

6 FAM 420 PREPAREDNESS AND RESPONSE STANDARDS

(CT:GS-167; 05-17-2012)
(Office of Origin: A/OEM)

6 FAM 421 GENERAL STANDARDS

(CT:GS-167; 05-17-2012)

- a. Department standards for its domestic emergency management program include a number of consensus standards produced by the American National Standards Institute (ANSI) and the National Fire Protection Association (NFPA).
- b. In matters of emergency management and business continuity programs and plans, the Department follows directives from:
 - (1) Executive Office of the President (Homeland Security Presidential Directives (HSPDs) and Presidential Policy Directives (PPDs));
 - (2) Department of Homeland Security (DHS);
 - (3) Office of Personnel Management (OPM);
 - (4) Department of Labor (DOL); and
 - (5) General Services Administration (GSA).

6 FAM 422 DEPARTMENT EMERGENCY ACTION PLAN (DEAP) OVERVIEW

6 FAM 422.1 Department Emergency Action Plan (DEAP)

(CT:GS-167; 05-17-2012)

The DEAP serves as the Department's comprehensive framework for an all-hazards approach to domestic emergency response. Based on guidance in the 6 FAH-1 (DEAPH), it consists of a core document that provides a central source of background information, authorities, policies, and summary of procedures for Department plans that deal with response to domestic incidents that are impacting or will impact the Department's domestic facilities and personnel. The Department's COOP, COG, ECG, FEAPs, BEAPs, M/FA EAP, Pandemic Influenza

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Plan, Network COOP, IT Contingency Plan, Mission Assurance Plan, CIP Plan, and International Coordination Support Annex to the NRF are just a few of the plans and capabilities that fall under the DEAP and ensure continuation of the Department's primary mission essential functions (PMEFs) and mission essential functions (MEFs) in support of the NEFs under all conditions. The following sections outline the role the Department plays in national-level emergency planning and response, the plans that have been developed to support preparation for, response to, and recovery from a domestic incident, and how the Department is organized, from the Department-level through the facility level, to facilitate domestic incident management.

6 FAM 422.2 National-Level Framework for Domestic Emergency Management

(CT:GS-167; 05-17-2012)

Through the National Response Framework (NRF), National Incident Management System (NIMS), and National Infrastructure Protection Plan (NIPP), the Department has the lead foreign policy role in supporting other Federal departments and agencies and in managing international aspects of a domestic incident. In conjunction with the Department of Homeland Security (DHS), the Department also coordinates the international aspects of critical infrastructure and key resource (CIKR) protection with foreign governments and international organizations. For additional information on this section, including the referenced documents, contact A/OEM.

6 FAM 422.2-1 National Response Framework (NRF)

(CT:GS-167; 05-17-2012)

The NRF presents the guiding principles that enable all responders to prepare for and provide a unified national response to disasters and emergencies. The NRF defines the key principles, roles, and structures that organize the way we respond as a Nation. It identifies special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where one of the states would require significant support. The Framework enables first responders, decision-makers, and supporting entities to provide a unified national response. Further, the NRF provides planners information as to the means used to coordinate actions among Federal departments and agencies. A companion document, the NIMS, directs planners to implement the Incident Command System (ICS) when responding to localized incidents affecting their organizations.

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6 FAM 422.2-2 National Operations Center (NOC)

(CT:GS-167; 05-17-2012)

The DHS NOC serves as the nation’s nerve center for information sharing and domestic incident management—dramatically increasing the vertical coordination between Federal, State, territorial, tribal, local, and private sector partners. The NOC collects and fuses information from a variety of sources every day to help deter, detect, and prevent terrorist acts. Always in operation, the NOC provides real-time situational awareness and monitoring of the homeland, coordinates incident and response activities, and, in conjunction with the DHS Office of Information Analysis, issues advisories and bulletins concerning threats to homeland security, as well as specific protective measures. Information on domestic incident management is shared with emergency operations centers at all levels through the Homeland Security Information Network (HSIN). The Bureau of Diplomatic Security (DS) is responsible for providing the State Department liaison to the NOC. The primary State Department organizational interface with the NOC is through the Department’s Operations Center (S/ES-O).

6 FAM 422.2-3 National Response Coordination Center (NRCC)

(CT:GS-167; 05-17-2012)

The NRCC, a component of the NOC, is the Federal Emergency Management Agency’s primary multi-agency operations center responsible for national incident response and recovery, as well as national resource coordination. The NRCC’s mission is to maintain situational awareness of emerging events and ongoing operations that have the potential to require Federal resources and to support the efforts of regional and field components. The NRCC develops and issues operating orders to activate Emergency Support Functions (ESFs) based upon the scope and magnitude of the threat or incident. The NRCC resolves Federal resource support conflicts and other implementation issues forwarded by the Joint Field Office (JFO). A/OEM is responsible for providing Liaison Officers (LOFRs) to staff the State Department desk at the NRCC during domestic emergencies. State Department organizational interface with the NRCC is also through A/OEM.

6 FAM 422.2-4 Department Roles and Responsibilities

(CT:GS-167; 05-17-2012)

The Secretary of State, under the authority and responsibility for conducting foreign relations, is responsible for U.S. Government relations, policies, and activities that pertain to international dimensions of a domestic incident. The Department, under the Secretary’s direction, supports Federal departments and agencies by managing the international aspects of a domestic incident, as delineated in the International Coordination Support Annex (ICSA) under the NRF. A domestic incident with international and diplomatic implications may call for coordination and consultations with foreign governments and international

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organizations, and may also require direct bilateral or multilateral actions on related foreign affairs issues. The Department establishes procedures for coordination of bilateral and multilateral actions, and for coordination of international assistance through the International Assistance System (IAS). The Department and the U.S. Agency for International Development (USAID) facilitate offers of assistance. In addition to the international efforts of IAS, the Department:

- (1) Facilitates coordination with international multilateral organizations;
- (2) Coordinates crisis response and other related activities with foreign governments through its network of embassies and consulates;
- (3) Provides incident information to Americans abroad;
- (4) Develops and implements a diplomatic and international public affairs and public diplomacy strategy in coordination with the NRCC;
- (5) Supports foreign missions and nationals in the United States; and
- (6) Supports the National Command Structure, which includes the NOC, NRCC, etc.

