

ALL HAZARDS INCIDENT MANAGEMENT

SECTION 1. PURPOSE.

.01 This Order establishes requirements, policies, responsibilities, and authorities for the development, implementation, and oversight of the National Oceanic and Atmospheric Administration's (NOAA) All Hazards Incident Management effort through the NOAA All Hazards Incident Management Concept of Operations (CONOPS). The CONOPS identifies roles and responsibilities and authorizes the issuance of related guidance for implementation.

.02 The goal of the CONOPS is to execute NOAA's incident management responsibilities:

- a. to support the National Response Plan (NRP) concepts, processes, and structures;
- b. to carry out assigned functional responsibilities ensuring effective and efficient incident management, including designating representatives to staff interagency coordinating structures; and
- c. to assure the safety and security of our people and infrastructure.

SECTION 2. SCOPE.

The CONOPS provides the framework for the transition from normal operations to a coordinated NOAA effort in response to a natural, man-made, or terrorist event and applies to all NOAA employees engaged in incident management across the spectrum of activities and functions to include preparedness, protection, response, and recovery.

SECTION 3. POLICY.

NOAA shall provide a standard for preparedness and response through a single NOAA CONOPS for All Hazards Incident Management. The CONOPS will provide seamless continuity of operations and a single, comprehensive organizational structure for management of NOAA capabilities supporting an incident response when natural, man-made, or terrorist-related activities occur.

SECTION 4. AUTHORITIES.

This Order complies with and implements applicable Executive Orders, Homeland Security Presidential Directives, statutes, interagency directives, Departmental issuances, and NOAA memoranda involving security, counterintelligence, and threat management. Significant authorities are listed in Section 8 of this Order; the Homeland Security Program Office (HSPO) will maintain a full list, including any changes or updates.

SECTION 5. RESPONSIBILITIES.

.01 The Under Secretary of Commerce for Oceans and Atmosphere (Under Secretary):

- a. is responsible for NOAA's overall incident management preparedness, prevention, response, and recovery; and
- b. ensures NOAA's ability to deliver uninterrupted services vital to the Nation's welfare through contingency planning, training personnel, and executing remedial actions identified during drills and exercises.

.02 The Director of the NOAA Homeland Security Program Office (DHSPO):

- a. maintains the CONOPS and all supplemental guidance ensuring NOAA compliance with the National Response Plan;
- b. ensures all NOAA programs adhere to the policies and protocols in the CONOPS;
- c. coordinates and, under certain circumstances, directs in the Under Secretary's stead and through the proper chain of command, NOAA's efforts to prevent, prepare for, respond to, and recover from incidents of all hazards and all origins;
- d. acts as NOAA's liaison with the Department of Homeland Security and other federal agencies and serves as the Under Secretary's principal advisor on issues relating to intelligence matters, terrorism, and homeland security-related emergencies; and
- e. on behalf of the Under Secretary, is responsible for evaluating NOAA's response operations.

.03 NOAA Assistant Administrators and Staff Office Directors:

- a. provide leadership, direction, and guidance to NOAA operational and support programs;
- b. execute, within the resources available, assigned mission;
- c. provide support to the Incident Coordination Center and maintain the ready availability of Line and Staff Office elements not immediately engaged in the response or impacted by the incident(s); and

d. assure program elements are trained and prepared in the event they are needed, and ensure management and reporting of financial obligations and costs of engaged services are tracked in accordance with specific incident reimbursement processes.

.04 The Homeland Security Senior Management Team (SMT):

a. is comprised of representatives from Line and Staff Offices and functions as liaison between all Line and Staff Offices and HSPO; and

b. is responsible for recommending policies, standards, and procedures to promote unified NOAA activities during coordinated incident management operations.

SECTION 6. SUPPLEMENTAL GUIDANCE.

Line or Staff Offices may develop policies and procedures to address all hazard issues affecting their respective offices. Any procedures developed shall be consistent with this Order and shall be issued in separate guidance and developed in partnership with HSPO.

SECTION 7. NOAA CONCEPT OF OPERATIONS (CONOPS).

.01 The CONOPS shall be issued, updated, and maintained by the HSPO. The SMT will be afforded prior review of proposed changes or additions to the CONOPS. Potentially controversial materials may be forwarded by the DHSPO for consideration and concurrence prior to issuance.

.02 Distribution of the CONOPS will be accomplished in both paper and electronic form.

a. The paper version will be issued in loose-leaf form to allow for ease of updating, and updates will be distributed using sequentially numbered transmittal sheets issued over the signature of the DHSPO. HSPO may limit paper distribution and will maintain a list of officials and organizations who will receive a printed copy.

b. An electronic version of the CONOPS will be maintained by the HSPO. "Distribution" will be accomplished via the provision of access to the electronic version of the CONOPS. Access to CONOPS materials also may be limited.

SECTION 8. REFERENCES.

.01 Executive Order (E.O.) 12656, Assignment of Emergency Preparedness Responsibilities.

.02 Presidential Decision Directive (PPD) 67, Enduring Constitutional Government and Continuity of Government Operations.

.03 Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents.

.04 Homeland Security Presidential Directive (HSPD)-8, National Preparedness.

.05 Presidential Decision Directive (PDD) 63, Critical Infrastructure Protection, and Homeland Security Presidential Directive (HSPD)-7, Critical Infrastructure Identification, Prioritization, and Protection.

.06 National Security Presidential Directive (NSPD)-41 and Homeland Security Presidential Directive (HSPD)-13, Maritime Security Policy.

.07 Executive Order (E.O.) 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions.

.08 Federal Preparedness Circular (FPC) 65, Federal Executive Branch Continuity of Operations (COOP).

.09 National Weather Service Organic Act (15 U.S.C. §313 *et seq.*) provides the National Weather Service authority to forecast the weather (including ice forecasts), issue warnings, etc.

.10 Department Administrative Order (DAO) 210-7, Commerce Responsibilities in Disasters.

.11 Memorandum from Deputy Under Secretary for Oceans and Atmosphere to NOAA Executive Panel, Subject: Homeland Security Program Office (October 29, 2002).

.12 Memorandum from Deputy Under Secretary for Oceans and Atmosphere to Assistant Administrators and Staff Office Directors, Subject: NOAA Support to the Homeland Security Operations Center Policy and Procedures (October 26, 2004).

.13 The Homeland Security Act of 2002 – an Act to establish the Department of Homeland Security whose primary mission includes preparedness of the United States for acts of terrorism.

.14 The National Response Plan – an all-discipline, all hazards plan establishing a single, comprehensive framework for the management of domestic incidents, issued by the Department of Homeland Security.

SECTION 9. EFFECT ON OTHER ISSUANCES.

None.

/Signed/

Under Secretary of Commerce
for Oceans and Atmosphere

Office of Primary Interest:
Office of the Chief Information Officer
Homeland Security Program Office