

United States Department of Energy
Emergency Management Enterprise

Concept of Operations for the
Unified Coordination Structure

November 2016

Foreword

The Department of Energy (DOE) and the National Nuclear Security Administration's (NNSA), from hereafter referred to as '*Department, Emergency Management Enterprise Concept of Operations*' (CONOPS) for all-hazards incident management establishes an agency-wide framework for the management of incidents and events across the spectrum of activities.

This CONOPS provides the Unified Coordination Structure (UCS) for a coordinated department response in support of a significant incident or event. The Department's approach to Unified Coordination is informed by the National Incident Management System (NIMS) principles. This CONOPS does not change specific authorities and responsibilities of line and staff offices, the program offices under their authority or laboratories, sites, and facilities.

This plan has been developed in accordance with guidance in the Homeland Security Presidential Directive #5 (HSPD-5) and the National Response Framework (NRF).



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Executive Summary

The Department of Energy/National Nuclear Security Administration *'Department' Emergency Management Enterprise Concept of Operations* (CONOPS) for all-hazards incident establishes a department-wide framework for the management of incidents across the spectrum of Department activities and functions to include preparedness, protection, response, and recovery. The CONOPS is consistent with Homeland Security Presidential Directive #5 (HSPD-5) and the National Response Framework (NRF). The Department's approach to incident management follows the National Incident Management System (NIMS) and, where applicable, implements the Incident Command System (ICS), and Unified Coordination Structure (UCS).

This CONOPS will integrate departmental activities to assure balanced and coordinated flow of information and resources during an all-hazard(s) incident. The CONOPS serves as an organizational framework for the Department's mission essential functions (MEF) to ensure a consistent, flexible, resilient, and adaptable approach to incident management by consideration of the following principles:

- develop and maintain a Standard Operating Procedure (SOP) for emergencies and incidents consistent with the Department's mission mandates and requirements;
- liaise with appropriate Federal, State, Local, Tribal, and Territorial (FSLTT) authorities;
- ensure integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure;
- prepare to address sudden and unexpected demands for services that may exceed readily available resources;
- account for Department members and provide mission support and coordination to the Department during an all hazard event(s); and
- provide assistance to non-Department entities as prescribed by law, Executive Order, and Department Administrative Order(s).

The intended audiences for this document are the respective Department Program Offices, Labs and Technology Centers, Staff Offices, and Field Sites supporting homeland security, emergency management activities, and international incidents/events as directed by the Secretary of Energy.

*This is a living document which will be edited and updated at a minimum bi-yearly.

I. Introduction

The Department, will maintain the resources and capabilities necessary to mitigate, prevent, prepare for, protect against, and rapidly and effectively respond to and recover from all hazards.

The *Concept of Operations (CONOPS)* is a framework for the management of incidents and events. It provides the operating structures, roles and responsibilities, and mechanisms for coordinating of the Department's resources before, during, and after all-hazards incident or event.

1.1 Purpose

The purpose of this Department Emergency Management Enterprise (EME) CONOPS is to describe the Department's organizational construct for:

- integration and synchronization of existing Department capabilities to accomplish MEF,
- defining how the Department will structure itself to mitigate, prevent, prepare, respond, and recover from a catastrophic incident(s) affecting departmental equities, support the response to national/international incidents as prescribed in National Policy or at the direction of the Secretary of Energy,
- support to the interagency during non-emergency events such as National Special Security Events (NSSE) (i.e., Presidential Inauguration), or
- support to an event with a Special Events Assessment Rating (SEAR) (i.e., significant sporting event with national or international visibility).

1.2 Scope

This document applies to the functions and operations necessary for the Unified Coordination Structure (UCS) to accomplish its mission and responsibilities during steady state (to support NSSE and SEARs, and operations and procedures are normal and ongoing) and emergency situations, in support of the Department, interagency, other levels of government, and industry organizations as directed. UCS efforts are centric to the headquarters equities and are not intended to direct tactical level efforts at department sites or field level.