6 FAM 422.3 Department-Level Organization for Domestic Emergency Management

(CT:GS-167; 05-17-2012)

This section provides an overview of the organizational framework, including the committees, teams, and primary positions responsible for leading the Department in preparing for, mitigating, responding to, and recovering from a domestic incident. The Department's Domestic Emergency Management Program is based on a three-tier framework: Department, Bureau/Office, and Facility. Committees, teams, and individuals play a part in one or more of the three major incident management phases of Prepare, Respond, and Recover. Detailed information relating to the Department-level emergency management organization, as well as roles and responsibilities, can be found in 6 FAM 410.

6 FAM 422.3-1 Domestic Emergency Action Committee (DEAC)

(CT:GS-167; 05-17-2012)

The DEAC is the Department's senior decision-making organization for domestic emergency management. The DEAC reports to the Secretary of State. The Under Secretary for Management (M) is the Senior Department official responsible for the Domestic Emergency Management Program and serves as the chair of the DEAC. The Assistant Secretary for Administration (A) is the Executive Secretary to the DEAC.

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6 FAM 422.3-2 Domestic Emergency Coordinator (DEC)

(CT:GS-167; 05-17-2012)

The DEC is responsible for coordinating domestic emergency management and continuity program capabilities and for coordinating responses to and recoveries from domestic emergencies.

6 FAM 422.3-3 Incident Management Team (IMT)

(CT:GS-167; 05-17-2012)

The IMT is the group activated to respond to a domestic incident that poses a potential threat to Department personnel or facilities in the United States. The IMT coordinates the efforts of key personnel from various bureaus and offices within the Department, as directed by the Under Secretary for Management, to ensure rapid and effective response to the incident. The type of incident determines which bureau/office leads the IMT, with functional support from other subject matter experts, all of which are listed in the DEAP. The IMT uses NIMS and ICS when managing the response to an incident. ICS provides Federal, State, and local governments, as well as private entities, with a standardized command and management framework for preparing for, responding to, and recovering from any event or incident, regardless of size, nature, duration, or complexity. In the case of domestic emergencies involving the lives or safety of Department personnel, the IMT is authorized to make unilateral decisions to protect Department personnel and visitors.

6 FAM 422.3-4 Mission Critical Team (MCT)

(CT:GS-167; 05-17-2012)

The Department's MCT members are personnel from bureaus and offices officially designated to support the Department's continuity programs. The President and/or Secretary of State may activate the Department's Continuity of Operations (COOP) Plan, and thus, the MCT.

After being notified by A/OEM, via CENS or other method, the bureau/office Executive Director ensures MCT members from their respective bureaus/offices report to the location from which they are transported to the COOP location. Executive Offices must identify MCT personnel in writing annually, ensure the roster is reviewed and updated monthly, and provide the roster to A/OEM/DCP on request.

6 FAM 422.3-5 Emergency Management Center (EMC)

(CT:GS-167; 05-17-2012)

The Department's EMC supports incident management during domestic emergencies that impact the Department. In such emergencies, the EMC:

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- (1) Supports the IMT; and
- (2) Acts as a communications center capable of relaying pertinent information regarding domestic emergencies.

6 FAM 422.3-6 Liaison Officer (LOFR)

(CT:GS-167; 05-17-2012)

A LOFR is a subject matter expert drawn from bureaus/offices already engaged in the Department's domestic emergency response effort but need not be from the bureau/office leading the IMT. A/OEM normally coordinates with other entities within the Department to provide liaison officers for the NRCC, and when required, to the Interagency Planning Cell of the NOC. When personnel and/or subject matter expertise requirements exceed the ability of A/OEM to comply, the Executive Secretary identifies LOFRs for assignment.

6 FAM 422.4 Bureau/Office-Level Organization for Domestic Emergency Management

(CT:GS-167; 05-17-2012)

This section describes the organizational framework, including the committees, teams, and primary positions responsible for leading the bureaus/offices in preparing for, mitigating, responding to, and recovering from a domestic incident. Detailed information relating to bureau/office-level emergency management organizations, as well as, their roles and responsibilities, can be found in 6 FAM 410.

6 FAM 422.4-1 Emergency Action Committee (EAC) Chairperson

(CT:GS-167; 05-17-2012)

The person who chairs the bureau's/office's emergency action committee (EAC) is responsible for ensuring the Bureau Emergency Action Plan (BEAP) is developed, certified, maintained, and exercised. The EAC Chairperson is also responsible for coordinating with the DEC to ensure the bureau/office provides, upon request, representation on the IMT.

6 FAM 422.4-2 Emergency Action Committee (EAC)

(CT:GS-167; 05-17-2012)

The EAC is a group of subject-matter experts from the bureau/offices, appointed by their bureau/office leadership. The EAC provides senior leadership with guidance in implementing the Department's Domestic Emergency Management

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Program within the bureau/office to prepare for and respond to threats and emergencies impacting the bureau/office.

6 FAM 422.4-3 Bureau Emergency Action Team (BEAT)

(CT:GS-167; 05-17-2012)

The BEAT is the bureau-level counterpart to the Department's MCT. Assistant Secretaries or their equivalents may activate their Bureau Emergency Action Team (BEAT), which is comprised of designated bureau/office personnel, to ensure bureau essential functions (that directly support the Department's mission essential functions (MEFs)) continue during a localized emergency situation that is impacting the bureau/office.

6 FAM 422.5 Facility-Level Organization for Domestic Emergency Management

(CT:GS-167; 05-17-2012)

This section describes the organizational framework, including the committees, teams, and primary positions responsible for leading a facility in preparing for, mitigating, responding to, and recovering from a domestic incident. Detailed information relating to facility-level emergency management organizations, as well as, their roles and responsibilities, can be found in 6 FAM 410 and in 6 FAM 423.

