

*General Services
Administration*

*Emergency Management
Program*

GSA

GSA Emergency Support

The Basic Mission does not change during Peacetime or Wartime Emergencies

During emergency conditions our mission is to provide rapid and efficient logistical and telecommunications support to those Federal agencies assisting victims of disasters or emergencies.

The Mission

- **Ensure GSA's continuity of operations**

Logistical and telecommunications support

Assist client agency recovery

Executive Orders 12656 & 12472

Assignment of Emergency Preparedness Responsibilities



Executive Order 12656

- **Develop plans and procedures for :**
 - ◆ **Operating and maintaining Federally owned and occupied buildings**
 - ◆ **Constructing, acquiring, repairing, prioritizing occupancy of Federal real property by Federal, state and local agencies**
 - ◆ **Operating the government-wide supply programs**

Executive Order 12656

Continue

- **Develop plans and procedures for :**
 - ◆ **Use of excess and surplus Federal real and personal property**
 - ◆ **Promoting a government-wide program to minimize the effects of attack on Federal buildings and property**
 - ◆ **Establishing a government-wide shelter program in Federal facilities**

Executive Order 12472

- **Establishes the National Communication System (NCS)**
- **Managed by the Office of Science and Technology Policy**
- **Confederation of Federal departments and agencies and Telecommunication Industry Representatives**

Executive Order 12472

Continue

- **Ensure that Federally owned or managed domestic communications facilities and services meet the national security and emergency preparedness requirements of the Federal civilian departments, agencies and entities.**

Presidential Decision Directive 67

- **PDD 67 provided GSA with several challenging opportunities:**
 - **Coordinate with FEMA to develop and conduct a plan to issue periodic guidance to the federal family in the form of a Federal Preparedness Circular;**
 - **Conduct training for department and agencies, to ensure that they comply with the requirements and objectives of the COOP directives;**

Presidential Decision Directive 67

- **Develop and implement a plan that will ensure all departments and agencies identify required alternate facilities to support the COOP requirements;**
- **In coordination with DOD develop a plan and mechanism for collecting, maintaining, and distributing a database of Continuity of Operations (COOP).**

Presidential Decision Directive 67

- **Ensure that a national inventory of alternate facilities is maintained, updated, and resolve conflicts; approve standards and procedures for site searches and selection, and archiving information as assisted by DOD.**

Emergency Management Program

- **GSA Order ADM P 2400.18**

- ◆ **Domestic Emergencies**

- ☞ **Fires, Earthquakes, Winter Storms and Ice, Flooding, Hurricane, Epidemics, Highly Contagious Animal Disease, Drought, Energy and Fuel, Hazardous Material Release, Radiological Accident, Dam Failures, Explosion, Volcanic Eruption, Tsunami, Emergency Repatriation,**

Emergency Management Program

- **GSA Order ADM P 2400.18**
 - ◆ **National Security Emergencies**
 - ☞ **War, Limited War, Conventional, Insurrection, Sabotage, Nuclear, Chemical and Biological, Terrorism, Weapons of Mass Destruction**

Emergency Plans/Agreements

- **National Communications System**
 - ◆ **National Plan for Telecommunications Support in Non-wartime Emergencies and Major Disaster**
- **Federal Emergency Management Agency**
 - ◆ **Memorandum of Understanding**
 - ◆ **Federal Radiological Emergency**
 - ◆ **Federal Response Plan**
 - ◆ **NATO Civil Emergency Planning**

Emergency Plans/Agreements

- **Small Business Administration**
 - ◆ **Memorandum of Understanding**
 - ☞ **Small Business Act - Authority to declare a disaster**
- **Department of Human and Health Services**
 - ◆ **National Emergency Repatriation**
 - ☞ **Primarily a wartime plan**
 - ◆ **National Disaster Medical System**

Emergency Plans/Agreements

- **Department of Justice**
 - ◆ **Operating Plan for Threat or Attack Against a Nuclear Facility**
 - ◆ **Mass Immigration Emergency Plan**
 - ◆ **Operating Plan for Civil Disturbances**
 - ◆ **Operating Plan for Federal Prison Disorders**