1.3 Authorities

The CONOPS is based on appropriate roles, responsibilities and authorities and is consistent with all appropriate United States laws, policies, and other related requirements.

The legal authorities that guide the structure, development, and implementation of the CONOPS include statutes and regulations, presidential directives, national strategies, and Federal Government plans and guidance. In addition, internal emergency plans and procedures augment the CONOP and provide specific guidance to Department personnel during emergencies and disasters. Specific key authorities include, but are not limited to:

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended (42 United States Code [U.S.C.] § 5121 et seq.).

2. National Response Framework (NRF), January 2008.
3. National Incident Management System (NIMS), March 2004.
4. National Preparedness Goal (NPG), Second Edition, September 2015.
5. National Preparedness System (NPS), November 2011.
6. Homeland Security Act of 2002 (P.L. 107-296, 116 Stat. 2135 (2002) (codified predominantly at 6 U.S.C. § 101-557).
7. Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006 (P.L. 109-295).
8. Homeland Security Presidential Directive-5 (HSPD-5), Management of Domestic Incidents, February 2003.
9. HSPD-8, National Preparedness, December 2003.
10. PPD-8, National Preparedness, March, 2011.
11. PPD-40, National Continuity Policy, July 2016.
12. PPD-21, Critical Infrastructure Security and Resilience, March 2013.
13. PPD-25, (classified directive) outlines the U.S. Government's response to terrorist threats within the United States and overseas, including weapons of mass destruction.
14. PPD-41, United State Cyber Incident Coordination, July 2016
15. Department of Energy (DOE) Order 151.1D, Comprehensive Emergency Management System, August 2016
16. Department of Energy (DOE) Order 150.1, Continuity Programs, May 2008
17. Federal Power Act, Chapter 12, Title 16 United States Code, 2005
18. Energy Policy Act, Pub.L. 109-58, July 2005
19. Atomic Energy Act, Chapter 14, United States Code 42, August 1954
20. NNSA Authorization Act, October 2000

II. Concept of Operations

This CONOPS covers the Department's approach to Unified Coordination during all-hazards incidents or events. Some emergencies, preceded by a buildup period, may provide advance warning while other emergencies occur with little or no advance warning. In either circumstance, all necessary elements of the Department will respond to minimize the damages to life, property, the environment, natural resources, and Departmental operations. The Department's approach to Unified Coordination is consistent with NIMS principles.

2.1 Objectives

The Department will cooperate, coordinate, and synchronize across the Department, and the interagency, to prevent, protect, mitigate, respond, and recover (short-term) from the full spectrum of all-hazards emergencies/events both domestically and internationally.

2.2 Governance

The Associate Administrator for Emergency Operations (NA-40) is responsible for the coordination, and synchronization of the Department's EME, as directed in DOE O 151.1 D.

2.3 Mission of the Emergency Management Enterprise

Ensure integration of facilities, equipment, personnel, procedures, and communications operating within a common operating structure. Synchronize the department to improve unity of effort,

minimize duplication of effort, and unity of support through one coordinating structure. The Emergency Management Enterprise's mission includes:

- **Mitigate**, activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
- **Prevent**, actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.
- **Prepare**, actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities and interagency coordination. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and awareness of specific authorities.
- **Respond**, immediate actions to save lives, protect property and the environment. Response also includes the execution of emergency plans and actions to support short-term recovery with technical and SME support.
- **Recover**, through technical and SME support, identify and document hazards, advise and facilitate the development restoration plans; the reconstitution of the Department's missions and functions; assist industry partners to restore essential energy services.