6 FAM 422.5-1 Designated Official (DO)

(CT:GS-167; 05-17-2012)

The DO is the highest ranking official from the largest Federal tenant in a Federal government owned or leased facility, regardless of whether it is a single Federal tenant or multi-Federal tenant facility. In either case, if the Department is responsible for furnishing the DO, he/she could come from a bureau or office. The DO chairs the Facility Security Committee (FSC) and ensures the Facility Emergency Action Plan (FEAP), also known as an Occupant Emergency Plan (OEP), is created, maintained, and certified.

NOTE: The DO may or may not be a Department of State employee. But if a Department employee, the DO must work fulltime in the facility.

6 FAM 422.5-2 Facility Security Committee (FSC)

(CT:GS-167; 05-17-2012)

A FSC is required in all Federal facilities by the Interagency Security Committee (ISC) standard – "Facility Security Level Determinations for Federal Facilities." The FSC is composed of members of all Federal tenant organizations. Other tenant organizations, including representatives from organizations who provide building management and security, and tenant entities should be invited to

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participate as members of the FSC. The goal of the FSC is to ensure a common understanding of the development and implementation of emergency policy and procedures.

6 FAM 422.5-3 Incident Commander (IC)

(CT:GS-167; 05-17-2012)

The IC is the individual, with the required training, appointed by the FSC to be responsible for coordinating the emergency response activities of the FWTs until the proper authority (e.g., a local fire- or police-department representative) arrives on scene and a Unified Command is established.

6 FAM 422.5-4 Emergency Response Staff

(CT:GS-167; 05-17-2012)

The emergency response staff is made up of designated occupants of the facility responsible for ensuring occupants respond appropriately to the incident (e.g., evacuate or shelter-in-place in the building).

6 FAM 422.5-5 Domestic Security Officer (DSO)

(CT:GS-167; 05-17-2012)

A DSO is assigned by DS to most domestic facilities in the national capital region (NCR) that are under the protection of DS. For those facilities outside of the NCR where access is controlled by DS Uniformed Protection Officers, there is a DSO assigned to coordinate activities from Washington, DC, and to make periodic visits to these facilities.

6 FAM 423 FACILITY EMERGENCY ACTION PLAN (FEAP) OVERVIEW, ROLES, AND RESPONSIBILITIES

6 FAM 423.1 Facility Emergency Action Plan (FEAP)

(CT:GS-167; 05-17-2012)

- a. A FEAP is a building-specific emergency action plan used to describe actions taken to ensure the safety of Department personnel and protect property in buildings where the Department occupies space.

NOTE: A FEAP is sometimes known as an "Occupant Emergency Plan" (OEP).

- b. Each government-owned or leased facility that houses Department personnel is required to have a FEAP. According to the Code of Federal Regulations (41 CFR

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102-74.230 to 260) and GSA instructions, the highest-ranking Federal official from the bureau or office with the most number of personnel in the facility is responsible for developing, implementing, and maintaining the FEAP. And providing the Office of Emergency Management (A/OEM) with the current copy. FEAP development, maintenance, and updates are coordinated between appropriate bureaus, offices, and A/OEM, following 6 FAH-2 and using the FEAP Template to create a FEAP. The FEAP provides the short-term response necessary during an emergency. This includes:

- (1) Assisting occupants of a building to evacuate or shelter-in-place in an organized manner;
 - (2) Preventing or minimizing injury, loss of life, and property damage; and
 - (3) Protecting the life and health of facility occupants.
- c. All bureaus and offices in a single-tenant, Federal government-owned or leased facility must coordinate development, maintenance, and exercise of a FEAP with, as appropriate, the owner, commercial manager, or the leasing department or agency. All bureaus and offices in a multi-tenant, Federal Government-owned or leased facility must coordinate development, maintenance, and exercise of a FEAP with each of the other Federal tenants, and, as appropriate, with the non-Federal tenants and the owner, commercial manager, or the leasing department or agency. A FEAP includes:
- (1) Emergency response staff designations (e.g., floor warden, stairway monitor, assembly point coordinator, etc.) and rosters, and a list of their roles and responsibilities;
 - (2) Planning considerations for people with disabilities and special needs;
 - (3) Information on Protective Action Plans (i.e., evacuation, shelter-in-place, defend-in-place, internal relocation); and
 - (4) Requirements for conducting and scheduling training and exercises (as specified in 6 FAM 418.2).

6 FAM 423.2 Department Level Responsibilities for Supporting a FEAP

6 FAM 423.2-1 Office of Emergency Management (A/OEM)

(CT:GS-167; 05-17-2012)

- a. Maintains the guidance found in 6 FAH-2 (FEAP Handbook) to ensure consistent and actionable plans are implemented at the facility level and Department personnel prepare for, respond to, and recover from any emergency at domestically owned, leased, or otherwise occupied facilities.
- b. Provides guidance to Department personnel who are drafting a FEAP or FEAP updates. Posts final FEAPs, and updates, on the ePrepare Web site for access

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by Department personnel.

- c. Provides subject matter expertise to assist Department personnel in developing training, exercise, or drill modules to meet FEAP Handbook requirements and the methods for providing such modules appropriate to the particular facility.
- d. Reviews after-action reports from facility training, exercise, and drill activities, as well as from actual events, and makes lessons learned available to other facilities in the Department.
- e. Coordinates with A/OPR, A/OPR/FMS, DS, and other bureaus/offices as appropriate to manage an emergency through the Emergency Management Center (EMC), upon its activation. The EMC is the focal point for incident management for the Department's domestic facilities and the communications hub to relay information as appropriate (e.g., to senior Department officials, the Operations Center, and Public Affairs). It is also used to monitor and, as appropriate, coordinate activities among Federal, State, and local authorities for facilities outside the NCR during the emergency.

