

REGION X

EMERGENCY

READINESS MANUAL



**ENVIRONMENTAL PROTECTION AGENCY
1200 SIXTH AVENUE
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EMERGENCY READINESS MANUAL

Region X

Environmental Protection Agency

1200 Sixth Avenue

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Contents

	Page
Preface	1
Introduction	1
Section I - Assumptions, Concepts of Operations and Responsibilities	
Assumptions	3
Concept of Operations	4
Responsibilities, General	5
Responsibilities, EPA Region X	11
Definition of Terms	13
Section II - Response Action Plan	
General	17
Emergency Operation Locations	21
Predelegation of Emergency Authorities	24
Succession to Command	24
Assignment of Staff Responsibility	26
Alerting	30
Emergency Cadre Responsibility	31
Emergency Transportation	32
Administrator & Logistical Activity	33
Supplement A	
Current Emergency Cadre Assignments EPA, Region X (June 1974)	

PREFACE

By Executive Order 11490, the President indicated the importance he places on emergency preparedness. The President stated that effective preparedness to meet a national emergency, including a massive nuclear attack, is essential to our national survival. He charged the Federal agencies to prepare plans, develop preparedness programs, and attain an appropriate state of readiness with respect to the emergency functions assigned to them, so as to assure the continuity of the Federal Government in any national emergency.

No manual alone can assure successful operations. As specified in the Manual, the EPA Regional Administrator would coordinate all appropriate EPA emergency activities within the Region in accordance with national policy. He would be a primary person to whom ODR should look for Federal guidance and assistance. Therefore, a particularly heavy burden of responsibility falls on the EPA Regional Administrator and his staff in carrying out the tasks prescribed herein.

INTRODUCTION

In a national emergency, extraordinary action must be taken to cope with unprecedented environmental problems affecting the health and welfare of this country's population. Regular programs not essential to emergency needs may be modified or suspended. As the peace-time structure of the agencies is not appropriate to meet the anticipated emergency program needs requirements and responsibilities, it must of necessity be re-designed toward a functional effective disaster-oriented unit.

Every employee concerned should be familiar with this manual and those who are in positions of leadership should be prepared to implement these plans and provide appropriate direction in the event of a national emergency.

SECTION I - ASSUMPTIONS, CONCEPT OF OPERATIONS
AND RESPONSIBILITIES

A. Assumptions

1. In the event of a crippling nuclear attack on the United States, the President, to achieve national survival and recovery, would have several alternatives in exercising his war powers. Among these alternatives are: (a) the establishment of the Office of Defense Resources (ODR) with a regional structure based on the existing Office of Preparedness, General Services Administration (OP/GSA) Regional organization (E.O. 11051); and, (b) assigning directly to Office of Preparedness the authorities and responsibilities planned for ODR. For planning purposes, it is assumed that the President will establish ODR or assign the authorities and responsibilities to the Office of Preparedness.

2. Current planning assumptions envisage that the manpower and material resources of any major area of the country would not be isolated and completely cut off from the rest of the Nation for a prolonged period of time.

3. Federal guidance would continue to exist within the Regions.

4. Complete disruption of Federal direction from the national level is unlikely, but could occur. Most likely are situations where national Federal guidance is fragmentary or general. In such circumstances, each ODR Regional Director will act for the National Director to assure regional implementation of Federal plans and policies, in consonance with such National Policy, as may become necessary. This authority to act for the National Office does not imply the initiation of independent plans or programs on the part of ODR Regions for a comprehensive system for the control of resources within the Region.

5. For the purpose of this Manual, it is assumed that the Economic Stabilization Agency and other emergency agencies required to carry out functions identified in Part III of E.O. 11051 would be established by the President in accordance with existing plans.

B. Concept of Operations

If the United States should experience a crippling nuclear attack with little or no warning, it would be necessary for the Federal Government to provide leadership and direction, on an unprecedented scale, to achieve national survival and recovery. The President would invoke those emergency authorities and direct the implementation of those policies that appear to be most germane to the survival and recovery of the Nation.

One of several options available to the President to assist in the coordination of the total civil response to such an emergency is the establishment of the Office of Defense Resources (ODR).

Pursuant to the authority contained in Executive Order 11051, the Office of Preparedness, with the participation of Federal departments and agencies, has developed and issued appropriate plans and supporting documents for the establishment and operation of the ODR. An integral part of the planning for the organization of ODR is its Regional Office structure, which would use the existing Office of Preparedness Regional Offices as a basis for its organization. When and if the ODR is established, either by Executive Order of the President, or by enactment of legislation by the Congress, Office of Preparedness Regional Offices would be designated as ODR Regional Offices and would function as the principal field coordinating elements of ODR. The operation of these offices, under the overall policy

direction of ODR National Office, would be in accordance with existing authorities, plans and procedures contained in the Federal Emergency Plan for Nuclear War and related emergency plans. Since the Office of Preparedness Regional Offices accomplish their peace-time missions in the ten Uniform Federal Regional Council Cities, (UFRCCs), physically removed from the Federal Regional Centers (FRCs), Office of Preparedness must be prepared to establish dual management capabilities at the FRCs in order to assure overall staff supervision of Federal activities, on order of the Director, Office of Preparedness, as indicated in OEP Order 9400.6, "Emergency Operations," dated April 12, 1972.