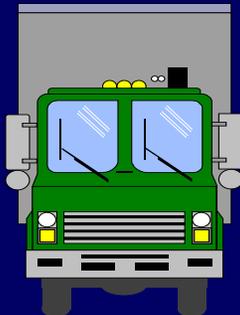
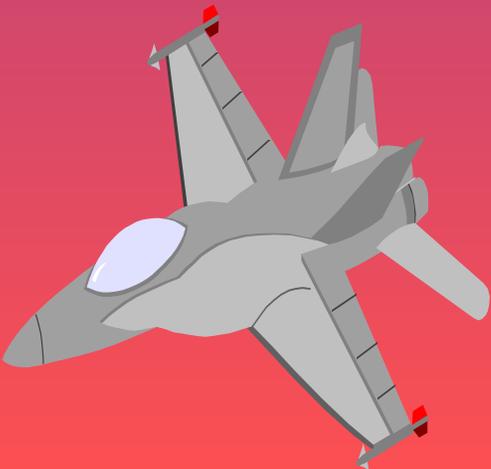
Emergency Plans/Agreements

- **Environmental Protection Agency**
 - ◆ **Memorandum of Understanding**
 - ◆ **National Contingency Plan**
 - ☞ **Responsible for U.S. land**
- **United States Coast Guard**
 - ◆ **Memorandum of Understanding**
 - ◆ **National Contingency Plan**
 - ☞ **Responsible for U.S. navigable waterway or seas.**

Emergency Plans/Agreements

- **United States Department of Agriculture, Animal Health and Plant Health Inspection Service**
 - ◆ **Memorandum of Understanding**
 - ☞ **National Emergency Response to Highly Contagious Animal Disease**
- **Department of Defense**
 - ◆ **Memorandum of Understanding**
 - ☞ **Assist with the COOP Alternate Facility Database**

EMERGENCY SUPPORT FUNCTION 7 HOW IT WORKS



BACKGROUND



**FEDERAL
RESPONSE PLAN
(FRP)**

Emergency Support Functions

<u>ESF</u>	<u>ANNEX</u>	<u>PRIMARY AGENCY</u>
1	Transportation	Dept of Transportation
2	Communications	National Communications Sys
3	Public Works & Eng	DOD, Corps of Engineers
4	Firefighting	Dept of Agriculture
5	Information & Plans	FEMA
6	Mass Care	Red Cross
7	Resource Support	GSA
8	Health & Medical Svcs	HHS, U.S. Public Health
9	Urban Search & Rescue	Department of Defense
10	Hazardous Materials	EPA
11	Food	Dept of Agriculture
12	Energy	Dept of Energy

ESF #7 - RESOURCE SUPPORT

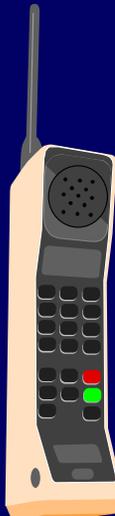
Space Management



Security & Law Enforcement



Telecommunications Services



Personnel Resource



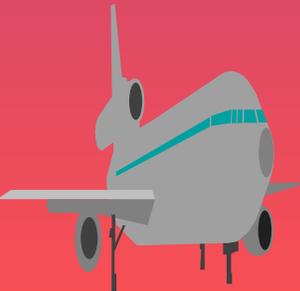
Fleet Management



Procurement Section



Travel & Transportation Services



Type of Support Provided

■ *Federal Supply Service*

- ◆ **Unlimited contracting officers**

- ◆ **Travel and Transportation Services**

- ◆ **Property Management**

 - ☞ **Disposition of excess and surplus personal property**

 - ☞ **Donation, Sale, Utilization**

- ◆ **Supply and Procurement**

- ◆ **Fleet Management**

Type of Support Provided

- *Federal Technology Service*
 - ◆ Telecommunications Services Priority System
 - ◆ Local Service
 - ◆ Purchase of Telecommunications Service (POTS)
 - ◆ Information Security Services & Telecommunications Support Contract
 - ◆ Special Arrangements