6 FAM 423.2-1(A) A/OEM Reporting Responsibilities

(CT:GS-167; 05-17-2012)

- a. A/OEM provides all completed after action reports (AARs) to the DEAC.
- b. A/OEM retains records (e.g., Mission Assurance Assessment Reports, CIP Reports, NIPP Reports, completed AARs, and training records) for the Domestic Emergency Management Program following the Official Records Schedule for A/OEM.

6 FAM 423.2-2 Office of Operations, Office of Facilities Management Services (A/OPR/FMS)

(CT:GS-167; 05-17-2012)

- a. Provides operations and maintenance services for a number of facilities occupied by Department personnel.
- b. Supports facility response, as required in training for, and in response to, an emergency.
- c. Ensures A/OPR/FMS staff members, assigned to the facility, participate in the facility response.
- d. Assigns a building manager to each Department occupied facility, who can help coordinate development of a FEAP in those facilities with multiple tenants.
- e. Acts as a liaison between facility tenants and the building owners or their commercial facility contractors, and monitors the operations and maintenance of the facilities to ensure they comply with building and safety codes.
- f. Staffs the EMC, when operational, with Domestic Environmental and Safety

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Division (DESD) personnel to fill the Safety Officer position and to provide input on safety, environmental, and industrial hygiene matters.

**6 FAM 423.2-3 Office of Domestic Facilities Protection
(DS/DO/DFP)**

(CT:GS-167; 05-17-2012)

- a. Under DS jurisdiction and oversight authority for all Law Enforcement/Security responsibilities pursuant to the Omnibus Diplomatic Security and Antiterrorism Act of 1986, as amended (22 U.S.C. 4802 et seq.), DFP protects information and property at all domestic Department facilities and ensures all Department personnel working in these facilities are safe from harm by:
 - (1) Providing security for all domestic Department offices;
 - (2) Providing uniformed protection officers for approved events and properties;
 - (3) Performing preliminary security investigations;
 - (4) Badging Department personnel and executing background checks; and
 - (5) Providing additional facility access requirements to badged personnel.
- b. DFP manages the protective security support programs, which include the nationwide Uniformed Protection Division, Systems Operations Access Control, Building Pass Offices, Special Events security, and the Domestic Security Officer (DSO) Program at all domestic Department facilities, including the Harry S Truman Building, the U.S. Mission to the United Nations, and the Blair House.

6 FAM 423.2-3(A) Domestic Security Officer (DSO)

(CT:GS-167; 05-17-2012)

- a. DS assigns a Domestic Security Officer (DSO) to many domestic facilities in the NCR and some domestic facilities outside of the NCR. The Security Control Center (SCC) is the DS center that provides oversight and management of DS/UPO operations at Department facilities throughout the United States and is the focal point for DS/UPO reports regarding domestic emergencies. The SCC normally notifies the DSO about an emergency situation at a domestic facility.
- b. The DSO is responsible for:
 - (1) Providing oversight and management to the DS/UPOs and coordinating physical security matters at his or her assigned facility; and
 - (2) If on-scene, contacting and maintaining contact with the SCC and, as directed, the EMC at 202-647-1853 during all emergency situations involving Department facilities or personnel.

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6 FAM 423.2-4 Department-Level Public Affairs (PA)

(CT:GS-167; 05-17-2012)

- a. Serves as the primary voice of the Department during domestic emergency situations. Consequently, the public affairs officer (PAO)/Press Officer/Spokesperson in or assigned to the facility must be involved in all components of domestic emergency management, starting with coordination with the FSC in the FEAP preparation stage, all the way through dealing with the media in the case of an event (which includes situations when the emergency continues over an extended period of time).
- b. Provides the FSC with media assistance, should it be requested during domestic emergency situations. Release of any information about individuals working for the Department must be coordinated with HR and must be consistent with the Privacy Act.

6 FAM 423.3 Facility Level Responsibilities for Supporting a FEAP

(CT:GS-167; 05-17-2012)

CFR and GSA regulations require the establishment and proper administration of an occupant emergency program for each facility occupied by the Federal Government. This includes providing program guidance (i.e., a FEAP), reviewing plans and organizations annually, and assisting in facility occupant training. While this is ultimately the responsibility of the Designated Official (DO), the senior officials from government must coordinate to establish and maintain this program. Department officials must approach representatives of civilian organizations in the facility and request their assistance in establishing and maintaining the program.

6 FAM 423.3-1 Domestic Facility Senior Bureau/Office Leaders

(CT:GS-167; 05-17-2012)

- a. All bureau/office senior leadership (e.g., managers and supervisors who are assigned to work in the facility as their regular work location) oversee the efforts of their personnel to prepare for domestic emergencies. Generally, the DS, DS/UPO, or A/OPR/FPS representative in/for the facility takes the lead in analyzing threats, identifying potential domestic emergencies, and preparing security response plans. Contact information for senior officials must be included in the appropriate sections of the FEAP.
- b. The responsibilities of senior bureau/office officials of each tenant organization in a domestic facility include:
 - (1) Abiding by the CFR and GSA regulations that require a DO be named at each federally occupied facility (i.e., government-owned or leased facility);
 - (2) Participating on the Facility Security Committee (FSC) as prescribed by the

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Interagency Security Committee (ISC) in the ISC standard "Facility Security Level Determinations for Federal Facilities";

- (3) Providing input during the FEAP drafting process through appropriate representation on the FSC;
- (4) Coordinating with all government and, as appropriate, civilian organizations in the facility to create and publish a single FEAP for the entire building (not a different plan for each organization), if possible;
- (5) Ensuring procedures in the FEAP include immediately contacting the SCC and, as directed, the EMC, and providing them periodic situation reports (SITREPs) regarding any domestic emergency that impacts personnel or the facility;
- (6) Ensuring emergency preparedness is a regular topic of staff and office leadership meetings and all facility occupants know their roles and responsibilities during an emergency;
- (7) Annually reading the FEAP, ensuring it is current, and fully understanding the procedures to be followed;
- (8) Assigning personnel (i.e., volunteers or selected) to roles listed in the plan (e.g., membership on the FSC, the emergency response staff, etc.);
- (9) Activating the FEAP in response to a domestic emergency;
- (10) Conveying emergency actions to facility response personnel;
- (11) Accounting for the facility occupants (i.e., Department personnel, and visitors) in the aftermath of a domestic emergency;
- (12) Assessing the emergency's impact on the facility and its operations;
- (13) Coordinating with all government and civilian organizations in the facility to create and conduct briefings, training, exercises, and drills focused on emergency roles and responsibilities; and
- (14) Recommending and implementing recovery actions and strategies.