In a nuclear war situation, the ODR Regional staffs may operate from the UFRCC, FRCs or other locations as determined by the Regional Director, ODR. The ODR Regional Director, after consultation with other Federal departments and agencies, will specify the number of emergency personnel from each agency to be accommodated within the Office of Preparedness primary operational facility (UFRCC).

At all times the ODR Regional Director, in discharging his responsibilities, will be involved in the general management and leadership activities required in support of national policies or changes in national policies and direction. He will not become involved in the specific management activities assigned to Federal agencies, except where such activities affect other agencies' responsibilities and where coordination is necessary.

C. Responsibilities

1. General. In a nuclear war situation, the extent of ODR and other agency control over regional resource mobilization and management activities

will vary with the particular resource, time, urgency, and the geographic or economic area involved. In addition, the extent to which national direction will be available to the Federal Field establishment may vary from agency to agency.

States and Federal agency field offices have plans for survival and continuity of operations. State Emergency Resource Management plans define areas of responsibilities and actions for immediate and continuing supply of critical resources.

In transattack and immediate postattack situations, the responsibility for protection of life and preservation of property and resource falls initially on localities and State. Their actions, nevertheless, generate requirements for national and regional Federal support and guidance.

The detection of impending attack or the first detonations on U.S. soil will trigger a nationwide warning through the NAWAS and State extensions. Local shelter-use plans will be implemented. State and local Emergency Operation Centers will be activated. Communications channels will be established locally and with other levels of government. The Defense Civil Preparedness Agency (DCPA) will inform and instruct the public. Emergency telecommunication plans will be implemented.

2. Major Responsibilities

a. ODR

The Office of Defense Resources (ODR) will coordinate resource mobilization and economic stabilization activities; will arrange for improvement of Federal Government emergency operating posture; will control, as required, resources under postattack conditions; and, will coordinate use of Federal agency personnel, materials and services by the States and other Federal agencies for civil defense purposes.

b. ODR Regional Directors

The ODR Regional Director is responsible for the coordination of all Federal emergency activities within his Region in accordance with national policies. The ODR Regional Director will serve as the principal Federal official for emergency activities in the operational facility of the UFRCC, at the FRC or, if necessary, at the other designated locations.

c. Department of Defense -(Defense Civil Preparedness Agency (DCPA))

The Department of Defense will implement civil defense plans and programs, in accordance with Section 1 of Executive Order 10952 and pertinent ODR actions, including control over civil defense stockpiles. The Defense Civil Preparedness Agency will perform the following functions at Regional FRCs: Provide information and data support; maintain security; provide communications; and furnish housekeeping, administrative and logistical support to the occupants of the FRC.

DCPA will provide attack warning information to Federal agencies and States; provide communications capability between the Federal Government and the States to facilitate Federal support of State and local governments; provide civil defense emergency instructions and guidance; perform damage assessment and prepare and issue required situation reports; and coordinate with the military, unresolved State requests for military support to civil government.

d. Other Federal Department and Agencies

Other Federal department and agencies will perform essential emergency functions as inherent in normal responsibilities, assigned by the Director of the Office of Defense Resources, or designated under other specific delegations or agreements; and will make excess resources available to States and other agencies for civil defense purposes.

3. Categories

a. General. - There are three categories of emergency responsibilities. They have been established by assessing both the national essentiality of the function to be performed by the Federal department or agency and the degree of need for immediate capability to operate continuously. The categories are:

b. Specific Category Responsibility.

Category A. Organizations requiring a capability for uninterrupted emergency operations including the immediate preattack, trans-attack, and immediate postattack periods.

Category B. Organizations with a requirement for postattack reconstitution as soon as conditions permit, unless otherwise directed by appropriate authority.

Category C. Organizations that are to defer reconstitution until directed by appropriate authority.

These distinctions apply within department and agencies as well as among them. Thus, departments and agencies must determine the appropriate category of emergency responsibilities for their major constituent organizations by identifying the appropriate time for their contribution to the national level performance of the essential functions by the department or agency.

The Environmental Protection Agency has been listed as one of the Departments and agencies assigned to Category A in Appendix 1 of OEP Circular 9100.2, dated April 12, 1972.

d. As further insurance against the possibility that all other continuity arrangements may become inoperative, those agencies in Categories A and B having regional organizations are to prepare them to accept interim

authority for both Regional and National essential functions. The specific geographic priority list for such delegation of authority will, to the maximum extent feasible, be in accordance with the sequence of regional office designations established by OEP Circular 9100.2.

4. Continuity of Regional and Field Support.

The capability required at regional and field level for performance of essential functions in the transattack and immediate postattack periods in support of national essential functions will be developed at two geographic locations per region. Primary capability to (1) carry out Agency essential functions in event of communications disruption or (2) act as the National Office in event of damage to all executive complements higher in order of succession is to be achieved in the Uniform Federal Regional Council Cities (UFRCC). Alternate capability is to be achieved at the Federal Regional Centers (FRC). Plans for reconstitution in the UFRCC area should also be made, together with alternative plans for reconstitution at other areas in the region. Capability to carry out essential regional functions should be developed to meet the requirements for continuous performance or reconstitution, as appropriate, while field activities designed to support a State in its essential functions should be related to the continuity of government arrangements of the individual State. Further guidance on regional and field continuity is provided in OEP Circular 9100 series.

