1.1. Purpose. This chapter documents the Indian Affairs' (IA) comprehensive Emergency Management (EM) program, implemented by the Bureau of Indian Affairs (BIA), Office of Emergency Management (OEM), which includes planning, preparedness, response, and recovery activities in support of American Indians and Alaska Natives. The program encompasses all types of hazards and emergencies that impact trust lands, facilities, infrastructure, and resources; Tribal communities, lands, and resources; the ability of BIA to execute essential functions; and emergency assistance provided to other units of government under appropriate authorities, as necessary.

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

1.3 Policy. It is IA's policy to promote self-sufficiency among Tribes in managing emergency preparedness and response activities, but to also support them in coordinating response, recovery, and hazard mitigation activities when requested. Consistent with its responsibilities, applicable laws, regulations, and other legal authorities, it is IA's policy to also support the Federal Emergency Management Agency (FEMA) and other federal agencies with prompt cooperation, coordination, resources, and capabilities for preventing, protecting against, mitigating, responding to, and recovering from disasters and emergency incidents that impact Tribal communities, lands, and resources, and the nation as a whole.

1.4 Authority.

A. Statutes and Regulations.

1) P.L. 93-638, Indian Self-Determination and Education Assistance Act of 1975, as amended

2) P.L. 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, 1988, as amended

3) P.L. 103-413, Indian Self-Determination Act Amendments of 1994

4) P.L. 107-188, Public Health Security and Bioterrorism Preparedness and Response Act of 2002

5) 6 U.S.C. 2, Subchapter II: Comprehensive Preparedness System

6) 31 U.S.C. § 1535, The Economy Act

7) 33 U.S.C. §§ 1251-1376, Federal Water Pollution Control Act (Clean Water Act), as amended

8) 33 U.S.C. § 2701 et seq., Oil Pollution Act of 1990, as amended

9) 42 U.S.C. 15A, Reciprocal Fire Protection Agreements

10) 42 U.S.C. § 4321 et seq., National Environmental Policy Act (NEPA) of 1969

11) 42 U.S.C. § 9601 et seq., The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)

12) 36 CFR 1236, Management of Vital Records

13) 40 CFR 300 National Oil and Hazardous Substances Pollution Contingency Plan (NCP)

14) 41 CFR 102-74, Facility Management

B. Guidance.

1) Executive Order (EO) 12148, Federal Emergency Management, as amended

2) EO 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions

3) EO 12656, Assignment of Emergency Preparedness Responsibilities

4) 303 Departmental Manual (DM) 2, Principles for Managing Indian Trust Assets

5) 470 DM 1, Public Communications General Policy and Procedures

6) 470 DM 2, Digital Media Policy

7) 900 DM 1-5, Emergency Management Program

8) Presidential Policy Directive (PPD)-2: National Strategy for Countering Biological Threats

9) PPD-8: National Preparedness

10) PPD-21: Critical Infrastructure Security and Resilience

11) PPD-40: National Continuity Policy

12) PPD-44: Enhancing Domestic Incident Response

13) Homeland Security Presidential Directive (HSPD)-5: Management of Domestic Incidents

14) HSPD-10: Biodefense for the 21st Century

15) HSPD-21: Public Health and Medical Preparedness

16) Federal Continuity Directive (FCD)-1: Federal Executive Branch National Continuity Program and Requirements

17) FCD-2: Federal Executive Branch Mission Essential Functions and Candidate Primary Mission Essential Functions Identification and Submission Process

18) FEMA, National Incident Management System (NIMS)

19) FEMA, Federal Interagency Operational Plans

20) FEMA, National Mitigation Framework, 2016

21) FEMA, National Prevention Framework, 2016

22) FEMA, Mitigation Federal Interagency Operational Plan, 2016

23) FEMA, National Response Framework (NRF), 2019

24) FEMA, Response Federal Interagency Operational Plan, 2016

25) FEMA, National Disaster Recovery Framework (NDRF), 2016

26) FEMA, Recovery Federal Interagency Operational Plan, 2016

27) U.S. Department of the Interior (DOI) Emergency Management Policy Guidance Bulletin (EMPGB) 2007-1: NIMS Training Requirements

28) EMPGB 2009-1: DOI Emergency Management Corrective Action Program

29) EMPGB 2010-1: DOI Employee Accountability Policy

30) DOI Emergency Management Policy Bulletin (EMPB) 2010-2: Reporting of Serious Emergency Incidents