NOTE: All contact with a tenant organization that is also the owner/lessor of the facility must go through the A/OPR/FMS building manager. The only exception is when coordinating facility drills and exercises with tenant organizations. In those cases, the A/OPR/FMS building manager does not need to be involved. However, you must notify the A/OPR/FMS building manager of the dates and times of planned drills and exercises.

6 FAM 423.3-2 Designated Official (DO)

(CT:GS-167; 05-17-2012)

- a. The DO is the highest ranking resident official of the largest Federal tenant department or agency in a Federal owned or leased facility, regardless of whether it is a single, multi-, or mixed-multi-use facility (see 6 FAM 417.2 for

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additional information). The DO must work fulltime in the facility. Contact information for the DO must be included in the appropriate sections of the FEAP.

b. The DO is responsible for:

- (1) Creating and maintaining the facility's emergency program, which includes creating and maintaining the FEAP;
- (2) Annually certifying the FEAP is current (i.e., all information in the FEAP is up to date) and providing the signed certification to A/OEM;

NOTE: The certification occurs in October of each year. Once signed, a copy of the signed certification is provided to the Office of Emergency Management (A/OEM). (See 6 FAH-2 H-053.)

- (3) Chairing the FSC;
- (4) As FSC chair, ensuring FSC members who are absent from FSC meetings are informed of meeting discussions, as soon as practicable.
- (5) Ensuring an appropriate program in place (e.g., a Floor Warden Team (FWT) program) to ensure facility occupants safely evacuate/shelter-in-place for emergencies or drills and the personnel involved, as emergency response staff, in the program are trained and have the information and resources they need to adequately perform their assigned duties;
- (6) Ensuring one alternate is chosen (or, if possible, two) and trained in the event the personnel involved, as emergency response staff, in the facility's evacuation/shelter-in-place program are unavailable;
- (7) Ensuring all appropriate efforts are made to work with self-identified facility occupants with (permanent or temporary) special needs, as well as their managers, to ensure any requested assistance is provided. This means to pre-assign at least 2 Assistance Monitors (Buddies) to assist the occupant during an evacuation, SIP, DIP, or internal relocation action with, if appropriate, a carry chair; and

NOTE: You cannot force anyone to self-identify a "special need" and you must keep this information on a need to know basis.

- (8) Ensuring Assistance Monitors (Buddies) are trained in their duties (including the preferred method for relocating occupants with special needs during a facility emergency) and have the information and access to specialized resources and equipment (e.g., carry chairs, etc.) needed to assist self-identified facility occupants with special needs.

6 FAM 423.3-3 Facility Security Committee (FSC)

(CT:GS-167; 05-17-2012)

a. The FSC is composed of members of all Federal tenant organizations (e.g., Federal departments and agencies) in the facility. Other tenant organizations

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(i.e., onsite building management, onsite building security (if provided), State and local government, civilian organizations, etc.) should be offered the opportunity to be members and participate in the facility's emergency program. All contact with a tenant organization that is also the owner/lessor of the facility, must go through the Department's building manager in A/OPR/FMS. The only exception is when coordinating facility drills and exercises with tenant organizations. In those cases, the A/OPR/FMS building manager must be notified of the dates and times of planned drills and exercises. Contact information for members of the FSC must be included in the appropriate sections of the FEAP.

b. The FSC is responsible for:

- (1) Assessing threats, dangers, or vulnerabilities of the facility and determining appropriate emergency response actions as specified in the FEAP;
- (2) Approving the implementation of emergency management measures and practices based on the current risk assessments developed from the analysis of the current threat and vulnerability assessments. However, any change in a security measure, policy, or practice must be approved by DS before it can be implemented;
- (3) Assessing facility capabilities and limitations for emergency response;
- (4) Considering occupant populations when creating the FEAP to ensure both normal work hours and after hours situations are addressed and understood;
- (5) Coordinating identification and assignment of assembly points and shelter-in-place locations to tenant organizations, including the FSC;
- (6) Developing tripwires and the actions to take before or after particular undesirable events occur;
- (7) Ensuring all emergency response instructions conform to the FEAP;
- (8) Drafting the FEAP for submission to A/OEM for review, approval/comment, and ensuring the final FEAP is made available to facility occupants and A/OEM;
- (9) Identifying and assigning facility occupants to positions on the emergency response staff;
- (10) Coordinating with assigned security personnel (e.g., DS/UPOs, FPS guards, or commercial building management supplied guards) and building management personnel during an emergency to assist with the facility response;
- (11) Coordinating with all local first responders (i.e., fire and police departments) to provide them an opportunity for onsite familiarization with the building situation and population, and to understand the preferred method for relocating occupants with special needs during a facility

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emergency (e.g., during a facility evacuation, should occupants with special needs be moved to their outside assembly point or to a single staging area inside the facility, where local responders then evacuate occupants with special needs?);

- (12) Educating and training facility occupants regarding their responsibilities in a particular emergency;
- (13) Developing, scheduling, and executing briefings, training, and exercises on FEAP emergency preparedness actions to validate the decision making of the FSC and the accuracy of the FEAP;
- (14) Ensuring availability of the FEAP throughout the facility, and maintaining copies and related material at the facility's designated emergency command center/alternate location (e.g., Post One);
- (15) Ensuring facility-wide familiarity with the FEAP through training, exercises, and drills;
- (16) Integrating the FEAP into daily operations and facility occupant's organizational culture (see 6 FAH-2 H-045.1);
- (17) Maintaining the FEAP by validating it and making appropriate changes; and
- (18) Communicating with the SCC and, as directed, the EMC, when emergencies impact the facility.