5. Program Guidance.

The several programs enumerated in Section 102(b) of Executive Order 11490 pertaining to continuity of government are to be undertaken in such manner as to support the policy stated in this Circular.

6. Succession to Office.

Succession to Office lists are to be officially recorded and appropriately

disseminated; they are to include all executive level appointees plus such other professional staff executives as are necessary to provide leadership at locations from which command authority may be exercised. Constituent Branches, and other appropriate organizational elements, should provide comparable depth and distribution of succession. Further guidance is provided in OEP Circular 9110.1 series.

D. EPA Region X Specific Responsibilities

1. Scope. The Environmental Protection Agency Emergency Readiness Manual is intended primarily for use by persons assigned to the EPA Region X, emergency organization.

This Regional Emergency Readiness Manual is concerned with emergency preparedness activities, plans, and procedures governing preparedness and operations dealing with conditions resulting from an enemy attack or imminent threat thereof. It is intended to assist in the development and maintenance of a Regional operational readiness for situations of internal tension, limited war, increased readiness, or general war.

This manual describes the circumstances under which EPA regional emergency organization will be activated; summarizes the functions it will perform; describes the personnel or units which will carry them out; names the principal officials who will be in charge; establishes lines of succession and delegation of authority; alerting and reporting channels; emergency assignments responsibilities.

2. EPA Response Situations. Interface with the Office of Preparedness occurs only under 3 distinct circumstances which are: (a) Crisis Management, and (b) Government Preparedness, (c) Disaster Response, the interface is with Federal Disaster Assistance Administration, Department of Housing and Urban Development.

a. Crisis Management: Those events that may be man-made or natural which cause huge regional, national, or international problems--either social, political, or economic. Such things as a fuel shortage, a wage and price freeze, labor problems, or a power "black-out" are typical. (Re: Presidential Executive Order 11490, OEP Circular 1200.7 series, and 1200.19a dated April 27, 1971--now being supplemented.)

Government Preparedness: Events associated with National Defense. This deals with planning for national attack. (Re: Presidential Executive Order 11490 (currently being revised), OEP Circular 9100.2 dated April 12, 1972, and OEP Circular 9100.4 dated June 27, 1973.).

c. Disaster Response: The general protection of the public from damages incurred from disasters--natural or other. (Re: OEP Circular 4000.6b, Marcy 1971 (as amended); The Federal Disaster Act of 1970--Public Law 91606).

This Emergency Preparedness manual pertains to situation b. above, Governmental Preparedness, or events associated with National Defense.

3. Authority. This Emergency Readiness Manual has been prepared to assist EPA Region X in meeting its responsibilities to Office of Preparedness and ODR as set forth in Public Laws, Presidential Executive Orders, and OEP Statutes and Directives. In addition, EPA must interface with other Office of Preparedness supporting Federal agencies in a competent fashion such that the public will receive the ultimate benefit.

EPA's emergency preparedness and response responsibilities to OP/GSA before, during, and subsequent to an emergency are derived from Executive Orders 10952, 11051, and 11490 and the Presidential Reorganization Plan #3 of 1970. These are briefly summarized in OEP Order 9400.3b, dated November 1972, and OEP Circular 9100.2 and 9100.4.

More specifically, EPA will furnish assistance and service to the Office of Preparedness or ODR in the fields of:

- a. Public and domestic water supply hygiene
- b. Solid waste

- c. Pesticides
- d. Radiation
- e. Air pollution
- f. Sewage treatment and disposal
- g. Hazardous materials

The responsibility for pre-disaster planning by the Federal agencies is not only implicit, but is actually specified under Executive Order 11490.

E. Definition of Terms

1. Uniform Federal Regional Council City (UFRCC)

The City of Seattle is one of the ten Regional Council Cities (Region X). In the event that the ODR is established, the Regional Office of Preparedness would be reabsorbed into ODR. This office is located in the sixth floor of the new Federal Building, Second and Madison streets.

2. Federal Regional Center (FRC)

The Federal Regional Reconstitution Area will be identified by the Regional Director, ODR, in cooperation with the heads of Federal Agencies based upon the location of the surviving populace and the availability of facilities and communications. Potential locations will be identified prior to the emergency and will generally be Standard Metropolitan Statistical Areas.

3. Federal Regional Reconstitution Area (FRRA)

An emergency relocation site at Moses Lake, Washington, at which Federal Regional Agencies can reorganize in the event of incapacitation of their primary headquarters.

4. Agency Emergency Readiness Plan.

The Official Agency Plan issued by the EPA Emergency Coordinator including the preparatory actions of all participating Agency elements.

5. Alerting System.

The alerting system is the communications system devised to notify cadre members of emergency conditions and/or to report to their emergency duty stations. The warning system is devised to advise the public to take shelter when an attack is imminent.