The EME assists the Department in resuming and continuing its MEFs through:

- Support the Interagency/International Partners with deployable assets, technical advisors, reach-back support in order to mitigate and resolve an all-hazards incident or event affecting the homeland/international partners.
- Support to Special Event(s) by providing direct, or reach-back, support during an event of domestic (NSSE/SEAR) or international significance with pre-deployed assets, technical advisors, training, and special equipment.
- Support and coordination to site specific response efforts at the Department site/facilities as applicable.

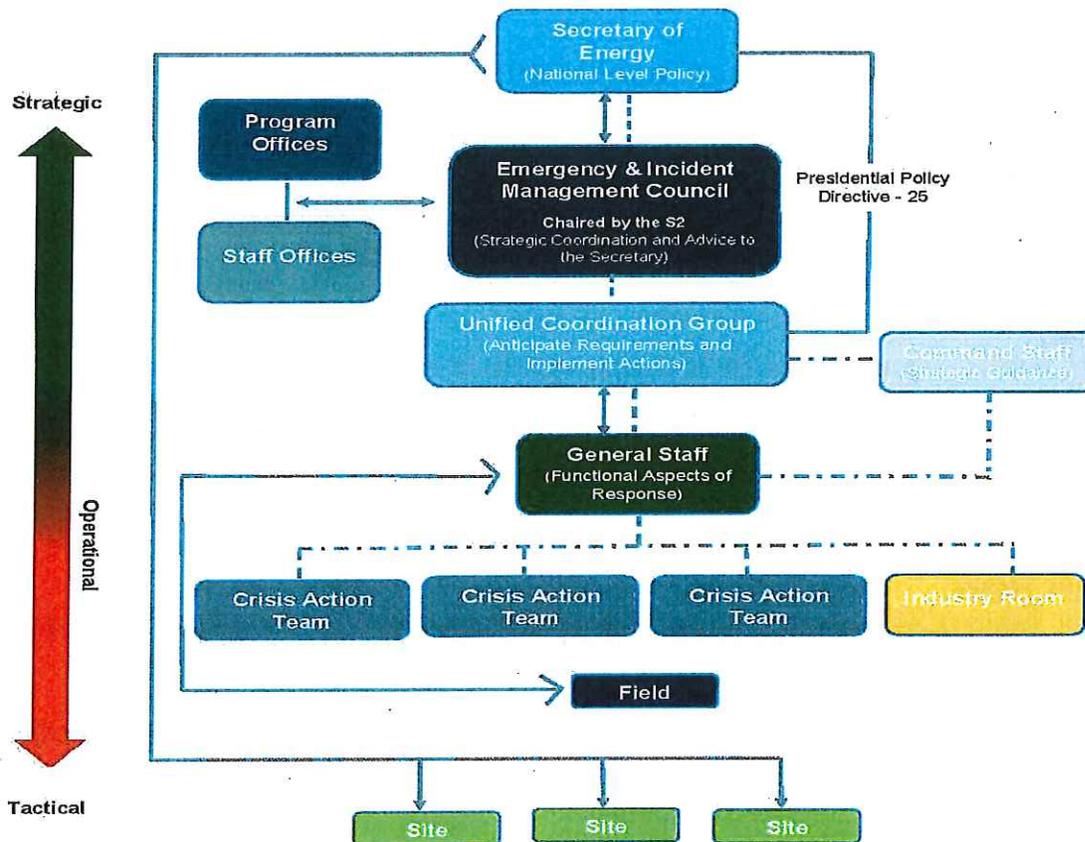
2.4 Staffing

Timely response requires that trained department personnel will be available to support emergency/incident response as directed by the Secretary of Energy. To support the UCS, each office within the department will have a cadre of trained personnel ready to support the UCS with notice, limited notice, and no notice for an emergency, incident, or event.