31) EMPB_2011-1: DOI All-Hazards Incident Staffing

32) EMPB 2016-1: Crisis Communications

33) DOI All-Hazards Baseline Operational Plan

34) DOI Pandemic Influenza Plan

35) National Infrastructure Protection Plan (NIPP) 2013: Partnering for Critical Infrastructure Security and Resilience

36) Office of the Assistant Secretary – Indian Affairs Pandemic Plan, 2020

37) DOI Master Agreement for Interagency Support During Emergency Incidents, 2019

38) DOI Master Interagency Agreement for Wildland Fire Management with the U.S. Forest Service, current version

C. Handbooks

1) DOI Office of Emergency Management Master Agreement Operations Guide, 2019

2) DOI Office of Emergency Management Incident Positions Qualifications Guide, 2020

3) DOI Office of Emergency Management All-Hazards Baseline Operational Plan, 2014

4) National Wildfire Coordinating Group (NWCG) Standards for lnteragency Incident Business Management, PMS 902 (Yellow Book), current version

5) Interagency Standards for Fire and Fire Aviation Operations (Red Book), current version

6) National Interagency Coordination Center (NICC) National Interagency Mobilization Guide, current version

7) DOI Digital Media Guide

1.5 Responsibilities.

A. <u>**AS-IA**</u> is responsible for ensuring adequate resources are available to meet trust obligations including protecting and preserving Indian trust assets from loss and damage.

B. <u>**Director, BIA (DBIA)**</u> is responsible for overall implementation of the EM program, including:

1) developing policy and guidance using best practices for EM programs, in coordination with appropriate partners;

2) participating in Senior Executive EM governance and coordination activities to promote common, consistent, and effective EM programs and policies, including providing delegation of authorities for representatives to the DOI Office of Emergency Management (OEM) Emergency Management Council (EMC);

3) ensuring the EM program direction is clear, available, and understood by agency administrators and employees;

4) ensuring employees are trained, certified, and available to participate in EM programs at local, regional, and national levels; and

5) approving and issuing necessary policies and practices for all aspects of the EM program, and for implementing the provisions of Part 91 of the IAM.

C. <u>**Deputy Assistant Secretary - Management (DAS-M)**</u> coordinates with the DBIA programs that support EM activities such as facilities management, environmental and cultural resources, and safety and risk management, and assigns a point of contact to coordinate with BIA OEM. An MOU between DBIA and DAS-M outlines the support and assistance required, including funding, and defining how coordination between program offices occurs during steady state and significant incidents or events.

D. <u>**Director, BIE (DBIE)**</u> coordinates with the DBIA for EM activities impacting BIE schools and facilities, and assigns a point of contact to coordinate with BIA OEM. An MOU between DBIA and DBIE outlines the support and assistance required, including funding, and defining how coordination between program offices occurs during steady state and significant incidents or events.

E. **Director, BTFA** coordinates with the DBIA for EM activities impacting BTFA facilities, and assigns a point of contact to coordinate with BIA OEM. An MOU between DBIA and DBTFA outlines the support and assistance required, including funding, and defining how coordination between program offices occurs during steady state and significant incidents or events.

F. **Director, BIA Office of EM (DOEM)** reports directly to the DBIA and is responsible for:

1) coordinating IA EM program activities, and supervising BIA OEM personnel;

2) supporting the AS-IA by leading the coordination of activities undertaken by IA bureaus and offices during federally declared and non-declared disasters and other serious emergency incidents;

3) integrating planning and preparedness activities with IA bureaus, offices, and EM programs and responsibilities;

4) serving as the IA representative on the DOI EM Council, as delegated by the DBIA;

5) leading the IA EM Senior Leadership Group (IA-SLG);

6) serving as the IA and bureau principal point of contact with FEMA and other Federal Government agencies and departments with regard to overall EM, continuity of operations, and national security emergency programs as they pertain to IA's bureaus and to Tribal communities;

7) providing oversight of EM programs and plans across all of IA to ensure policy compliance, readiness, and effectiveness;

8) developing EM policy consistent with federal EM laws, regulation, guidance, and direction;

9) issuing appropriate memorandums to provide updated guidance and direction on the IA EM program;

10) facilitating timely reporting and information sharing to appropriate stakeholders on the status of activities, damage, and unmet needs for incidents that have impacted Tribes; and

11) providing overall coordination of IA activities related to the National Preparedness System and its corresponding framework and specific responsibilities therein.