6. Civil Emergency Preparedness.

A National Program which includes Federal-State-local governments in plans and procedures to sustain themselves and to recover from an enemy attack on the United States.

7. Continuity of Government.

The continuation of essential functions of the Federal Government during and after an act of war against the United States.

8. Emergency Coordinator.

The person delegated Agencywide administration of all emergency preparedness responsibilities. He will provide a focal point in EPA for other Governmental agencies on emergency matters.

9. Duty Officer.

The focal point at all times for all incoming reports which will concern EPA Emergency Readiness matters.

10. Emergency Action Steps.

The specific procedures which key officials or cadre members are responsible for following as outlined in the Emergency Readiness Manual.

11. Emergency Readiness Cadre.

Personnel selected because of special skills to administer vital functions of the Agency during emergencies, tests, and exercises. (See attached list).

12. Emergency Readiness Coordinators.

Personnel selected to coordinate the Emergency Readiness Program in the various Agency elements.

13. Essential Functions.

Those Agency activities deemed necessary by the Key Agency Officials to be continued during and after an enemy attack on the United States.

14. Vital Records.

The records needed to perform Agency functions in an emergency, affirm functions after an emergency, and protect rights and interests of individuals.

15. Key Officials.

Those officials who have been predelegated command responsibility.

16. Major Disaster.

Any natural or man-made catastrophe which is considered or declared by the President to be a "Major Disaster."

17. National Emergency.

A crisis or emergency that requires a commitment of national resources under the direction of the President.

18. National Plan.

A Governmentwide emergency plan to reestablish governmental services to the public after any attack on the United States, and allocated available resources among essential users.

19. Postattack.

The period from the time the attack ceases until reconstitution of functions and services is affected.

20. Predelegation of Emergency Authorities.

Authorities which are set aside for use during National Emergencies by key officials under specific conditions to assure continuity of government.

21. Reconstitution of the Agency.

Postattack rebuilding and reorganization of the Agency to restore all functions and services to the public.

22. Reconstitution Site.

A predesignated location and facility where the Agency can begin reconstitution. (See attached list).

23. Response Areas.

Those areas under the control of the EPA Regional Administrators and Headquarters Emergency Readiness officials.

24. Situation Center.

The point of command in Headquarters for Emergency Readiness matters, known as Environmental Emergency Center in daily use.

25. Succession to Command.

The instrument used to assure that proper officials will be able to continue the vital functions of the Agency, if primary leaders lose the capacity to command.

26. Transattack.

The period of time from initiation to cessation of an attack upon the United States.

27. Vital Functions.

Those agency activities in support of the National Plan for Emergency Preparedness, assigned to EPA by Executive Order.

SECTION II - RESPONSE ACTION PLAN

A. General

1. Purpose

This section describes a system of Federal civil readiness levels and provides policy and procedural guidance to Federal departments and agencies for non-military actions in response to official instructions for implementing readiness levels in an emergency.

The readiness posture needed to cope with a general war environment cannot be maintained on a day-to-day basis. Contingency plans for such readiness should, therefore, be fully developed and ready for implementation. To insure that EPA can achieve a level of readiness applicable to a given emergency situation, this Section outlines a system whereby readiness declarations will be provided in an escalating situation so that EPA may take appropriate actions.

This section also provides guidance for response by Federal departments and agencies to warning conditions that will be announced in event of attack. National Headquarters offices of departments and agencies having non-military defense responsibilities will receive official instructions in an emergency situation as to readiness actions to be taken, either directly from the President or from the Director of Office of Preparedness who is the President's principal advisor on civil readiness. Decisions on the nature and timing of such advisories will be made by the President. The means of communicating increased readiness measures will be through the Director of Office of Preparedness and/or supplemented as necessary by the Defense Civil Agency (DCPA).

2. Cancellation of Civil Use of Defense Readiness Conditions (DEFCON)

DEFCONs will no longer be used to indicate desired changes in civil emergency readiness.

3. Civil Preparedness Response

The mandatory requirement that changes in DEFCONs be classified and passed by secure means only is not compatible with the needs and capabilities of the Federal departments and agencies with non-military defense responsibilities, and emphasizes the need for a system for increasing readiness in which notification of readiness levels can be issued in an unclassified communication. This system provides the flexibility required to increase readiness in levels as required, and permits the readiness posture of Federal departments and agencies to be tailored to an emergency situation.

Once Federal departments and agencies have assumed an improved readiness posture, special guidance will be issued by the President or the Director of Office of Preparedness for transmission to Regional Offices and to EPA National headquarters to accelerate or decelerate readiness during a prolonged period of international tension.

4. Readiness Levels

The following readiness levels are established for civil preparedness actions as indicated:

a. Communications Watch. The normal or near normal preparedness posture of the National Office, EPA, when notification is received, requires that a capability to send and receive official voice and record communication on a 24-hour basis should be established wherever such a capability is lacking. Notification of this readiness level also will require an internal agency including (Regional) review of emergency readiness plans and procedures, and selected actions needed to update plans and procedures.