2.5 Unified Coordination Structure

The UCS will coordinate operational activities of the Department's various emergency operations components, and provide situational reporting to senior leadership, the Emergency and Incident Management Council (EIMC), and the interagency. The UCS will provide subject matter expert oversight of the Department's all-hazards emergency management response and

recovery activities, and promote Department-wide coordination, unity of effort, and cooperative engagements. Emergency management activities include all approved Department responses to “all-hazards emergencies” as defined within. The UCS, through the Unified Coordination Group (UCG), will serve as the primary DOE operational coordination mechanism during an emergency that is of such significance that it might require the coordinated efforts of several sites or programs to manage effectively. It is recognized that incident command will remain with the affected site(s).



Unified Coordination Structure

Emergency Incident Management Council

The Emergency and Incident Management Council (EIMC), chaired by the Deputy Secretary of Energy, provides a unified, comprehensive voice and strategy, focused on improving the fundamental attributes of overall emergency readiness, preparedness, and response posture during all-hazards emergencies and major disruptions to our nation’s energy systems. The EIMC

serves as the primary DOE strategic-level leadership coordination, synchronization, and oversight mechanism for the Emergency Management Enterprise.

Unified Coordination Group

The Unified Coordination Group (UCG) provides a structure to enable program offices with different legal, jurisdictional, and functional responsibilities to coordinate, plan, and interact effectively while maintaining their own authority, responsibility, and accountability. The UCG membership will work to improve the fundamental capabilities of the Department's overall emergency readiness posture across preparedness, response, and recovery programs.

Command Staff

The Command Staff performs their regular assigned staff functions within the scope of a UCG activation and are typically responsible for issues where the UCG requires critical advice. The Command Staff reports directly to the UCG and supports them as necessary. The Command Staff composition is not fixed and can be expanded or contracted according to the specific requirements associated with a response effort. The Command Staff contributes to the General Staff process to develop recommendations and prepare update briefings.

General Staff

The General Staff is responsible for the functional aspects of emergency management based upon the strategic guidance, policy, and directives of the UCG. The General Staff organization consists of the Center Coordinator, Operations Section, Planning Section, and Logistics, Finance and Administration Section. Branches, Divisions/Groups, and resources will be added as needed to support mission requirements.

Crisis Action Teams

Crisis Action Teams (CATs), a group of the Department's technical experts capable of providing round-the-clock assistance to the incident scene, can support the full-range of emergency response actions, including unusual or complex emergency incidents. When requested or activated, the CATs can bring in special equipment and experienced responders and can provide the on-scene commander (OSC) or lead responder with experience and advice.

2.6 Coordination

The Department's offices will establish and maintain communications across the interagency, regardless of incident size, complexity, or geographic location in order to promote unity of effort during all-hazard response.

2.7 Training and Qualifications

The Office of Emergency Operations (NA-40) will facilitate emergency management training, qualifications, standards, and proficiency validation for the UCG. NA-40 will maintain the department exercise calendar to ensure department coordination, cooperation, and synchronization. NA-40 will publish an annual training plan by no later than the start of the fourth quarter of the prior fiscal year.

III. Emergency Operation Center

The Emergency Operation Center (EOC) serves as the Department-wide focal point for emergency/non-emergency coordination and dissemination of information. The EOC monitors ongoing events, coordinates overall agency emergency management operations, and communicates with interagency partners to provide technical and material support to all-hazard events.

The EOC is in a constant state of readiness during routine agency operations, maintaining 24/7 monitoring capability. The EOC staff facilitates contact between applicable headquarters and field emergency personnel and provides frequent and formalized communications/reporting to senior agency officials and organizational components, as well as other external partners, regarding the status of the department's emergency response activities. The EOC provides a physical central location from which headquarters personnel can provide agency-wide coordination and executive decision-making in support of the incident response. The EOC carries out the coordination function for complex incidents or multiple incidents occurring simultaneously through:

- **Information Collection, Evaluation, and Dissemination.** Collecting, analyzing, interpreting, and distributing information (common operating picture) from/to various internal and external sources.
- **Communications Facilitation.** Establishing and maintaining intra/interagency interoperable communications.
- **Monitor.** Perform initial and ongoing situation awareness, monitor, and report.