G. **Deputy Director, Office of EM (DDOEM)** reports to the DOEM and provides support to the DOEM's programmatic efforts, policy initiatives, and special projects, and serves as Acting Director in his/her absence. The DDOEM is also responsible for:

1) serving as the initial interface for program management, projects, and other initiatives for the OEM Continuity Coordinator and Administrative Officer;

2) managing special projects as assigned, and coordinating with appropriate partners to ensure successful completion of the projects;

3) representing the DOEM at meetings, conferences, etc. where the DOEM has a conflict or is unable to attend;

4) serving as an alternate to the DOI OEM EM Council;

5) provides logistics and communication support to the Regional EM Coordinators during deployments and other incidents and events; and

6) providing backfill for steady state duties of the Regional EM Coordinators during large scale or long duration incidents or events particularly involving deployments.

H. **Continuity Coordinator, BIA Office of EM** reports to the DOEM and is responsible for:

1) managing the BIA's Continuity of Operations Plan (COOP) for the National Capital Region including plans, facilities, and emergency communications as well as coordinating with other offices having COOP responsibilities such as Human Resources and Office of Records Management;

2) providing technical assistance and review to BIA regional and agency offices regarding their COOP plans and programs; and

3) coordinating with IA's bureaus and office leadership regarding participation on the Department's Headquarters COOP team, and ensuring readiness to execute IA's responsibilities under the DOI COOP Plan.

I. **Public Affairs Specialist for EM** is responsible for:

1) supporting IA's Office of Public Affairs with particular emphasis on information coordination and dissemination during emergency or natural disaster situations and other events with high public visibility;

2) evaluating the communication needs of the EM program, and developing, implementing, and re-evaluating outreach programs designed to meet IA's need for information;

3) advancing bureau messaging for an event or unique program with national significance as determined by the IA OEM and/or the DBIA;

4) working with the DOI OEM, DOI Office of Wildland Fire, and IA bureau and office safety managers to coordinate and communicate crisis communications to internal and external audiences;

5) coordinating development and release of information in a variety of formats, including: press releases, talking points, fact sheets, newsletters, articles, editorials, website material, briefings and briefing papers, speeches, brochures, white papers, and other products;

6) coordinating with the Director, IA OEM and other Public Affairs staff, regional leadership, program managers, and technical experts to develop effective strategies to convey technical information in structure, format, and terms the general public and service population will easily understand;

7) participating on the IA EM Coordination Council (IAEMCC), to foster effective communication of incident-related information to all stakeholders. The IA-EMCC may be activated during, or in preparation for, an emergency situation where a bureau-wide response is appropriate;

8) participating on the Tribal Assistance Coordination Group (TAC-G) as an alternate federal official tasked with information coordination of the multi-agency TAC-G, as outlined in the NRF; and

9) supporting BIA offices, regions, and agencies with providing responses to requests for information from the public, cooperators, and from local and national media outlets.

J. **BIA Regional OEM Coordinators (ROEMC)** report to the BIA DOEM and serve as the primary regional point of contact for BIA's regions in emergencies (except wildland fires) and disasters impacting federally recognized Tribes in their respective assigned area of responsibility. Specific responsibilities include:

1) assisting with the development of guidance, training, and exercises for regional EM plans including emergency operations plans, COOP plans, environmental safeguards plans, and other plans as required by the region;

2) representing BIA EM to internal audiences and external stakeholders to support preparedness activities, including the Federal Executive Board, DOI bureaus and offices, FEMA, and other Federal Government regional and national Tribal Liaisons to coordinate and share information;

3) working with regional senior BIA managers to provide situational awareness to Tribes and BIA's regional offices and agencies;

4) building and fostering strong relationships with other federal agencies and stakeholders involved in Tribal EM issues, including participation with the TAC-G as well as other appropriate regional coordination groups and organizations;

5) coordinating with the appropriate FEMA region(s), attending FEMA Regional Interagency Steering Committee (RISC) meetings, and supporting the BIA RD in coordinating with the FEMA Regional Administrator;

6) maintaining situational awareness of incidents, disasters, or other emergencies that have impacted or have the potential to significantly impact Tribes in their respective regions;

7) providing coordination of OEM response activities to Tribes impacted by incidents, disasters or other emergencies in their respective regions as well as serving as a liaison to the affected Tribe(s) to provide guidance and technical assistance as requested by the Tribe(s); and

8) reporting on the status of activities, damage, and unmet needs related to incidents that have impacted Tribes in their respective regions in compliance with EM Policy Bulletin 2010-2, Reporting of Serious Emergency Incident.

