

MS 402 DOMESTIC CONTINUITY OF OPERATIONS AND OCCUPANT EMERGENCY PLAN PROGRAMS

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1.0 AUTHORITIES

Executive Order 12656, Assignment of Emergency Preparedness, November 18, 1988; National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20), National Continuity Policy, May 4, 2007; National Continuity Policy Implementation Plan, Homeland Security Council, August, 2007; Federal Continuity Directive (FCD) 1, Federal Executive Branch National Continuity Program and Requirements, Department of Homeland Security, February 2008; Federal Continuity Directive (FCD) 2, Federal Executive Branch Mission Essential Function and Primary Mission Essential Function Identification and Submission Process, Department of Homeland Security, February 2008; 41 CFR 102.74-240; National Communications System Directive (NCSD) 3-10

2.0 PURPOSE

This manual section sets out the policies and general procedures for the Peace Corps domestic Continuity of Operations and Occupant Emergency Plan programs.

3.0 DEFINITIONS

3.1 Continuity of Operations Programs (COOP) ensure that mission essential functions are performed during a wide-range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

3.2 Mission Essential Functions (MEF) are the limited set of Peace Corps' functions that must be continued if normal activities are disrupted.

3.3 Occupant Emergency Plans (OEP) are procedures developed to protect life and property in an emergency; e.g. bombings, bomb threats, civil disturbances, fires, explosions, electrical failures, loss of water pressure, chemical and gas leaks, medical emergencies, hurricanes, tornadoes, floods, and earthquakes, etc. OEPs do not pertain to civil defense matters, which are handled by the U.S. Department of Homeland Security.

4.0 POLICY

All domestic Peace Corps facilities must have OEP programs. Any facility which supports MEFs must have a COOP plan as well.

5.0 PROCEDURES

5.1 OEP Program

Peace Corps Headquarters' OEP identifies procedures for proper responses to emergencies or threats that impact the safety of personnel occupying agency space. The OEP identifies proper response strategies to a variety of emergency incidents and includes building evacuation and shelter in place procedures. The AD/SS serves as Peace Corps' OEP Coordinator and Designated Official, as well as the Incident Commander. The Emergency Management and Physical Security division (SS/DO/EMPS) will establish OEPs for additional domestic agency facilities in conjunction with the Office of Volunteer Recruitment and Selection (VRS).

5.1.1 Peace Corps Emergency Notification System and Headquarters Intercom

Peace Corps Emergency Notification System (PCENS) and Headquarters intercom are administered by the Office of Safety and Security and may only be used for emergency information announcements.

5.1.2 Building Emergency Response Team

Each Headquarters office should appoint individuals to serve as Building Emergency Response Team (BERT) members. SS/DO/EMPS must train BERT members to lead the Peace Corps' response to emergencies. Individuals who do not follow the directions of BERT members may be subject to administrative action.

5.2 COOP Program

Peace Corps Headquarters' COOP plan identifies the responsibilities and provides the policies, procedures, and guidance to ensure the continuation of the Peace Corps' MEFs in a COOP event. MEFs will be performed by continuity personnel from alternate locations until normal operations can be resumed. The COOP plan also directs the domestic response to an Influenza Pandemic. Within 12 hours of a COOP activation, alternate locations must be fully operational. When the emergency ends, operations at alternate locations will be terminated and normal operations will be resumed. Peace Corps's COOP plan ensures that:

- (a) Orders of succession and emergency delegations of authority are in place and documented;
- (b) Vital resources, facilities, and records are safeguarded and accessible;
- (c) Alternate sites have the resources necessary for continuity operations;
- (d) Redundant, critical communications capabilities are available at alternate sites; and

- (e) Capabilities allow for recovery from catastrophic emergencies and resumption of normal operations.

This manual section is also in response to Peace Corps obligation to comply with the Continuity of Government Readiness Conditions (COGCON) program. During a COOP activation, Peace Corps must report its readiness status to the Secretary of Homeland Security or the Secretary's designee. It is Peace Corps' policy to comply with requirements and assessments related to COOP put forth by the Department of Homeland Security (DHS) and the Office of Management and Budget (OMB). The agency will comply with required redundant non-secure and secure voice, data, and video communications capabilities as directed by NCSA 3-10. In addition, the agency will comply with requests from the Office of Management and Budget (OMB) for information and statistics related to COOP.

5.2.1 Role of the Director

The Peace Corps Director is responsible for activating the COOP Plan in response to an event or threat affecting Peace Corps Headquarters or at the direction of the President.

5.2.2 Role of Office of Safety and Security

- (a) The Associate Director for Safety and Security (AD/SS) serves as Peace Corps' Continuity Coordinator. As part of the COOP program, the agency must ensure continuity capabilities and incorporate continuity requirements into daily operations. Peace Corps will identify, train, and prepare personnel relocating to perform activities in support of the MEFs.
- (b) SS/DO/EMPS is responsible for establishing and maintaining COOP plans for additional domestic agency facilities in conjunction with VRS.

5.3 Training, Tests, and Exercises

SS/DO/EMPS must regularly plan, conduct, and evaluate COOP and OEP trainings, tests, and exercises. COOP and OEP training will be provided to all staff, with particular emphasis on staff with unique roles and responsibilities in COOP and OEP efforts.

SS/DO/EMPS must evaluate each COOP and OEP exercise and produce reports to document lessons learned and identify and assign appropriate corrective actions. Mandatory tests and exercise will include, at a minimum:

- (a) Annual activation and relocation drill of continuity personnel;
- (b) Biannual building evacuation drills for all facilities; and
- (c) Quarterly tests of internal and intra-agency COOP communications capabilities.

5.4 Senior COOP Advisory Group

The Senior COOP Advisory Group (SCAG) oversees Peace Corps' COOP Program. The SCAG is composed of the heads of the Office of Safety and Security, Office of Management, Office of the Chief Information Officer, Office of Acquisitions and Contract Management, and Office of the Chief Financial Officer. The SCAG is chaired by AD/SS and should meet at least every six months.

5.5 COOP Working Group and Building Security Committee

The COOP Working Group (CWG) and Building Security Committee (BSC) is composed of one representative from each of the offices that reports directly to the Director or the Chief of Staff. Members are responsible for the development, implementation, and maintenance of their offices' components of the

COOP and OEP programs. CWG/BSC members must keep up-to-date rosters of office emergency positions and personnel and associated contact information in the Peace Corps Emergency Notification System. CWG/BSC members must develop office specific components for agency exercises and coordinate their office's participation and exercise evaluation with SS/DO/EMPS. Members are responsible for identifying areas of improvement and ensuring that corrective actions are identified and implemented for their offices. CWG/BSC members serve on the Building Emergency Response Team. The CWG/BSC is chaired by the Chief, SS/DO/EMPS and meets, at a minimum, quarterly.

5.6 Employee Responsibilities

Employees are required to attend all applicable training and exercise events, understand their roles and responsibilities, and respond appropriately to an emergency event. Employees are required to adhere to all procedures identified in the OEP or COOP Plans.

6.0 EFFECTIVE DATE

The effective date is the date of issuance.