indicator levels:

- Level 1 indicates an unusual situation at the dam that triggers increased levels of monitoring.

- Level 2 indicates a developing situation in which there are immediate or inevitable adverse impacts to the dam, or the integrity of the dam cannot be verified.

- Level 3 indicates that a dam failure is imminent, is occurring or has occurred.

E. **Serious incident** means a law enforcement incident, emergency condition, unusual event, or homeland security concern that could focus public interest on the Department, have a residual effect on the Department, or otherwise result in inquiries to the Secretary of the DOI (Secretary).

Social Services program staff consider serious incidents to be incidents that involve the near death of a child, serious child abuse and neglect, or injury of children and adults served by the Social Service Program voluntarily or under Tribal court order. This includes children under the care and supervision of the program, but returned to their families or relatives, and physical threats or action to workers.

F. **Critical incidents** for Social Services staff are incidents that involve the death of a child that was served by the Social Service Program voluntarily or under Tribal court order.

1.7 **Standards, Requirements, and Procedures.** The following describes the steps necessary to report emergency incidents as well as to account for, and report on, employee accountability following an emergency or serious incident.

A. **Incident Reporting and Employee Accountability.**

All incidents that occur on Tribal lands or in facilities where IA employees are located, including those contracted under Public Law 93-638, of the type and nature described in the Secretary's Critical Information Requirements (CIR), and those that meet bureau thresholds listed in section 1.7 B. of this policy, will be reported to emen@bia.gov as soon as practical.

Reporting should be accomplished by the most expedient method practicable to include transmission via internet/email, telephone, or other means. All reporting, regardless of transmission method, will meet the information requirements outlined below.

Where telephone transmission is the means of reporting, a follow-up written report meeting the requirements of 1.7 B. will be provided within 48 hours of the incident to emen@bia.gov.

If supervisors cannot locate an individual after multiple attempts through phone, email, and/or Everbridge, a welfare check with the local police department should occur. More information on Everbridge is found in section 1.7 C. of this policy.

1) **Initial Notification Information**

All initial notifications will include as much of the following information as possible:

- Type of incident

- Time and date of the incident

- Location of the incident (e.g., BIA agency, Tribe impacted, state, county, town)

- Brief summary of the incident

- Status of the incident

- Future response activities

- Expected needs, if any

- Other agencies notified or involved in the incident

- Point of contact for additional incident information (include phone numbers, email address, etc.)

For incidents involving social services serious or critical incidents, initial notification will include:

- Name(s) and date(s) of birth of the child involved

- A factual description of the incident, including who was present

- Date

- Legal status of the child involved in the incident including the current court status

- Alleged perpetrator information and their relationship to the victim

- Special medical or mental health needs of the child

- Risks for the family including:
  - prior history with BIA/Tribal Social Services
  - prior criminal history
  - alcohol or drug abuse
  - domestic violence
  - housing instability
  - financial insecurities

- Current status of the child welfare case including the date of the last home visit and when the child was last seen.

- If there are other children remaining in the home where the incident occurred, Social Service staff must initiate a comprehensive investigation as a Priority 1.

2) **Initial Notification Requirements – BIE**

- Immediately following the discovery of a critical incident or death, the school principal, or the principal's designee, will follow 1.3 of the Critical Incident and Death Reporting Form Policy procedure (see 30 IAM 4), and the school principal or their designee will include the emen@bia.gov email group in their initial notification procedures.

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 10

- The BIE ADD will ascertain and report the incident to BIE Central Office and BIA OEM (emen@bia.gov) no later than 24 hours after the event.

- ADDs should report the number of personnel accounted/unaccounted for at least once a day until all personnel are accounted for.

- At a minimum, information to be passed to BIE Central Office should include:
  o Number of employees in affected area
  o Affected employees uninjured
  o Affected employees/students injured
  o Affected employees/students hospitalized
  o Affected employee/student deaths
  o Notes, comments, caveats
  o Anticipated events in the next 24 hours

- If a supervisor cannot locate an individual after multiple attempts through phone and email, the supervisor will contact the local police to request a wellness check.

3) **Initial Notification Requirements – BTFA**

- Executive management staff will ascertain the emergency incident and report to BFTA's main office and BIA OEM no later than 24 hours after the event.

- Executive management staff are responsible for accounting for the employees in their divisions and are the collection point for information on employee accountability.

- Executive management staff will use Everbridge, or the contracted DOI system in effect, to reach staff.

- Executive management staff will report updated numbers (number of personnel accounted/unaccounted for) at least once a day until all personnel are accounted for.