Generally, this response will involve very few agency personnel and will have virtually no effect on regular agency activities. It is to be carried out without public disclosure and with minimal internal disclosure.

b. Initial Alert. This notification requires establishment of continuous manning of emergency operating centers at regular national offices; internal corrective action to meet deficiencies noted in emergency readiness plans and procedures will also be required. Communications Watch will be extended to EPA Regional major field offices. Additional actions will be accomplished upon receipt of supplemental instructions or upon consultation with OEP.

This readiness level will involve specific participation of EPA Region X, executive direction, and the part-time participation of others with key emergency assignments. Some regular agency activities may have to be curtailed or postponed. Inquiries are to be referred to the Regional Administrator, EPA, Region X.

c. Advanced Alert. Notification will result in a general and public participation in emergency and civil preparedness actions. The highest degree of civil emergency readiness is desired and primary emergency operations centers of the Federal Government at headquarters, at Regions, and at other principal field offices will be manned. Movement to the alternate emergency operation center will not be executed except by direction of the EPA National Office and/or OP/GSA, Region X office.

d. Exercise Terms. When used in exercises, readiness levels will be identified as shown below to avoid possible confusion.

<u>READINESS LEVEL</u>	<u>EXERCISE TERM</u>
Communications Watch	Quick Step
Initial Alert	Tight Rein
Advanced Alert	Flood Tide

e. Movement to Alternate Location Duty Stations. The Office of Preparedness will coordinate and assist in the development of movement plans. All departments and agencies should develop, and maintain on a current basis,

plans for providing transportation for emergency duty personnel to alternate location duty stations. These plans should include both headquarters and field establishments and should make provision for movement, both during normal duty hours, and non-duty hours.

f. Warning Conditions and Indicated Actions. Federal departments and agencies at all levels will receive notification from DCPA of Attack Warning and Termination of Attack Warning. The imminence of attack requires additional readiness actions by those civil government personnel with immediate emergency mission assignments, if they are not already at emergency duty stations.

1. Attack Warning - This means that an attack against this country has been detected and all feasible Federal/civil agency actions should be directed toward the preservation and continuity of government and measures to preserve life and property.

2. Movement on Attack Warning - To the extent that in-place readiness has not been achieved to prior Attack Warning, the following steps will apply as measures of "last resort:"

a. Agencies or elements of agencies having uninterruptible emergency functions (Category A) that must be conducted during the transattack phase must make special arrangements for balanced teams to report to duty stations at primary and alternate locations upon notification of attack warning.

b. Agencies or Elements of agencies having emergency functions that become operational in the postattack phase (Category B) should plan for the movement of reconstitution personnel as soon as the local situation permits.

B. Emergency Operation Locations

1. Purpose

This section provides guidance for the establishment and functions at the EPA Region X emergency site, alternate locations, and reconstitution sites.

2. References and Standards

Circular 9140.1, "Guidelines for the Selections and the Use of Federal Field Emergency Operating Facilities" (OEP), 9400.2, "Handbook on Supporting Requirements for Federal Emergency Operating Facilities" (OEP), OEP Circular 9100.2, Continuity of Executive Branch of the Federal Government, OEP Circular 9100.4, Federal Preparedness Planning and Emergency Operations at Regional level.

3. Locations

a. ODR Regional Headquarters. When the New Federal Building is completed, ODR (Office of Preparedness) emergency operations will be conducted from the sixth floor of that building located at Second and Madison, Seattle, Washington.

1). Telephone Numbers:

- a). local (206) 442-7250
- b). FTS (206) 442-7250

b. Primary Alternate Site. The Federal Regional Center (FRC) is located at 130 228th SW, Bothell, Washington.

1). Telephone Numbers:

- a). local (206) 486-0721
- b). FTS (206) 486-0721
- c). Autovon 620-3600

Upon direction from EPA, National Office, and Regional Director, Office of Preparedness, Region X, either a skeleton cadre of four personnel or an augmented cadre of seven persons will be ordered to the primary alternate site, FRC, Bothell. This cadre does not assume the authority until so directed by the Office of Preparedness, Region X. Operation from the Uniform Federal

Regional Council City (UFRCC) will continue until a change is directed by the Office of Preparedness, or the EPA office is no longer operable from Seattle.

c. Reconstitution Site. "A site designated by ODR postattack to assure the reconstruction, as appropriate, of essential regional operations and functions in the event of incapacitation of the primary Federal emergency operating facilities in Seattle. The reconstitution site normally will be a Standard Metropolitan Statistical Area and will be chosen on the basis of the postattack location of population and available facilities and communications."

d. EPA, Region X, Primary Headquarters. Emergency operations will take place in the regular EPA office unless directed otherwise. EPA, Region X headquarters is located at 1200 Sixth Avenue, Seattle, Washington 98101.

e. EPA Primary Headquarters Reconstitution Sites. Alternate sites for reconstitution of the Regional primary headquarters have been selected. Reconstitution of the headquarters at one of the following listed sites will be executed upon notification by the Regional Administrator or his successor.