Type of Support Provided

■ *Public Building Service*

◆ Realty Specialist

☞ Lease Space

◆ Construction

◆ Building Maintenance

◆ Property Protection

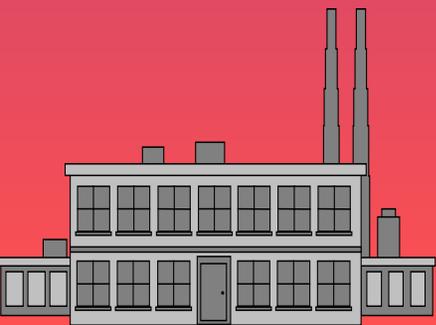
☞ Contract Guards

☞ Federal Police/Mobile Command Vehicles

◆ Make available excess and real property

SPACE MANAGEMENT

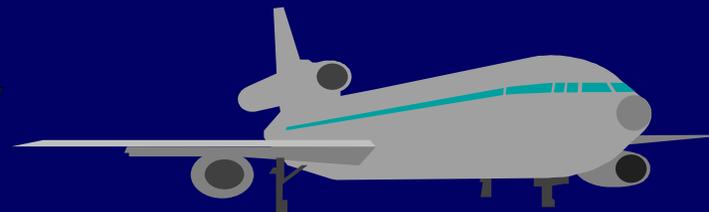
- *Disaster Field Office (DFO)
- *Disaster Recovery Centers (DRC)
- *Warehouses
- *Mobilization Centers (MOB)



TRAVEL & TRANSPORTATION SERVICES

ESF 7 provides a full range of transportation services for:

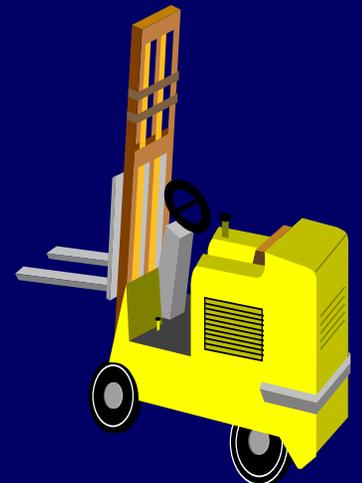
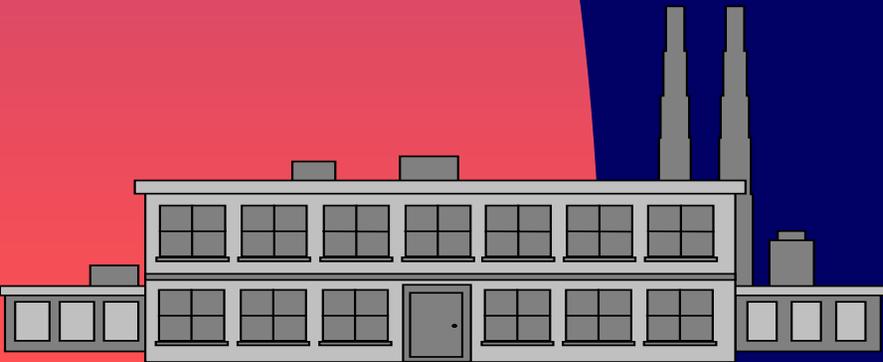
- **Personnel travel or relocation services,**
- **Freight transportation assistance.**
- **Vehicles for long or short term use.**



MOBILIZATION CENTER (MOB)

The United States Forest Service operates the interagency operation of the MOB Centers.

The services of the MOB center are available to any ESF or Federal agency supporting a disaster response.

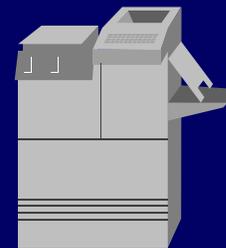
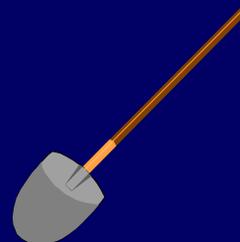


PROCUREMENT SECTION

ESF 7 Leader directs the procurement activities.

Contracting officers receive and monitor all task requests for ESF 7 with the assistance of administrative support personnel.

Contracting Officers have unlimited and general warrant to perform contracting and purchasing for the ESFs.



LAW ENFORCEMENT & SECURITY

FEMA Security Division assumes the role of the Security & Law Enforcement Liaison Point Of Contact (POC).

The function will be supported by the Federal departments and agencies with law enforcement assets, and will operate in conjunction with the designated State POC for law enforcement.