K. **Deputy Bureau Director (DBD), Office of Trust Services (OTS)** is responsible for integrating dam safety, floodplain management, and wildland fire management preparedness, response, and recovery activities with the EM program, and for activities related to supporting the Emergency Support Function (ESF) of the NRF for wildland firefighting (ESF #4).

L. **Deputy Bureau Director (DBD), Office of Justice Services (OJS)** is responsible for integrating law enforcement activities into the EM program, including appointing an ESF #13, Public Safety and Security.

M. **DBD, Office of Indian Services (OIS)** is responsible for human services and transportation infrastructure, including activities related to the emergency support functions of the NRF.

N. **DBD, Field Operations** is responsible for assisting Regional Directors (RDs) with implementing and/or following a system of controls that facilitate effective and efficient use of EM resources.

O. **RD** is responsible for:

1) coordinating with his/her FEMA Regional Administrator(s) counterpart, the BIA DOEM, and the BIA ROEMCs to prepare and plan for emergencies, and appointing additional personnel as necessary to coordinate EM activities within the region;

2) ensuring requirements for emergency incident reporting are met;

3) providing regional oversight and communicating with Tribal leadership during incidents, and ensuring that affected Tribes are aware of all available BIA and other federal resources in the event of a serious emergency incident;

3) serving as the Line Officer during response operations if needed;

4) designating a Regional EM Point of Contact (EMPOC) and alternate for his/her region. The Regional EMPOC will serve as the primary point of contact for BIA EM personnel for that region;

5) designating the Regional Continuity Point of Contact (CPOC) and an alternate to oversee the regional continuity program in coordination with the BIA Office of EM Continuity Coordinator; and

6) ensuring regional emergency management information is provided to the IA Public Affairs Specialist as required, and assisting with requests for information from the DOI Office of EM, the public, cooperating agencies and organizations, and from local and national media outlets.

P. **BIA Agency Superintendent** is responsible for:

1) coordinating with his/her respective RD and Regional Emergency Coordinator to prepare and plan for emergencies;

2) designating the BIA Agency EMPOC and alternate for his/her region, who serves as the primary point of contact for the RD and BIA EM personnel;

3) ensuring that assistance to Tribes during emergencies is provided on a consistent and uniform basis, with assistance from BIA OEM;

4) notifying the Regional EMPOC and the RD if the agency's resources are exhausted or need to be augmented by another office or agency; and

5) continuing to provide oversight of the office's resources, and participating in the unified command structure during an emergency.

Q. **Director, BIE (DBIE)** provides direct oversight of the BIE EM program, and reports to the AS-IA. The DBIE works collaboratively with the BIA OEM program and can request resources and assistance as needed. BIA OEM provides technical assistance, guidance, and coordination as requested by BIE for emergency management activities. BIE is responsible for the safety and security of its students, faculty, and other employees and personnel during an emergency, and must comply with timely and accurate reporting of emergency incidents impacting or having the potential to impact its facilities. BIA EM programs and functions are normally provided through agreements with local, and/or regional governments and responders for the community/ies the school serves.

R. **BIE Associate Deputy Directors (ADDs)** are responsible for the execution of emergency programs and functions within their area of responsibility. ADDs may partner with the BIA RDs, Agency Superintendents, and IA EM Managers in their respective area of responsibility to leverage resources for EM.

S. School Safety Specialists are responsible for:

1) participating in planning and preparedness activities coordinated by the BIE ADDs;

2) ensuring coordinated regional EM planning and response activities for BIE schools in collaboration with BIA OEM; and

3) ensuring timely and accurate reports are submitted to BIA OEM on all serious emergency incidents within their area of responsibility.

T. Indian Affairs, Office of the Solicitor (SOL) is responsible for providing legal advice and support for the BIA EM program.

U. IA-SLG is comprised of AS-IA, BIA, BIE, and BTFA senior officials, and is led and facilitated by the DOEM when extraordinary events occur. The IA-SLG may be activated during, or in preparation for, an emergency situation where a national interagency response is necessary. The IA-SLG provides a centralized emergency coordination point where all cross- and multi-program guidance and policy direction issues for IA can be addressed in situations that occur outside of a routine response. It may provide a delegation of authority to establish a multi-program incident management organization to deal with broad issues during those events.