3.1 Office of Emergency Operations Support, Watch Office (NA-44)

The Office of Emergency Operations Support, *Watch Office* (NA-44) mission is to collect and process information relative to emergency and routine notification and reporting of events from the Department field sites, other Federal agencies, and from State and local authorities when requested through proper channels. The *Watch Office* will support all headquarters emergency management activities. The *Watch Office* will provide routine support as required by the Department Directive or as instructed by the Director of the Office of Operations Support. The *Watch Office* will provide support to the DHS National Operations Center per established Memorandum of Understanding (MOU). In addition the *Watch Office* will:

- Provide the Department with a 24/7 capability to collect and disseminate information vital to the management, direction, and response to all-hazards.
- Operate and maintain the *Watch Office* and the Germantown Alternate Operations Center.
- Serve as the Headquarters, DOE focal point for receipt and dissemination of emergency notifications and reports, and for information gathering and assessment during times of crisis.
- Coordinate the initial Headquarters DOE response to mitigate the consequences of an emergency.
- Serve as the location of a strategic decision cell for key managers to oversee the Department's emergency response(s).

- Facilitate timely emergency response notifications and reporting.
- Develop and maintain communication relationships with representatives from EOCs at other federal departments and agencies.
- Provide non-emergency communication support (e.g., telephone call connectivity, video teleconferencing, message processing, and faxing) to the Department officials and key staff during normal and off-duty hours.
- Provide videotaping/video recording support as needed.
- Monitor the travel status of the Department Senior Headquarters/Site Leadership officials as required.
- Provide other non-emergency operations support to senior DOE officials and staff as required.
- Conduct an update brief with the Watch Office to review changes and events that took place during non-duty hours.
- Review the Department significant actions tracker, review the Request for Information (RFI) log, and
- Review the DOE Common Operating Picture (COP).
- Highlights significant activities from the last 24 hours.
- Provides key details on significant activities planned for the next 72 hours.
- Relevant Open Source Intelligence (OSINT) reporting, and
- Summary reporting on support provided to the IA, State and Local authorities, and an overall graphic laydown of personnel Temporary Duty (TDY) conducting missions.

3.2 Transition from Steady State to Enhanced Operations

By the direction of the UCG, the daily watch staff activates the General and Command Staff to assume responsibility for managing and coordinating the Department's response. The daily watch staff prepares and delivers a transitional brief for the UCG. Upon completion of the turnover brief, the watch staff will resume routine monitoring.

IV. Unified Coordination Group Activation

The Unified Coordination Group (UCG) will activate and the membership will convene, either in-person and/or virtually. The Watch Office notifies the UCG on the specifics of the incident and the UCG makes determination to transition to enhanced/emergency operation by activating the UCS. The following guidelines identify the primary reasons to activate the UCG:

- two (2) or more CATS are activated (or likely to become activated);
- direction by the Secretary, Deputy Secretary, or if applicable, the Acting Chair of the EIMC; and
- request by any member of the UCG (When the UCG convenes, all members or designated alternates will represent their program office and the related authorities and capabilities).
- Should a specific Program or Staff Office, Lab and Technology Center, or Other Agency with technical expertise or primary programmatic responsibility request escalation or activation, the request will be routed to the UCG for decision through the Watch Office. (reference DOE O 151.1D)

4.1 Initial Notification

When an incident occurs that requires notification to the UCG and support staff, the Watch Office will issue a primary notification. Notifications may be issued when an event is not severe enough to meet an activation threshold, but could escalate with further development and/or requires leadership awareness.