1). National Environmental Research Center

200 SW 35th Street
Corvallis, Oregon 97330
Telephone: 8-503-752-4211
TWX: 510-590-0687

2). Department of Ecology - Water Laboratories

Clearwater Lane (Airport)
Tumwater, Washington 98501
Telephone: 8-753-2707, 06
753-6880

f. Rendezvous Points. "In the event the EPA Regional Headquarters in Seattle and the FRC are both inoperable in the transattack and postattack period, remaining EPA regional personnel will report to either of the two locations noted above. EPA will operate from one of the locations until a reconstitution site has been designated. The senior EPA official present in the line of succession will assume the responsibilities of the Regional Administrator

until relieved by someone higher in the line of succession or someone named by the EPA National Office."

C. Predelegation of Emergency Authorities

1. Purpose

This section provides for the predelegation of emergency authorities to key EPA officials so that they may carry out their emergency responsibilities during a national emergency.

2. Authorities

By authority of the National Security Act of 1947, as amended, Section 103; and Executive Orders 11490 dated October 30, 1969, and 11051 of September 27, 1962, Sections 101 and 206, specific emergency functions are assigned to all Federal agencies, including EPA. Office of Emergency Preparedness Circular 9103.1 of October 5, 1966, also provides for all Federal agencies, and predecessor agencies to EPA.

3. Delegations

a. The following officials are hereby delegated all administrative and program authorities to carry out normal and emergency operations within their jurisdiction when normal channels of direction have been temporarily disrupted during a national emergency. (For emergency procedures all EPA activities in the field will operate under instructions from the appropriate Regional Emergency Readiness Coordinator):

- (1) Deputy Administrator;
- (2) Assistant Administrator for Management;
- (3) Director, Enforcement Division;
- (4) Director, Air & Water Programs Division
- (5) Director, Categorical Programs Division; and
- (6) Director, Surveillance & Monitoring Division

b. These authorities are assumed when communications with the Administrator are interrupted during an emergency, and shall terminate upon resumption of communications with the Administrator or his successor.

4. Responsibilities

Officials delegated authority in subparagraph 3a will:

a. Exercise responsibility for carrying out special emergency instructions provided by the EPA Emergency Coordinator.

b. Predelegate authority to subordinate commensurate with responsibility to be exercised.

c. Report annually to the EPA Emergency Coordinator on training status and predelegation authority arrangements.

D. Succession to Command

1. Purpose

This section establishes procedures for an order of succession to command within the Environmental Protection Agency, Region X, during an emergency.

2. Authority

Office of Emergency Preparedness Circular 9110.1A, Emergency Succession, dated January 6, 1967, which provides for the establishment and maintenance of plans for emergency succession.

3. Emergency Succession to the Position of Administrator

In the absence or incapacity of the Administrator during an emergency, the first official listed below who is available at an operable point of command will serve as Acting Administrator: (See EPA Region X, memo dated 8-29-73).

(1) Deputy Administrator

(2) Assistant Administrator for Management

(3) Director, Enforcement Division

- (4) Director, Air & Water Programs Division
- (5) Director, Categorical Programs Division
- (6) Director, Surveillance & Monitoring Division

4. Procedures Relating to Succession

a. The Administrator or his successor will move and operate from a point which, in his judgment, will serve best as EPA Regional Headquarters during the emergency. No successor may succeed the Administrator unless that successor is available at an operable point of command, defined as any location at which he can receive information and from which he can issue directions necessary to execute the emergency responsibilities of the Administrator. If the operability of any other point of command is, in his judgment, superior, the Administrator or his successor will move to that point or yield direction to a successor who is at that location.

b. Any successor will exercise the authorities and functions of the Administrator only until superseded by an official higher on the succession list under paragraph 3 above, by the Administrator himself, or by a successor designated by the President or the Administrator.

c. Those named under paragraph 3 are not successors to any position other than the Administrator's position.

d. This list may be altered at any time by the Administrator, Region X, EPA.

5. Succession to Other EPA Positions

Each Assistant Administrator, and Agency official at the level of State Operations Office Director, and Division Director, shall designate a successor to his position from members of his staff, establish procedures under which they would succeed him, and instruct them from time to time in his emergency duties. He shall keep his succession list current.

6. Succession Limitations

Successors designated in accordance with this chapter will have the authority to act for the absent or incapacitated official, and carry out the authorities and functions of the office, but will not succeed to the office and title of the incumbent.

7. Reports

Each Assistant Administrator, Head of Staff Office, Regional Administrator, and Agency official at the level of Office Director and Division Director will provide the EPA Emergency Coordinator with current lists of successors within ten days of receipt of this issuance and update the list every March 1 and October 1.

E. Assignment of Staff Responsibility

1. Purpose

This section describes assignments of responsibility for continued development and maintenance of an emergency readiness capability in EPA, Region X, Headquarters.

2. Responsibilities

a. Administrator

- 1). Provides policy for EPA, Region X, readiness plans and operations.
- 2). Directs the activation of the alerting system (see alerts) and the movement of personnel to emergency stations as required.
- 3). Receives notice of alert and readiness levels from National EPA Headquarters, and/or Region X, ODR.
- 4). Receives notice of change in readiness level from National EPA Headquarters, and for Region X, ODR, Region 8, DCPA.
- 5). Implements change to alternate Headquarters location.