1.6 Definitions.

A. Continuity of Operations means ensuring capability exists to continue essential functions across a wide range of potential emergencies by creating plans and procedures that delineate essential functions; specifying succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identifying alternate operating facilities; providing for interoperable communications; and validating the capability through tests, training, and exercises.

B. Critical Information Requirements (CIR) are particular elements of information that leaders have identified as requiring immediate notification in order to facilitate timely decision making. These elements are incident specific and usually defined by the DOI OEM.

C. Disaster. See Major Disaster.

D. Emergency is used generically to describe an unusual event or incident that requires a response in order to return to normal operations. The Stafford Act defines emergency in relation to a specific determination of the President of the United States under that act.

E. **Emergency Programs and Functions** mean activities involving planning, preparing, and/or responding to emergency incidents. For example: dam safety, law enforcement, environmental response, earthquake warning, and firefighting.

F. **Emergency Management Activities** are those activities required to provide systematic management for emergencies across the continuum from prevention, preparedness, response, and recovery to mitigation.

G. **Emergency Support Function (ESF)** means the functions which provide the structure for coordinating federal interagency support for a federal response to an incident. They are mechanisms for grouping functions most frequently used to provide federal support to states and federal-to-federal support, both for declared disasters and emergencies under the Stafford Act, and for non-Stafford Act incidents.

   1) **ESF #4** means firefighting provides federal support for the detection and suppression of wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated national response for assistance.

   2) **ESF #13** means federal public safety and security assistance is provided to local, state, Tribal, territorial, and federal organizations overwhelmed by the results of an actual or anticipated natural or man-made disaster or an act of terrorism.

   3) **ESF #15** ensures sufficient federal assets are deployed to the field during incidents requiring a coordinated federal response in order to provide accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including the special needs population. Functions within ESF #15 include Public Affairs, Congressional Affairs, Intergovernmental Affairs (Tribal, state, and local coordination), Community Relations, and the Private Sector.

   4) **Tribal Coordination Support Annex** as described in NRF, ESF #15 documents the policies, responsibilities, and concept of operations for effective coordination and interaction of federal incident management activities with those of Tribal governments and communities during incidents requiring a coordinated federal response. The processes and functions described in this annex help facilitate the delivery of incident management programs, resources, and support to Tribal governments and individuals during an incident or event that requires NRF activation.

H. Essential Elements of Information (EEI) means a comprehensive list of standard information requirements needed to promote timely and informed decision making. EEIs provide context and contribute to the analysis of the CIRs.

I. Imminently Serious Condition is an event posing an imminent and substantial endangerment to the public health, welfare, or the environment that requires an immediate emergency response by local field personnel to save lives, prevent human suffering, protect the environment, or mitigate great property damage.

J. Incident as defined by the NRF, means an occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can include: major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring emergency response.

K. Major Disaster as defined by the Stafford Act, means any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President of the United States causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

L. Mitigation means the capabilities necessary to reduce loss of life and property by lessening the impact of disasters. Mitigation capabilities include, but are not limited to: community-wide risk reduction projects, efforts to improve the resilience of critical infrastructure and key resource lifelines, risk reduction for specific vulnerabilities from natural hazards or acts of terrorism, and initiatives to reduce future risks after a disaster has occurred. Mitigation reduces the impact of disasters by supporting protection and prevention activities, easing response, and speeding recovery to create better prepared and more resilient communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. In most cases, these activities or actions will have a long-term sustained effect.

M. Occupant Emergency Program is based on Federal Real Property Regulations, and is a short-term emergency response program that establishes procedures for safeguarding lives and property during emergencies in and around federal facilities.

N. **Planning** describes how personnel, equipment, and other resources are used to support incident management response activities. Planning provides mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.

O. **Preparedness** means the activities, tasks, programs, and systems developed and implemented prior to an emergency that are used to support the prevention of, mitigation of, response to, and recovery from emergencies.

P. **Prevention** means the actions taken and measures put in place for the continual assessment and readiness of necessary actions to reduce the risk of threats and vulnerabilities, to intervene and stop an occurrence, or to mitigate effects.

Q. **Recovery** means the effort to restore infrastructure and the social and economic life of a community to normal, while also incorporating mitigation strategies to prevent future occurrences where possible. Recovery includes rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources. For the short term, recovery may mean bringing necessary lifeline systems (e.g., power, communication, broadband, water and sewage, and transportation) up to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter) and ensuring that the societal needs of individuals and the community are met.