4.2 UCS Alert, Activation and Deployment

Activation of the UCS components is determined by the UCG and coordinated by NA-40. UCS activations require the UCG membership to convene, either in person and or virtually. The following guidelines identify the primary reasons to activate the UCG:

- two (2) or more CATS are activated (or likely to become activated);
- direction by the Secretary, Deputy Secretary, or if applicable, the Acting Chair of the EIMC; and
- request by any member of the UCG (When the UCG convenes, all members or designated alternates will represent their program office and the related authorities and capabilities

Based on the needs of the event/incident and the impacts on DOE’s missions, the UCG will determine an activation level of the UCS. As referenced in chart below.

Activation Level	Conditions
Steady State, Level IV	The normal state of readiness for the Department. The Watch Office continues to monitor for incidents and events that require or would potentially escalate to meet higher activation level thresholds. No event or incident anticipated. National Watch maintains situation awareness
Enhanced Watch, Level III	Enhanced Watch is the minimum threshold requiring DOE to take response action. A coordinated situational awareness for the Emergency Management Enterprise is the responsibility of the Watch Office. Appropriate CAT or program offices will be notified, by the Watch, of activation and are expected to appropriately scale response actions to the incident.
Significant Event, Level II	Significant Event activations are incidents of increased severity, or predicted to require significant Federal resources, and may require DOE senior leadership to participate in broad strategic meetings to fully use the capabilities of the Department. The Watch Office will coordinate DOE’s initial situational awareness and notify appropriate CATs and program offices as well as the Emergency and Incident Management Council (EIMC), as the incident requires. All program offices, when notified, will respond appropriately by activating or participating as a part of a coordinated response effort. If a CAT is stood up, then the team may assume responsibility for providing situational awareness, and the Watch will support as needed.
Major Event, Level I	Major Events are usually catastrophic incidents requiring the full capability of the Department. The Watch Office will coordinate the department’s initial situational awareness and notify appropriate CATs and program offices as well as the EIMC. All program offices, when notified, will respond appropriately by activating or participating as a part of a coordinated response effort. If a CAT is stood up, then the team may assume responsibility for providing situational awareness, and the Watch will support as needed.

4.3 Crisis Action Team Notification and Activation

Crisis Action Teams (CATs) may be activated by notification from the Watch Office, or from other pre-existing mechanisms. Standard CATs include but are not limited to:

NA-40/NA-80 Radiological/Nuclear Response

The Nuclear Incident Team (NIT) will execute its mission as the technical action team in supporting radiological or nuclear response during a response to an emergency under the authorities of PPD-25. The NIT will coordinate NNSA assets for deployment, continually monitor deployment activities, and provide situational activities to the UCG/EIMC upon activation. Further, the NIT shall be activated and utilized based upon the discretion of the Associate Administrator of Office of Emergency Operations (NA-40) and the Associate Administrator for Counterterrorism and Counterproliferation (NA-80). It will provide support to the deployment of radiological or nuclear response resources, information management, and data analysis.

NA-10/NA-15 Defense Programs/Office of Secure Transportation (OST) Transportation Emergency Communications Center (TECC) and OST EOC

The OST TECC monitors OST convoy and transportation activities 24/7 during steady-state operations. In the event of an Operational Emergency involving an OST transport or asset, the OST EOC assumes responsibility for coordinating the OST response. Both the TECC and OST EOC are based in Albuquerque, NM.

OE-30 Energy Response

The OE-30 Energy Response Organization (ERO) may be activated internally by DOE senior leadership, or externally by FEMA. The ERO can be activated internally for events such as cyber threats, Oil and Natural Gas (ONG) shortages, or other events within DOE authority. These activations are termed DOE activations. During events that invoke the Stafford Act, FEMA activates ESF #12 to coordinate the Nation's Energy Sector response. These activations are termed FEMA or Stafford Act activations. The Watch Office serves as the primary means of notifying DOE interests of ERO activations and forwarding activation information to the Office of Electricity Delivery and Energy Reliability (OE-30).