- 6). Implements move to reconstitution site.
- 7). Initiates and implements changes in general plan as situation requires - reallocation of resources.
- 8). Forwards situation reports as required to ODR, Region X, and EPA National Headquarters.
- 9). Furnishes guidance and recommendations to Regional ODR and DCPA.
- 10). Serves as a member of Regional Resource Advisory Board.
- 11). Maintain liaison and coordinates with other Federal field agencies.
- 12). Coordinate and assist the dissemination to ODR of EPA data bank information.
- 13). Provide damage assessment information to DCPA and ODR.
- 14). Provide National EOA Emergency Coordinator a current list of successors every March 1 and October 1.

b. Deputy Regional Administrator

- 1). Acts in the absence of the Regional Administrator.
- 2). Supervises relocation to the Federal Regional Center (FRC), Bothell, subsequent to official notification for action.
- 3). Review readiness plans as to update.
- 4). Notes selected actions to update plans and procedures, and implements corrective actions when notified.
- 5). Serves as Senior Officer of Emergency Cadre "A".

c. Assistant Administrator for Planning & Management

- 1). Supports and assists the Regional Administrator and Deputy Regional Administrator as required and directed.
- 2). Maintain such normal administrative duties as the prevailing

readiness level will permit.

3). Conduct check on emergency supplies, materials, and equipment for availability and adequacy.

4). Activates emergency operating center operations (located in EPA, Region X offices unless directed otherwise).

5). Designates personnel for assignment to Emergency Cadre A, B, or C

6). Assists EPA Emergency Coordinator in providing necessary training of emergency readiness cadre.

7). Provides guidance and direction to all employees in the requirements set forth in this manual.

8). Through the Chief, Data Systems Branch, provides logistical and administrative support.

9). Maintains an "in-house" warning system and EPA shelter system to include shelter areas with adequate supplies and equipment for use in emergency.

10). Through the Program Planning & Development Branch maintains an emergency transportation plan and capability for duty hours.

11). Circulates a copy of the current alerting lists on first work day of January and July for correction and updating by Assistant Administrator, Division Directors, and Emergency Readiness Coordinators.

12). Provides the Regional Administrator with updated list of Regional successors.

13). Maintains emergency assignment listings and provides guidance to EPA Regional office in making arrangements for care of dependents in an emergency.

14). Publishes schedules for the annual training of Cadres A, B, and C in their emergency responsibilities.

15). Assure the safekeeping of essential records in accordance with policy guidance from National Archives and Records Service, GSA.

16). Assure the vital and operating records and information are in a form of condition for transfer to FRC upon notification.

d. EPA Emergency Coordinator

1). Advises and assists the Administrator and Deputy Administrator on all aspects of Regional Office emergency readiness plans and procedures.

2). Determines the required personnel strength and professional standards for each Emergency Cadre category.

3). Develops and maintains emergency instructions for distribution to all Emergency Readiness Cadre Personnel.

4). Establishes and maintains alerting lists from assigned Emergency Cadre designations and forwards them to the Personnel Management Division for distribution to cadres.

5). Periodically conducts tests and exercises to evaluate the emergency readiness of the Agency.

6). Provides periodic training for Emergency Readiness Cadres in vital functions regarding EPA reconstitution and assures Regional training participation in the Regional aspects of the program.

7). Activates the alerting system as directed.

8). Assures that a current copy of this Manual is maintained in the EPA Duty Officer Book at Headquarters and field locations.

9). Takes appropriate actions to assure that this Manual is current.

e. EPA State Liaison Officer

The State Liaison Officer (SLO) will be the Operations Office Chief of each State and each Operations Office of Region X, EPA, unless otherwise designated.

Responsibilities

- 1). Serves primarily as an information gathering agent for the Regional Administrator.
- 2). Coordinates with the Federal Agencies within their respective State, and assures that the other agencies are knowledgeable of EPA current activities.
- 3). Transmits requests from the State to the Regional Administrator along with his recommendations.
- 4). Furnishes status reports to the Regional Administrator, EPA and furnishes information regarding any portion of the State or local which cannot operate.
- 5). Evaluates the effectiveness of EPA activities within the State. Informs the Regional Administrator of deficiencies and recommends corrective action.
- 6). Maintains communications and liaison with the ODR State Liaison Officer.

Furnish when requested information on:

- (a) Resources available
- (b) Deficiencies of responsibility execution
- (c) Recommends corrective actions within the scope of his authority
- (d) Furnishes daily Status Reports

F. Alerting

1. Purpose

This section provides procedures for informing all or selected Region X personnel of emergency conditions during non-duty hours. During duty hours the fastest means available will be used to alert.

2. Procedures

The EPA, Region X, alerting procedures will be in accordance with the plans as set forth in Part II, Chapter 4, Alerting, EPA Emergency Readiness Manual, 2000.1, dated June 12, 1972.

G. EMERGENCY CADRE ASSIGNMENTS

1. Purpose

This section provides for assignment of selected Regional personnel of EPA, Region X, to Emergency Cadres and actions to coincide with a particular state of an emergency. This section also furnishes instructions to unassigned personnel and those personnel unable to reach their designated emergency duty stations.