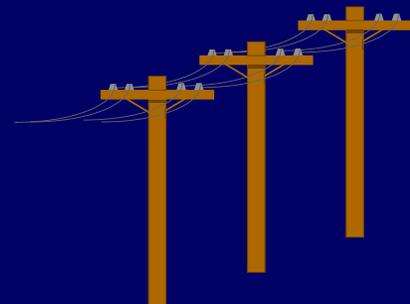


Emergency Response Team - National Law Enforcement & Security Team

- **LE&ST is composed of Federal Police Officers from Regions 2, 3, 4, 7, 8 & NCR.**
- **A subordinate element of ESF#7**
- **Activated by the GSA Emergency Coordinator upon request from FEMA**
- **Deployed within 6 hours of notification of a major or catastrophic event.**
- **May be deployed with Mobile Command Units.**
- **Reports to the ESF #7 Leader upon arrival.**

EMERGENCY TELECOMMUNICATIONS SERVICES

During a disaster, when ESF 2 is not activated, a GSA telecommunications specialist will deploy with ESF 7 team to provide telecommunications coordination for the Disaster Field Office (DFO) and FEMA disaster facilities.



EMERGENCY RESPONSE TEAM (ERT) “A” PERSONNEL

ESF 7 Leader

Administrative Assistant

Realty Specialist(s)

Contracting Officer(s)

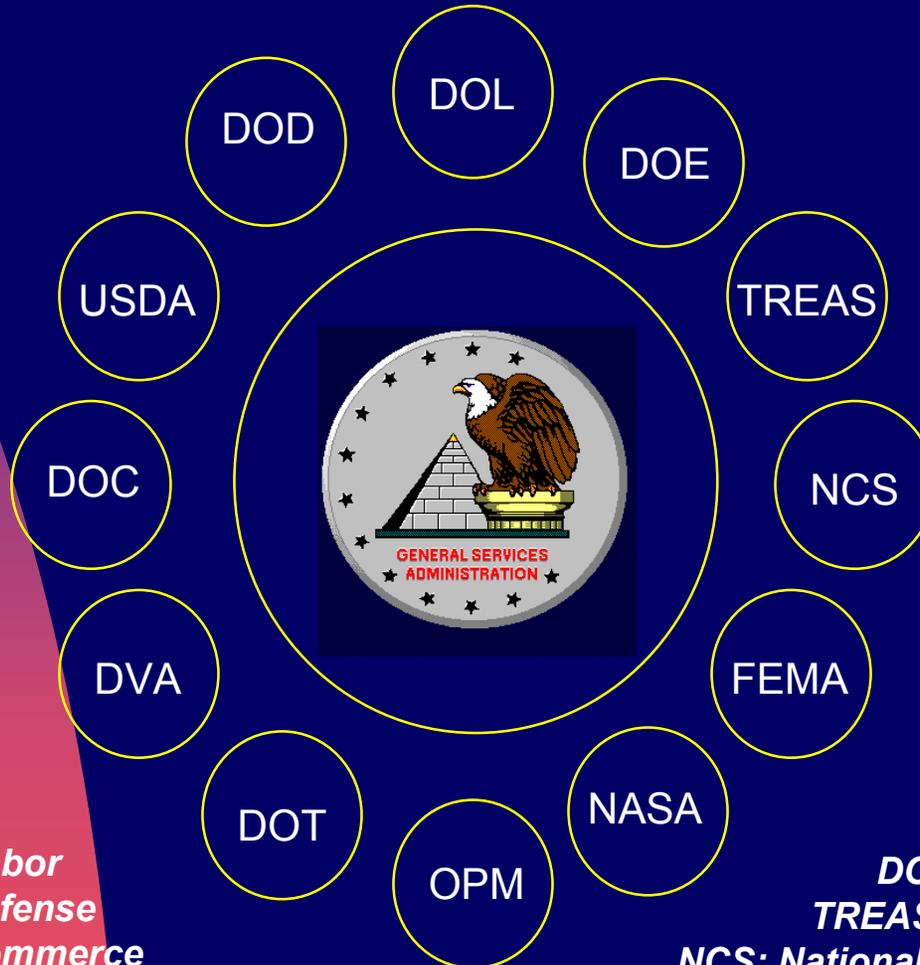
Telecommunications Manager(s)

Federal Protective Service Representative

Mobilization Site Manager



ESF #7 SUPPORT AGENCIES



DOL: *Department of Labor*

DOD: *Department of Defense*

DOC: *Department of Commerce*

USDA: *Department of Agriculture*

DOT: *Department of Transportation*

OPM: *Office of Personnel Management*

DVA: *Department of Veterans Affairs*

DOE: *Department of Energy*

TREAS: *Department of Treasury*

NCS: *National Communications System*

FEMA: *Federal Emergency Management Agency*

NASA: *National Aeronautics and Space Administration*

ERT- N PERSONNEL

Regional Emergency Coordinators

Traffic & Transportation Manager

Contracting Officers

National Defense Executive Reservist

Support Agencies

Emergency Management Staff

Incident Commanders/ Federal Protective Officers

Communications Technician

Computer Technician

Support Staff



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*Executive Order 12656,
Presidential Decision
Directives*

and

*Continuity of Operations
Planning*

GSA

Historical Background

In the beginning.....