- At a minimum, information to be passed to BTFA's main office should include:
  o Number of employees in affected area

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 11

- o   Affected employees uninjured

- o   Affected employees injured

- o   Affected employees hospitalized

- o   Affected employee deaths

- o   Notes, comments, caveats

- o   Anticipated events in the next 24 hours

- If executive management staff cannot locate an individual after multiple attempts through phone and email, the executive management staff will call the individual directly. If no answer is received, a supervisor will contact the local police to request a wellness check.

4) **Notification Requirements – BIA (General)**

- The RD or DBD of the office, or designated alternate, will provide initial notification via email of an emerging incident to the DBD, Field Operations; the Director, BIA; the BIA Chief of Staff; and the BIA OEM (emen@bia.gov). The DBD of the office affected may also follow the email notification with a phone call to the Director, BIA.

- At a minimum, initial information to report should include as much of the following as possible:

- o   Number of employees in affected area

- o   Affected employees uninjured

- o   Affected employees injured

- o   Affected employees/students hospitalized

- o   Affected employee/student deaths

- o   Notes, comments, caveats

- o   Anticipated events in the next 24 hours

- BIA OEM will provide notification to IA senior leaders, the IOC, and other DOI offices of emergency/emerging events that hit thresholds listed in section 1.7 B. Long duration incidents will be summarized and reported weekly in the IA Emergency Management Report.

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 12

5) Notification Requirements – BIA Office of Justice Services (OJS)

- The emen@bia.gov distribution group will be included on the OJS_SIR_Notifications@bia.gov email distribution group when OJS Serious Incident Reports are submitted by OJS personnel.

- The DBD, OJS (DBD-OJS) or designated alternate, will email the Director, BIA and the BIA OEM Public Affairs staff when the following law enforcement incidents occur:
    o Serious crimes against persons that have the potential to become high profile cases.
    o Major or unusual drug seizures or drug related arrests in which the value, amount, or circumstances of the seizure has the potential to attract significant media or political attention.
    o Serious incidents, accidents, or major events involving state, federal, or foreign political government officials or their families.
    o Actual, attempted, or planned terrorist activity, sabotage, or other hostile acts.
    o Significant law enforcement events that require, or may require, the dispatch of specially trained teams to augment normal law enforcement capabilities.
    o The death of, or life-threatening injury to, any law enforcement officer incurred during the performance of duty.
    o The discharge of a firearm by an officer toward another individual, or the use of a weapon by another individual against an officer or employee.
    o Any use of force by an officer that results in serious injury or death to another individual.
    o Any lost or stolen government-owned firearm.

- Once internal notifications are complete, the DBD-OJS will notify the DOI's Office of Law Enforcement and Safety, and a summary of the incident will be included in the IA Emergency Management Report.

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 13

6) Notification Requirements – BIA Office of Trust Services (OTS)

   i.   Branch of Wildland Fire Management:

- Wildland fire incidents that hit thresholds listed in section 1.7 B. will be reported following the [BIA Wildland Fire Management Early Alert Process](#).

- The EarlyAlert@bia.gov distribution group will include the OEM (emen@bia.gov) distribution group.

- BIA OEM will provide notification to IA senior leaders and OWF of emergency events that hit thresholds listed in section 1.7 B. for emerging incidents. Long duration incidents will be summarized and reported weekly.

   ii.   Safety of Dams (SOD):

- BIA's SOD Emergency Management Program places a heavy emphasis on preparedness and response to incidents at BIA dams. They implement Emergency Action Plans (EAPs), which guide BIA and Tribal officials through the steps of detection, decision making, and notification. When a Response Level 1, Level 2, or Level 3 alert is triggered in the Emergency Management Plan (EMP), the Regional SOD officer will email the emen@bia.gov distribution group with notification of the incident and include the following known information:
  - Response level
  - Current situation
  - Planned response and timeframes for response
  - Partners involved

- The BIA OEM Public Affairs staff will work with the RD to develop an internal communication plan based on the EMP at each dam.

7) Notification Requirements – BIA Office of Indian Services (OIS)

- IA provides social services to improve the quality of life for eligible Indians and their families that live on or near Indian reservations, and protects the children, elderly, and disabled from abuse and neglect. In the event a serious or critical incident occurs in a BIA-funded program that involves a death of a child, serious child abuse or neglect, or injury of a child is reported, the Regional

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 14

Social Worker will report the incident directly to the RD and to the OIS Division Chief, Social Services.

- The RD is responsible for providing initial notification of an incident to the DBD, Field Operations; Director, BIA; the BIA Chief of Staff; and the BIA OEM (emen@bia.gov). The DBD of the office affected may also follow the email notification with a phone call to the Director, BIA.