6 FAM 423.3-3(A) FSC Member Selection

(CT:GS-167; 05-17-2012)

- a. At a minimum, a representative from each Department bureau and office that occupy the facility must be a member of the FSC.
- b. If only a single bureau or office occupies the facility, a representative from each major component must be a member.
- c. Representatives from onsite building management and, if provided, building security must be offered an opportunity to be a member.
- d. Other organizations that also occupy the facility must be offered an opportunity to be a member or, at least, to provide input during the FEAP creation/update process.
- e. Ensure anyone selected to be a FSC member can serve at least one year to facilitate consistency.
- f. Select at least one alternate for each FSC member.

6 FAM 423.3-4 Local Facility Spokesperson

(CT:GS-167; 05-17-2012)

- a. In general, one person must be assigned as spokesperson for all Department

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interests housed at the facility.

b. Facility spokespersons are responsible for:

- (1) Providing their contact information to the DO and FBS members
- (2) Staying in contact with PA; and
- (3) Coordinating closely with PA during a domestic emergency impacting their facility.

6 FAM 423.4 Security at the Facility Level

(CT:GS-167; 05-17-2012)

Security at Department facilities is generally provided by one of three sources: DS/UPOs, FPS uniform guards, or commercial building management supplied guards. But in some cases, no on-site security is provided. It is important to understand and document the level and type of security provided at the facility in appropriate sections of the FEAP. This includes the name of the organization that provides the security (or if appropriate, that there is no security provided) and contact information for reporting security matters. Also, representatives from onsite building management and, if provided, building security must be offered an opportunity to be a FSC member. Floor plans and emergency diagrams for evacuations and SIP must also be included in the FEAP as well.

6 FAM 423.5 Medical Resources at the Facility Level

(CT:GS-167; 05-17-2012)

In those facilities where there is a medical organization (e.g., a clinic or nurse's station) and/or there are occupants with medical skills or expertise of value (e.g., EMT-Basic, First Aid Training, CPR, and AED Certified) arrangements should be made with these resources to be part of the emergency response effort. These resources can provide important augmentation to the emergency response until the local/State/Federal emergency responders arrive on-scene and take charge. If the facility has an on-site medical organization or occupants with medical skills/expertise, the name and contact information for individual medical resources, which volunteer to help during emergencies, must be listed in appropriate sections of the FEAP.

6 FAM 423.6 Emergency Response Staffing at the Facility Level

6 FAM 423.6-1 Incident Commander (IC) Requirements

6 FAM 423.6-1(A) IC Responsibilities

(CT:GS-167; 05-17-2012)

- a. Generally the IC must work with the FSC to ensure the staff, equipment, and procedures are in place prior to a domestic emergency so response to the emergency can be carried out. Contact information for ICs must be included in appropriate sections of the FEAP.
- b. The IC is responsible for:
 - (1) Coordinating response activities of all facility responders involved in domestic emergency response, including the on-scene response – until relieved by proper authority (e.g., a local fire or police department representative). If a Unified Command is established, the IC shifts to being the Department’s Representative within the Unified Command along with the local/State/Federal responders;
 - (2) Assessing facility and local capabilities and limitations to respond to a domestic emergency;
 - (3) Assembling the necessary contacts to use during response to a domestic emergency;
 - (4) Ensuring the necessary equipment is present and functions properly for a domestic emergency;
 - (5) Participating in training emergency response staff, as appropriate, and occupants; and
 - (6) Participating in facility drills that involve Department personnel.
- c. In the event of an emergency and a facility IC is not available, the Building Manager or the senior person in the facility is expected to act as the IC until relieved by a facility IC or by proper authority (e.g., a local fire or police department representative). If a Unified Command has been established, the IC shifts to being the Department’s Representative within the Unified Command along with the local/State/Federal responders, until relieved by a facility IC.

6 FAM 423.6-1(B) IC Reporting Responsibilities

(CT:GS-167; 05-17-2012)

- a. The IC, responsible for response to an emergency at a facility, must complete an AAR in coordination with the volunteers involved in the facility’s evacuation/shelter-in-place program (e.g., Floor Warden Team (FWT))

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members) for all events where the facility's evacuation/shelter-in-place program was activated.

- b. The IC must also, in consultation with the highest ranking official at the facility (normally the FSC chairperson), develop courses of action to remediate identified deficiencies, which must be reflected on the AAR. The IC must forward all completed AARs to A/OEM for review of lessons learned and of identified remediation actions.

6 FAM 423.6-1(C) IC Selection

(CT:GS-167; 05-17-2012)

- a. The FSC is responsible (in coordination with supervisors) for selecting ICs.
- b. The FSC will consider these factors when selecting a facility occupant as an IC:
 - (1) Nature of the individual's normal responsibilities and contacts;
 - (2) Leadership abilities (i.e., whether they can get occupants to work together effectively);
 - (3) Experience or training in emergency response; and
 - (4) Length of experience at the facility.
- c. The FSC should consider the following facility personnel for the IC position:
 - (1) The highest ranking member from DS located at the facility, the building manager assigned by the Department to the facility, or a representative from the commercial manager's office; and
 - (2) In those facilities where the FPS provides security guards for facility protection, the FSC must consider the highest ranking member of each watch.
- d. If selected, an IC authorizes their name and contact information to be listed in appropriate sections of the FEAP.

6 FAM 423.6-2 Emergency Response Staff Requirements

6 FAM 423.6-2(A) Emergency Response Staff Overview

(CT:GS-167; 05-17-2012)

- a. Members assigned to an emergency response staff position (primary or alternate FWT member) in the facility's evacuation/shelter-in-place program come from the Department personnel and personnel of co-located organizations in the facility. Personnel assigned to the facility's evacuation/shelter-in-place program must understand their responsibility for emergency preparedness and response. Many facility occupants may have multiple roles such as those of a manager, a contractor, and possibly a specific role as assigned in the FEAP.