**The White House
created
Executive Order 12656**

Historical Background

E.O. 12656 assign national security emergency preparedness responsibilities to Federal departments and agencies.

Historical Background

The Changing Threat

OLD

- **Single (Soviet)**
- **Survival at Stake**
- **Known**
- **Deterrable**
- **Strategic Use of Nukes**
- **Overt**
- **Europe-Centered**
- **High Risk of Escalation**

NEW

- **Diverse**
- **American Interest at Stake**
- **Unknown**
- **Non-Deterrable**
- **Terrorist Use of WMDs**
- **Covert**
- **Regional, Ill-Defined**
- **Little Risk of Escalation**

Historical Background

After the Oklahoma City bombing, a renewed emphasis in COOP Activities

- **New threat paradigm: WMD and asymmetric threats**
- **PDD 39 Counter-terrorism, 6/95**
- **PDD 62 Terrorism, 5/98**
- **PDD 63 Critical Infrastructure Protection, 5/98**
- **PDD 67 Continuity of Operations, 10/98**

PDD 62 Overview

Presidential Decision Directive 62

PDD 62 was designed to improve our response capability to fighting terrorists.

PDD 62 created a systemic approach to fighting terrorism. It clarified agency counter-terrorism programs, increased transportation security, enhanced response capabilities, improved apprehension and prosecution capability.

PDD 63 Overview

Presidential Decision Directive 63

- **On May 22, 1998, the President ordered the strengthening of the nation's defenses against emerging unconventional threats to the United States to include those involving terrorist acts, weapons of mass destruction, *assaults on our critical infrastructures, and cyber-based attacks.***

PDD 63 Overview

Presidential Decision Directive 63

Major Elements of the critical infrastructure encompasses the following essential asset categories:

- **Telecommunications and telephony**
- **Information technology**
- **Banking and Finance**
- **Energy**
- **Transportation**
- **Physical infrastructure**

PDD 66 Overview

Presidential Decision Directive 66

The Encryption Policy Directive (PDD-66) calls for a national-level effort that assures the law enforcement community, under strictly defined legal procedures, access to plain text of criminally related communications and stored information.

Introduction of PDD 67

In October of 1998, PDD 67 was introduced.

PDD 67 became the foundation for other terrorist-related PDD's and FPC's.

The triad of interrelated policies and programs (62, 63 & 67) enhance the credibility of our overall national security posture.