R. **Recovery Support Function** (RSF) structure coexists with, and builds upon, the ESFs under the NRF. RSFs are different from ESFs in that they have different mission objectives, partnerships, approaches, time spans, and organizational structure.

S. **Response** means the activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity; and apprehending actual perpetrators and bringing them to justice.

   T. TAC-G is the Tribal Assistance Coordination Group (TAC-G). In the absence of a
   federal declaration or when the needs of a Tribe are not addressed in a Presidentially
   Declared Disaster, an All Hazards Response Operations (A-HERO) approach may be
   utilized for emergency management. This means that BIA OEM, the Indian Health
   Service (IHS), and other federal partners may operate in a unified command structure to
   provide support to Tribal governments under existing authorities including ESF #15
   and the NRF Tribal Coordination Support Annex. During a federal declaration, the
   TAC-G continues support to Tribes through the NRF, including capabilities, resources,
   and staffing to the Tribal divisions.

1.7   **Standards and Requirements.** This section identifies fiscal standards and other
requirements that have general and continuing applicability to emergency management
activities.

   1) IA will comply with NIMS standards. Standardized planning fosters cooperation,
       mutual aid, and assistance agreements with other federal agencies, and with Tribal,
       state, and local governments.

   2) IA will comply with the DOI Interior Operations Center Essential Elements of
       Information (EEI) as defined by Appendix 1 of the 900 DM Chapter 3.

   3) IA will take reasonable measures to implement the functions of the NRF. Response
       activities are typically managed at the lowest possible organizational level. IA offices
       and bureaus should plan for and share resources in preparing for and responding to
       incidents.

   4) IA will coordinate and integrate the various emergency programs, functions, and
       supporting activities managed by its offices and bureaus through the BIA OEM.

   5) IA will conduct EM program activities in a cost-effective manner.

   6) Top objectives for incident management include the following:

       a. ensuring IA establishes meaningful and accurate incident objectives that are derived
           from the management goals outlined in approved management plans, and that these
           objectives are attainable and measurable yet flexible enough to allow for strategic
           and tactical alternatives;

       b. protecting the health and safety of Indian communities and schools, the public, and
           employees;

       c. supporting the security of the United States and Tribal lands;

    d. mitigating the effects of imminent incidents, including disasters, technological emergencies, and acts of terrorism;

    e. protecting critical infrastructure and key resources, and ensuring IA and its offices and bureaus are able to perform their mission essential functions;

    f. protecting trust property, natural, cultural, and historic resources, and mitigating damages/impacts to IA, individuals, and surrounding communities, whenever possible;

    g. providing accurate, timely, and meaningful information to key leadership throughout the duration of the incident, including effectively using public affairs specialists and/or incident public information officers, as necessary; and

    h. restoring IA's normal operations and activities as quickly as possible.

1.8. Reports and Forms. Employees responsible for reporting EEIs will use the following forms during critical incidents (and when needed) to communicate essential information to the BIA OEM.

- Wildland Fire Early Alert Template – located here: https://www.bia.gov/sites/bia.gov/files/assets/bia/ots/dfwfm/Attachment2_EarlyAlertNotificationTemplate_FINAL_508.pdf

- Serious Incident Report (SIR) Template – located here: https://www.bia.gov/policy-forms/online-forms

1.9 Training Requirements. The following minimum training requirements or authorized equivalents must be met prior to appointment as an IA Emergency Manager. These requirements are in compliance with DOI EMPGB 2007-3, and are available online through the FEMA website here: https://training.fema.gov/nims/

1) ICS 100 – Introduction to the Incident Command System (ICS)
2) ICS 200 – ICS for Single Resources and Initial Action Incidents
3) ICS 700 – Introduction to the National Incident Management System (NIMS)
4) ICS 800 – Introduction to the National Response Framework (NRF)

Additionally, within one year of appointment as an IA Emergency Manager, the following courses or authorized equivalents must be successfully completed:

1) H-337 Command and General Staff Functions for Local Incident Management Teams;

    OR

2) ICS 300 - Intermediate ICS for Expanding Incidents and ICS 400 - Advanced ICS Command and General Staff—Complex Incidents

A Certificate of Completion is generated after the successful completion of all coursework, and a copy should be provided to the DOEM.

Approval

Darryl LaCounte Digitally signed by Darryl LaCounte
Date: 2021.04.09 11:36:42 -04'00'

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Darryl LaCounte   Date
Director, Bureau of Indian Affairs