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- b. When the facility's evacuation/shelter-in-place program is activated and any member of the emergency response staff is unavailable to perform his or her role, other emergency response staff or designated alternates have been assigned to immediately assume those roles. To help all emergency response staff understand their roles and responsibilities, all facility occupants assigned to an emergency response staff position, both primary and alternate, must complete FSI training course PD 541, "Domestic Floor Wardens and Monitors," on an annual basis.
- c. The following sections identify the potential positions on the emergency response staff, indicate who replaces them should they not be able to perform their role during activation of the facility's evacuation/shelter-in-place program, and outline their responsibilities. The list of facility occupants who volunteer for, or are assigned to, an emergency response staff position; their alternates; and all contact information must be listed in appropriate sections of the FEAP.

NOTE: Emergency response staff might not have quick access to facility offices or office suites that require controlled access to be able to conduct the required sweep of these areas to make sure they are completely empty. Therefore, each office or office suite that requires controlled access will require the last occupant out of the office or suite to post a visible and readable sign on the outside of the office or suite door that indicates there no people inside. This requirement will facilitate and expedite the job of validating a floor has been evacuated. Questions regarding this requirement should be directed to A/OEM.

6 FAM 423.6-2(B) GENERAL Emergency Response Staff Responsibilities

(CT:GS-167; 05-17-2012)

- a. Be ready to be activated during any emergency involving the relocation (e.g., evacuation, shelter-in-place, or internal relocation) of facility occupants.
- b. Understand their emergency response staff position responsibilities to ensure all occupants are safely guided through an emergency.
- c. Supervise and coordinate the response to emergencies for assigned areas or personnel, thereby enabling senior leadership, the IC, and the chain of command to focus on the overall response.
- d. Perform the position responsibilities as identified for each emergency response described in the response-specific sections of the FEAP.
- e. Monitor the physical structure for issues that impact emergency preparedness or response and, if issues arise, inform the FSC or IC, as appropriate to the chain of authority.
- f. Advise the FSC or IC, as appropriate to the chain of authority, when they know they are unable to fulfill their emergency response staff obligations (i.e., re-assigned permanently to another floor or facility, being injured, etc.). This

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should normally take place prior to an emergency.

- g. Attend training in their duties and regularly participate in exercises and drills to practice those duties.

6 FAM 423.6-2(C) Emergency Response Staff Selection

(CT:GS-167; 05-17-2012)

- a. When considering individuals for an emergency response staff position (primary and alternates), the potential candidate must:
 - (1) Usually be in the facility and not routinely on travel.
 - (2) Provide the greatest opportunity for staffing the role for at least a year.
 - (3) Be steady under pressure and able to respond in a calm manner.
 - (4) Not have other major pre-assigned responsibilities during an emergency.
 - (5) Have full access to all areas under their responsibility.
- b. If selected, the emergency response staff authorizes their name, contact information, and designated role to be listed in the appropriate section of the FEAP.

6 FAM 423.6-2(D) Recommended emergency response staff Positions

6 FAM 423.6-2(D)(1) Floor Warden

(CT:GS-167; 05-17-2012)

Floor Wardens are a critical component of the emergency response plan at a facility. Floor Wardens:

- (1) Implement an ordered evacuation/relocation of the occupants;
- (2) Communicate with the IC the status of the office space, the status of any persons with special needs who might need assistance, and if anyone has been identified as missing; and
- (3) Stay abreast of changes in the structure of the facility, their assigned areas, and the personnel occupying the areas.

6 FAM 423.6-2(D)(2) Floor Searcher

(CT:GS-167; 05-17-2012)

- a. Supervises the orderly movement of occupants on his or her floor to the Stairwell Monitors and, when elevator use is authorized, to the Elevator Monitors.
- b. Ensures all personnel have evacuated the floor and the area of responsibility is

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clear.

- c. Walks and becomes familiar with all of his or her area of responsibility, so he or she can quickly search the area to ensure it is clear.
- d. Communicates with the Floor Warden on the status of the office space, the status of any persons with special needs who might need assistance, and if anyone has been identified as missing.
- e. Immediately replaces the Deputy Floor Warden should the Deputy Floor Warden be unable to perform his or her role. If a Floor Searcher assumes the role of the Deputy Floor Warden, he or she must advise the Floor Warden.
- f. Works with the Floor Warden to identify an alternate should he or she be unable to perform their role. However, if pre-selection has not occurred prior to an emergency, "on the spot" selection is appropriate (i.e., selecting a volunteer in the area).

6 FAM 423.6-2(D)(3) Assistance Monitor (Buddy)

(CT:GS-167; 05-17-2012)

- a. Assists the special needs individual to whom they are assigned.
- b. Stays familiar with his or her duties and retains the information and access to specialized resources and equipment (e.g., carry chairs, etc.) needed to assist such persons during an emergency or an exercise.
- c. Explains to the special needs person that they are charged with assisting what will happen in an emergency or exercise.

6 FAM 423.6-2(D)(4) Assembly Point Coordinator

(CT:GS-167; 05-17-2012)

- a. Proceeds to the individually assigned assembly point location for evacuation or SIP, and accounts for the personnel assigned to that location.
- b. Provides the IC an accounting of personnel at the assembly point location via the designated method (e.g., radio, cell phone, person-to-person, or "runner").
- c. Ensures assembly point locations are accessible and large enough to hold the assigned number of personnel. At least one alternate must also be chosen (or if possible, two) in the event an Assembly Point Coordinator is unavailable.

NOTE: Each Assembly Point Coordinator is responsible for devising the best method of accounting for personnel assigned to his or her location (i.e., assembly points and shelter-in-place locations).

6 FAM 423.6-3 Facility Occupant Requirements

6 FAM 423.6-3(A) Requirement Overview

(CT:GS-167; 05-17-2012)

Most facility occupants (i.e., Department personnel, other department/agency personnel in the facility, and employees from civilian organizations in the facility) do not have a role in an emergency other than their own personal safety. For that responsibility alone, each facility occupant must know what to do when an emergency affects his or her facility and an evacuation, shelter-in-place, defend-in-place, or internal relocation is announced.