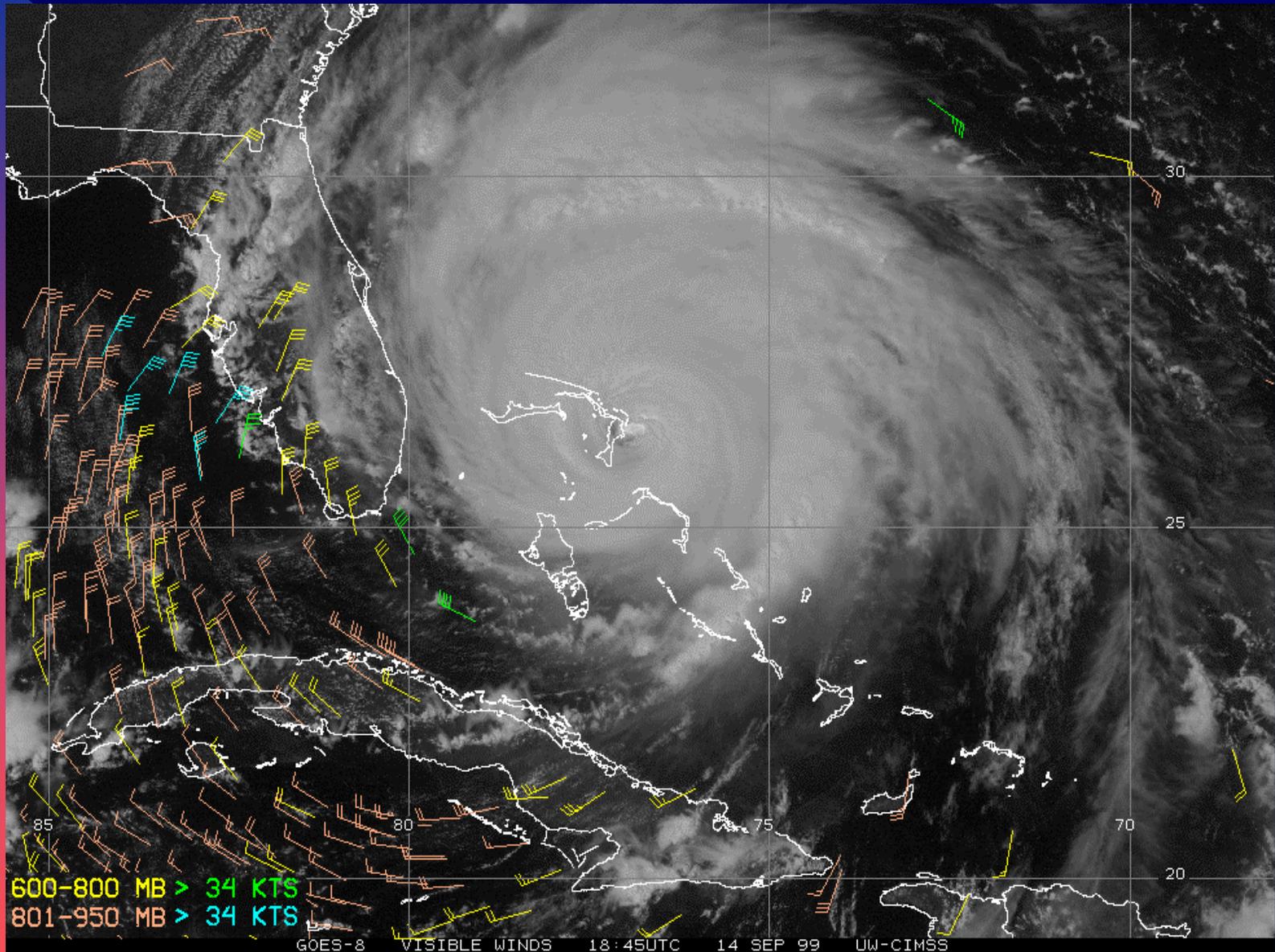
PDD 67 Overview

Presidential Decision Directive 67

- **Recognizes emerging threats**
- **Stresses continuation of Federal government essential operations in an all-hazards environment**
- **GSA was assigned responsibilities**
- **Designates FEMA as Executive Agent for COOP**

What is a COOP Event?





Some fires in 2000:



- **Federal Records Center**
- **White House**
- **Capitol**
- **Cannon Building**
- **Treasury**
- **Commerce**
- **GSA**
- **US Embassy**

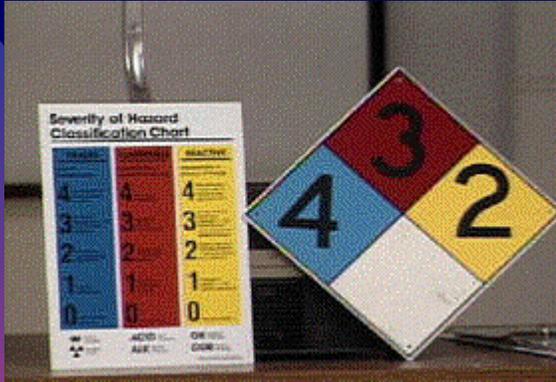
Apr 19, 1995



Sept 11, 2001







Basic Assumptions

- **A COOP event is not business as usual. The organization may not be able to operate or support clients or customers during an event**
- **Unaffected portions of the organization will provide support as required**
- **Emergencies and threatened emergencies differ in order of priority or impact**
- **Trained and qualified personnel should be prepared to quickly support essential functions**
- **Essential operations must continue for 30 days or until termination of the event**

GSA's role

GSA's Roles and Responsibilities

- **Coordinate with FEMA to develop and conduct a plan to issue periodic guidance to the federal family in the form of a Federal Preparedness Circular;**
- **Conduct training for department and agencies, to ensure that they comply with the requirements and objectives of the COOP directives;**