- At a minimum, initial information to report should include as much of the following as possible:

    o Name(s) and date(s) of birth of the child involved

    o A factual description of the incident, including who was present

    o Date

    o Legal status of the child involved in the incident including the current court status

    o Alleged perpetrator information and their relationship to the victim

    o Special medical or mental health needs of the child

    o Risks for the family including:

        ▪ prior history with BIA/Tribal Social Services

        ▪ prior criminal history

        ▪ alcohol or drug abuse

        ▪ domestic violence

    o housing instability

    o financial insecurities.

- Current status of the child welfare case including the date of the last home visit and when the child was last seen.

- If there are other children remaining in the home in the home where the incident occurred, Social Service staff must initiate a comprehensive investigation as a Priority 1.

B. Notification Thresholds for Serious Incidents.

The following thresholds require notification to BIA OEM:

1) **Deaths, Injuries, or Accidents**

   - Fatality or life-threatening injury to an employee while in the performance of their duties.

   - Incident or event that proves fatal, or results in injury, to multiple DOI employees, or visitors, on DOI lands.
   - Incident involves a death of a child, serious child abuse, neglect, or injury of children that occurred in a BIA-funded program.

2) **Aircraft Incidents**

   - Report of all aircraft accidents that occur on DOI lands.

   - Any aircraft accident involving DOI-owned, operated, or contracted aircraft (also reported in accordance with 352 DM 3).

3) **Disaster and Incident Response (not including wildfires or law enforcement)**

   - Incident response activities that significantly impact Tribal or insular communities or interrupt the ability of DOI to maintain vital services or result in reduction in visitor access.

   - Any incident that impacts DOI lands or facilities and results in injury, significant damage (in excess of $250,000), degradation in visitor access, or degradation of the Department's ability to provide vital services.

   - Any Wildland Fire management delegation of authority issued by a line officer.

   - Major highway or interstate closures that may trigger media advisory.

   - School or community evacuations due to an all-hazard event (e.g., wildfire).

   - Tribal emergency or Presidential Declarations.

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 16

- Warnings, alerts, or advisories issued by DOI bureaus/offices to the public or other government agencies related to incident conditions, including but not limited to, severe weather, wildfire, dam failure, flooding, landslide, earthquake, and/or volcano activity.

- Evacuation Order issued by an authorized agency that requires the evacuation of DOI facilities/housing or personal residences.

- Warnings of natural disasters or other incidents that threaten DOI lands, facilities, infrastructure, or personnel, as well as preparedness measures taken in response to such threats.

- Any request for DOI assistance (personnel, resources, technical assistance, etc.) as a primary or supporting agency for any Core Capability, Emergency Support Function (ESF), or Recovery Support Function (RSF).

- Requests for, or deployment of, DOI employees, resources, or technical expertise to support incident activities either within the Department, or to assist other departments or agencies, through existing authorities.

- Search and rescue activities involving significant interagency resources or searches for persons that might garner national media attention.

- Incidents on Tribal or private property adjacent to lands administered by DOI that might have an impact on Departmental resources.

4) **Protecting Homeland Security and Critical Infrastructure**

Critical infrastructure describes the physical and cyber systems and assets that are so vital to the United States that their incapacity or destruction would have a debilitating impact on our physical or economic security or public health or safety. The following scenarios should be immediately reported to emen@bia.gov:

- Incidents involving credible threats, attempted sabotage, or actual terrorist activity directed towards DOI personnel, lands, facilities, infrastructure, or resources.

- Demonstration or protest activity that may impact DOI personnel, lands, facilities, infrastructure, or resources.

- Threats or damage from natural disasters or technological incidents, including cyber terrorism, impacting mission essential facilities or critical infrastructure.

- Suspicious loss or theft of government vehicles (including aircraft, boats, and buses) or sensitive law enforcement equipment.

5) **Wildland Fire Activities**

- Employees who are hospitalized as a direct result of line of duty activities (including injury requiring transports to medical facility).

- Significant damage to DOI lands, facilities, infrastructure, or resources due to wildland fires.

- School or community evacuations due to an all-hazard event (e.g., wildfire).

- Any degradation in services, or visitor impacts, as a result of wildland fires.

- Damage associated with private lands, particularly communities and infrastructure.

- Fire approaching Large Fire thresholds (100 acres in timber; 300 acres in grass).

- Wildfires lasting 48 or more hours or other large/complex accident requiring a Type 3 or larger incident management response organization.

- Escape prescribed fire.

- Any Wildland Fire management delegation of authority issued by a Superintendent/RD.

- Sustained major road, highway, or interstate closures that may affect interstate or Tribal transportation.

- Shelter deployment/entrapment/burn-over.

6) Continuity of Operations (COOP)

COOP is required by U.S. Presidential Policy Directive-40 to ensure agencies are able to continue the performance of essential functions under a broad range of circumstances. BIA OEM must be notified if the following conditions occur:

- Activation of a bureau or office COOP plan.