6 FAM 423.6-3(B) Facility Occupant

(CT:GS-167; 05-17-2012)

- a. Knows how to access the FEAP;
- b. Knows and understands his or her roles and responsibilities outlined in the FEAP;
- c. Participates in training, exercise, and drill activities related to emergency preparedness for the facility;
- d. Reports information or knowledge about situations that may impact the facility's emergency preparedness or response to his or her representative to the FSC or supervisory personnel; and
- e. Brings any deficiencies in the FEAP to the attention of his or her representative to the FSC or supervisory personnel.

6 FAM 424 BUREAU EMERGENCY ACTION PLAN (BEAP) OVERVIEW

6 FAM 424.1 Bureau Emergency Action Plan (BEAP)

(CT:GS-167; 05-17-2012)

- a. The BEAP is a bureau specific plan that guides bureau leadership through identifying, prioritizing, and performing bureau functions before, during, and after an undesirable event that impacts the bureau's operations. In the event the Department's COOP plan is activated, the BEAP also addresses how the bureau supports the Department's Mission Critical Team (MCT) during such an event.

NOTE: A BEAP is the same as a bureau level COOP plan.

- b. Each bureau is required to develop an individual BEAP and provide a copy to

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A/OEM, which will store each BEAP in a central repository and on the ePrepare Web site. BEAP development, maintenance, and updating are coordinated between the bureau and A/OEM, following the BEAP template. All bureaus are required to adhere to the standard policies, format, and procedures set forth in the BEAP template, as well as identify and develop additional bureau specific policies and procedures adhering to standard BEAP requirements. A BEAP includes:

- (1) Bureau Essential Functions (EFs) that are performed in direct support of the Department's MEFs;
 - (2) Bureau Support Functions which were deemed critical to bureau operations, although they do not directly support the Department's MEFs;
 - (3) Guidance for selecting the appropriate Bureau continuity personnel;
 - (4) All Delegations of Authority and Orders of Succession, which require L/M clearance;
 - (5) Emergency personnel designations and rosters, and their roles and responsibilities as a member of the Bureau Emergency Action Team (BEAT);
 - (6) Information regarding bureau vital records, systems, data, and applications needed to support bureau and office MEFs;
 - (7) Bureau/office operating locations and alternate sites;
 - (8) Communications, including internal (bureau notifications); external (i.e., media, congressional, non-U.S. Government partners); and interoperable (means of communicating during an emergency);
 - (9) IT contingency and bureau (business) resumption planning; and
 - (10) Requirements for conducting and scheduling training and exercises (as specified in 6 FAM 418.2).
- c. The BEAP provides policy, guidance, and a planning process to:
- (1) Help ensure the safety of Department personnel;
 - (2) Facilitate the continuation of bureau functions at an alternate site in support of the Department's MEFs in the event of an emergency or threat of an emergency; and
 - (3) Reduce the impact of an emergency on the Department's resources, facilities, and mission.

6 FAM 425 DEPARTMENT OF STATE CONTINUITY OF OPERATIONS (COOP) PLAN OVERVIEW

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(CT:GS-167; 05-17-2012)

- a. The Department's COOP Plan provides guidance for the Department to perform its primary mission essential functions (PMEFs) as part of a COOP capability. It presents a management framework, establishes operational procedures to sustain essential activities if a COOP event occurs, and guides the full restoration of the Department's functions.
- b. The Department's COOP Plan focuses on four distinct phases:
 - (1) Phase 1, **Readiness and Preparedness**, includes both organization and staff readiness and preparedness activities;
 - (2) Phase 2, **Activation and Relocation**, ensures the ability to attain operational capability at continuity sites with minimal disruption to operations;
 - (3) Phase 3, **Continuity Operations**, includes actions required within four hours of plan activation for a time period that may exceed 30 days; and
 - (4) Phase 4, **Reconstitution**, includes operations to salvage, restore, and recover the Department's primary operating facility.
- c. Development, maintenance, and updates of the Department's COOP Plan are coordinated with bureaus and offices by A/OEM/DCP.

6 FAM 426 DEPARTMENT OF STATE CRITICAL INFRASTRUCTURE PROTECTION (CIP) PLAN OVERVIEW

(CT:GS-167; 05-17-2012)

The Department's CIP Plan is a central element of the Department's Domestic Emergency Management Program. It fulfills the requirements of national CIP policy, particularly requirements found in the Department of Homeland Security's (DHS) NIPP, and ensures the protection of the Department's critical infrastructure and key resources (CIKR), especially its personnel. This effort includes:

- (1) Promulgating the Department's policy for the protection of its CIKR involved in PMEFS and MEFs.
- (2) In coordination with appropriate bureaus and offices, implementing a Mission Assurance Program to organize resources effectively and develop FEAPs, BEAPs, and other emergency management plans to minimize the impact of disasters and emergencies on the Department's CIKR.
- (3) Conducting Mission Assurance Assessment of select domestic facilities owned or leased by the Department. A Mission Assurance Assessment is a process carried out at a facility to identify CIKR that support the PMEFS/MEFS, threats to CIKR, and vulnerabilities of CIKR to a variety of

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undesirable events. A/OEM, in coordination with DS/DO/DFP, conducts these assessments by:

- (a) Inspecting facilities owned or leased by the Department and collecting information relevant to the threats, risks, and vulnerabilities associated with Department facilities and their geographical location;
 - (b) Contacting local, State, and Federal responders (e.g., law enforcement, fire, and medical services), as well as emergency management departments and agencies, to gather information on local conditions; and
 - (c) Presenting a review of the assessment, as well as reports required by the NIPP, to the DEAC for its review. These reports must specify recommended time frames for compliance. The DEAC must present its findings and recommendations regarding the report to the DEAC Chairperson.
- (4) Developing, maintaining, and updating the Department's CIP Plan by A/OEM in coordination with bureaus and offices.

6 FAM 427 THROUGH 490 UNASSIGNED

(CT:GS-167; 05-17-2012)