2. Cadres Responsibility

Selected personnel of the EPA, Region X, office will be assigned to one of three Emergency Readiness Cadres having assigned functions as follows:

a. Cadre A

This group includes personnel concerned with the National and Regional Plan functions assigned to EOA. The Deputy Administrator is the senior officer of this group.

Upon direction from the EPA National Headquarters and ODR, will initiate emergency operations at the ODR alternate headquarters, the Federal Regional Center (FRC) located at Bothell.

Dependent upon the situation, and as directed by ODR, this cadre will be organized either as a skeleton cadre of four persons or an augmented cadre composed of seven persons.

This cadre at the FRC will not assume active participation until directed by ODR or the EPA National Headquarters.

b. Cadre B

Composition of Cadre B will be from assigned personnel from Planning and Management, Enforcement, Air & Water, Categorical, and Research and Monitoring. Cadre B may coordinate, supervise, or perform continuing duties during readiness levels through advanced alert status.

Cadre B will be stationed initially in the EPA primary Headquarters site, and upon direction from the Regional Administrator will relocate at the selected EPA Emergency or reconstituted Headquarters.

c. Cadre C

Members of Cadre C are designated to remain at EPA, Region X, Headquarters with the Administrator or Acting Administrator to provide support for conduct of regular Regional operations or on a situation requirement basis. These persons may relocate as directed by the Regional Administrator or Acting Administrator.

d. Unassigned Personnel

Those persons not included in one of the above emergency Cadres will be assigned as needed for emergency duty.

e. EPA Region X emergency action and special instructions will be in accordance with the plan as set forth in Part 1, Chapter 3, subsection 3 and 4, EPA Emergency Readiness Manual 2000.1, dated June 12, 1972.

H. Emergency Transportation

1. Purpose

This section provides procedures for emergency transportation during duty hours and applies to all EPA, REgion X, personnel with emergency assignments.

2. Emergency Transportation

Region 10, EPA, maintains seven government automobiles, and one

4X4 jeep station wagon which is assigned to the O&HM Section. These vehicles are available and serviceable at all times. The jeep is equipped with a mobile telephone, fire extinguisher, (a small 12 cartop boat and motor and) first aid kit. Readily available for use are 6 two-bank walkie-talkie units.

These vehicles will be used to expedite the assemblage and disposition of Cadre A personnel upon notification at direction of the Regional Administrator.

a. Duty Hours

During the duty hours emergency transportation for EPA Headquarters personnel will consist of official vehicles, privately owned vehicles in agency assigned parking spaces, and vehicles contracted from local transportation companies. All Emergency Readiness Cadre employees will become familiar with the various routes to assigned emergency destinations.

b. Non-duty Hours

During non-duty hours, Emergency Readiness Cadre personnel are responsible for arranging for their own transportation to their emergency duty stations. Carpool arrangements should be made where possible.

I. Administrator & Logistical Activity

1. Succession to Office lists are to be recorded officially and appropriately disseminated; the lists should designate those officials in order of succession, who would exercise command authority in the absence or incapacity of the Regional Administrator. For regional succession, a depth of at least three is recommended.

2. Safekeeping of essential records is to be performed in accordance with policy guidance from the National Archives and Records Service, General Service Administration. Records essential for the performance of transattack

and immediate postattack functions are to be maintained at accessible, dispersed locations, as authorized by OEP Circular 9100.2, dated April 12, 1971.

3. Reconstitution Sites, supported by communications and required services for executive complements previously described are to be maintained in accordance with criteria issued by EPA Headquarters. Arrangement for emergency operations in the field are to make maximum use of existing space that is most suitable for the continuous performance of essential functions. Reconstitution sites have been selected from existing facilities. Adaptability to expansion and operations in a reconstitution phase is an important consideration. Cooperation between agencies in the co-location of functionally related activities is also desirable.

June 1974

SUPPLEMENT A

Cadre "A" Roster

(Cadre Chief)

Gary O'Neal

Edward Cowan

William Mullen

Jerry Kurtzweg

Norman Sievertson

Robert Poss

Deputy Regional Administrator

Industrial Waste

Radiation

Potable Water

Air

Waste Water

Pesticides

Cadre "B" Roster

(Cadre Chief)

Douglas Hansen (Asst. Chief)

Francis Nelson

Roy Ellerman

Lloyd Reed

Theodore Rogowski

Clarence Saito

Larry Petersen

Gary Young

Warren E. Eldridge

Bob Jacobsen

Howard Bloy

Assistant Regional Administrator-Mgmt.

Radiation

Potable Water

Waste Water

Industrial Wastes

Regional Counsel

Personnel

Finance

Air

Federal Activities

Public Affairs

General Service Section

Cadre "C" Roster

Robert S. Burd (Cadre Chief)

Ben Eusebio

Roy Jones

Carl Nadler

Dennis Schur

Fred S. March

June Anderson

Michael Radford

Warren Montgomery

Christopher Moffett

Dan Bodien

Amos Bates

Director, Air & Water Programs

Air

Potable Water

Waste Water

Radiation

Legal Counsel

Personnel

Finance

Federal Activities

Public Affairs

Industrial Waste

General Service Section