- Continuity of Government Condition change or another continuity-related message from the FEMA Operations Center.

- Any incident that has the potential to impact a bureau's or office's ability to perform their essential functions.

- Any information technology or communications outage that has the potential to adversely affect DOI essential functions.

7) Public Health

Public health is the science and art of preventing disease, prolonging life, and promoting health through the organized efforts and informed choices of society, organizations, public and private, communities, and individuals. BIA OEM should be notified if the following conditions occur:

- Report of an unusual public health event or outbreak on, or threatening, DOI lands, resources, employees, volunteers, trust resources, Tribal, or insular communities.

- Report of an unusual wildlife health, disease event, or outbreak on, or threatening, DOI lands, resources, employees, volunteers, trust resources, Tribal, or insular areas.

8) Law Enforcement

BIA's OJS provides Serious Incident Reports that meet the thresholds identified in 446 DM 9; however, occasionally there are incidents that may occur at local agencies that should be reported through agency personnel. If this occurs, BIA OEM should be notified:

- Report law enforcement incidents in accordance with 446 DM 9.

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 19

- For incidents occurring at locations where DOI does not have legislated statutory law enforcement authority, bureau/office Emergency Management Coordinators should ensure incidents detailed within 446 DM 17 are promptly reported to BIA OEM for reporting to senior leaders and the IOC.

9) **Oil Discharges and Hazardous Substance Releases**

The Environmental Protection Agency's (EPA) National Contingency Plan requires notification of any discharge or release to the National Response Center (NRC) through a toll-free telephone number. The NRC acts as the central clearinghouse for all pollution incident reporting. Should IA have an oil discharge or hazardous substance release, such as a situation discussed below, BIA OEM should be notified. Specific situations include:

- Oil discharges from facilities or vessels (including vehicles, structures, wells, pipelines, impoundments, lands, and sites) which are under DOI jurisdiction or control, or discharges/releases that are observed within DOI managed land.

- Any actual or potential hazardous substance release at or above the reportable quantities of hazardous substances. Designated hazardous substances and their reportable quantities can be found in 40 CFR 117 and/or 40 CFR § 302.4.

- Report of any uncontrolled oil and/or natural gas well or over-pressurization of an oil and/or natural gas well requiring closure of the blow out preventer that is being operated within DOI managed land.

10) **Mining Incident**

Mining accidents can occur from a variety of causes, including leaks of poisonous gases such as hydrogen sulfide or explosive natural gases, especially firedamp or methane, dust explosions, collapsing of mine stopes, mining-induced seismicity, flooding, or general mechanical errors from improperly used or malfunctioning mining equipment (such as safety lamps or electrical equipment). Use of improper explosives underground can also cause methane and coal dust explosions. Should any mining incidents occur that cause loss of life, entrapment, or life-threatening injury that occur on DOI managed lands, notify BIA OEM.

11) **Trust Beneficiary Call Center (TBCC) Closure/Shut down**

The TBCC is a nationwide, toll-free call center that enables beneficiaries to conveniently access information regarding their trust assets. Should the Call Center

INDIAN AFFAIRS MANUAL

Part 92	Emergency Management
	Emergency Notification Requirements and Employee Accountability
Chapter 2	Page 20

close or shut down, or there is a failure in BTFA's check delivery system, BIA OEM should be notified.

12) Human Services Serious Incidents

Any incident involving the death of a child, serious child abuse, neglect, or injury of children that occurred in a BIA-funded program.

C. Communication Tools – Everbridge.

The Everbridge Emergency Notification System (ENS) is an Emergency Notification and Employee Accountability System used by the offices of the AS-IA, BIA, BIE, and BTFA. The ENS provides organizations with the ability to quickly send critical information to recipients. It collects, modifies, updates, and safeguards contact information for emergency situations, including natural, environmental, or austere weather conditions affecting the DOI mission.

1.8 Reports and Forms.

1) **Emergency Management Report**: BIA OEM will issue a written report to IA senior leaders, and when appropriate, to the IOC, to communicate a summary of serous events, accidents, or incident effecting trust or Tribal lands. Events will be reported on until concluded or no longer of threat to Indian Country.

2) **Off-Cycle Notification**: An Off-Cycle Notification is an emergency notice that falls outside of BIA OEM's normal Emergency Management Report cycle. BIA OEM will issue an Off-Cycle Notification for an emerging incident that may have national ramifications that BIA senior leaders may need to have immediate awareness of.

3) **IA Management Notification Procedures**: BIA OEM maintains the notification list for the IA senior leaders.

Approval

Darryl LaCounte
Digitally signed by Darryl LaCounte
Date: 2022.10.11 15:47:18 -04'00'

_____
Darryl LaCounte   Date
Director, Bureau of Indian Affairs