GSA's role

GSA's Roles and Responsibilities

- **Develop and implement a plan that will ensure all departments and agencies identify required alternate facilities to support the COOP requirements;**
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GSA's role

GSA's Roles and Responsibilities

- **Ensure that a national inventory of alternate facilities is maintained, updated, and resolve conflicts; approve standards and procedures for site searches and selection, and archiving information as assisted by DOD.**

PDD 67 Requirements

PDD-67 COOP Requirements

- **Viability D/A COOP capability by October 21, 1999**
 - **All hazards approach**
 - **Alternate facilities**
 - **Operate within 12 hrs of activation**
 - **Sustain for up to 30 days**

Elements of a Viable COOP

PDD 67 and FPC 65 provided **SEVEN** (7) requirements of a viable COOP.

- Delineate essential functions and activities
- Decision process for determining appropriate actions in implementing COOP plans and procedures
- Have a roster of fully equipped and trained emergency personnel with the authority to perform essential functions and activities

Elements of a Viable COOP

- **Have procedures for employee advisories, alerts, COOP implementation, with instructions for relocation to pre-designated facilities, with and without warning, during duty and non-duty hours**
- **Provide for personnel accountability throughout the duration of the emergency**

Elements of a Viable COOP

- **Provide for attaining operational capability within 12 hours**
- **Establish reliable processes and procedures to acquire resources necessary to continue essential functions and sustain operations for up to 30 days**

Definition

Essential Functions:

Essential functions are those functions that enable Federal Executive Branch agencies to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency

Elements of a Viable COOP

In addition, a viable COOP needs to include:

- **A Succession Plan and Delegation of Authority**
- **Alternate facilities**
- **Safekeeping of Vital Records**
- **Security**
- **Interoperable Communications**
- **A regular COOP Training, Testing and Exercise program**

COOP Planning Elements

Vital Records

Plan for protection, duplication, movement of records (hard copy and electronic) vital to agency's essential functions

- ◆ **Emergency operating records**
- ◆ **Legal and financial records**

COOP Planning Elements

Alternate Facilities

Identify from existing agency facilities

- **Determine Alternate Facility requirements**
- **Consider cooperative agreements, dual use facilities, sharing with other agencies**
- **Virtual office**

COOP Planning Elements

Interoperable Communications

- **Identify and make available at alternate facility the data and communications systems to support essential functions**
 - **Internal and external communications**
 - **Secure and non-secure communications**
 - **Voice, fax, data, Internet, email**

COOP Planning Elements

Administration and Logistics

- **Identify, preposition, and maintain equipment and other resources required at alternate site, e.g.,**
 - **Computer equipment and software**
 - **File cabinets, desks, chairs**
 - **Office supplies**
 - **Vehicles**

COOP Planning Elements

Security

- **Ensure employee security clearances commensurate with their emergency duties**
- **Address security of alternate facility (access by employees, customers)**
- **Address security of communications**

COOP Planning Elements

Personnel Issues

- **Address the health, safety, emotional well-being of all employees and their families**
- **Address pay status, administrative leave, layoffs**
- **Address medical, special needs, travel issues**

COOP Planning Elements

Exercises and Training

- **Plan training for identified COOP personnel (individual/team)**
- **Periodically test alert and notification procedures**
- **Plan periodic no-fault exercise of operational plans, alternate facilities, interoperable communications**
- **Plan joint agency exercises**
- **Establish remedial action plan**

COOP Planning Elements

COOP Implementation:

Phase I Activation and Relocation (0-12 Hour)

- **Phase II Alternate Facility Operations (12 Hours – Termination)**
- **Phase III Reconstitution (Termination and Return to Normal Operations)**

COOP bottom line

- *“...ensuring that the functions of the Executive Branch departments and agencies can be performed under any circumstances.”*
- **Threat environment. The President and the public expect government, *AT ALL LEVELS* to continue without interruption.**
- **Planning for the “When” or “What” (not “if”)**

COOP bottom line

Your COOP must effectively integrate two critical elements of your organization's emergency preparedness initiatives:

- Occupant Emergency Plan**
- Continuity of Operations Plan**

The OEP saves personnel, the COOP moves the personnel and work functions to a safe working environment.

For additional information

Bob Hominick

817 978 2049

robert.hominick@gsa.gov

or

Russ Colomo

russell.colomo@gsa.gov

817 978 4079

Thank you.
Are there any
Questions?