AU-1/MA-1 Headquarters Emergency

When alerted, the Central Alarm Station (CAS) will notify the Watch Office with a description of the event and severity. The Watch Office will notify the UCG membership, the EIMC and other Department Leadership according to established procedures and documentation. For emergencies and incidents affecting DOE headquarters facilities, an Incident Management Team (IMT) is activated in accordance with the Forrestal or Germantown Occupant Emergency Plan. The IMT is activated when the Occupant Emergency Plan is activated, either by AU-40 staff in Security Operations or by the "Designated Official" in MA-40. Should the Forrestal building be evacuated or unsuitable for operations, the Watch Office's notification function will devolve to designated sites to be performed according to procedure.

OCIO Cyber Security

When Integrated Joint Cyber-security Coordination Center (iJC3) is notified of a cyber event, by either email or phone, an incident report is written and sent to US-CERT and, if the incident meets Level 3/Alert criteria, to the Watch Office for UCG notification and/or action.

Should iJC3 be unable to perform their function due to issues with the Germantown Building, iJC3's MEF will be transferred to the NNSA IARC to be performed according to procedure.

Mission Specific Crisis Action Teams

Under unique circumstances, determined by the UCG, DOE may require an incident-specific CAT consisting of program offices not part of the DOE Emergency Management Enterprise. In these circumstances, the Watch Office will send notification to the designated DOE program office requesting leadership attendance at the UCG to discuss staffing, information needs, capabilities, and/or other relevant information to the response.

V. Maintenance

The CONOPS is a living document. Problems emerge, situations change, gaps become apparent, Federal requirements are altered, and the CONOPS must adapt to remain useful and up-to-date.

Appendix A: Definitions

Crisis Action Teams (CATs): a group of the department's technical experts capable of providing round-the-clock assistance to the incident scene, can support the full-range of emergency response actions, including unusual or complex emergency incidents. When requested or activated, the CAT can bring in special equipment and experienced responders and can provide the on-scene commander (OSC) or lead responder with experience and advice.

Command Staff: Body that is typically responsible for issues over which the UCG wishes to exercise close personal control or where the UCG requires critical advice. The Command Staff reports directly to the UCG and supports them as necessary. The Command Staff composition is not fixed and can be expanded or contracted according to the specific requirements associated with a response effort. The Command Staff is part of the General Staff process to develop recommendations and prepare update briefings.

Concept of Operations (CONOPS): The Concept of Operations (CONOPS) is a single, comprehensive framework for the management of incidents and events. It provides the operating structures, roles and responsibilities, and mechanisms for coordinating of the Department's resources before, during, and after all-hazards incident or event.

Department: Consists of the Department of Energy, the National Nuclear Security Administration, DOE laboratories and field sites/offices, etc,

Emergency and Incident Management Council (EIMC): Chaired by the Deputy Secretary of Energy, provides a unified, comprehensive voice and strategy, focused on improving the fundamental attributes of our overall emergency readiness, preparedness, and response posture during all-hazards emergencies and major disruptions to our nation's energy systems. The EIMC serves as the primary DOE strategic-level leadership coordination, synchronization, and oversight mechanism for the Secretary of Energy.

Emergency Management Enterprise: The DOE Emergency Management Enterprise (EME) is an approach to emergency management that encompasses policy guidance, interagency planning and coordination to achieve objectives, and the engagement of departmental resources to accomplish emergency management functions, including mitigation, preparedness, response, and recovery objectives in support of the U.S. Government.

Energy Response Organization (ERO): Organization activated internally by the Department's senior leadership, or externally by FEMA for ESF#12 equities to coordinate the Nation's Energy Sector response. The Watch Office serves as the primary means of notifying the Department interests of ERO activations and forwarding activation information to the Office of Electricity Delivery and Energy Reliability (OE-30).

Federal Emergency Management Agency (FEMA): Agency of the United States Department of Homeland Security created by Presidential Reorganization Plan No. 3 of 1978 and implemented by two Executive Orders on April 1, 1979. The agency's primary purpose is to

coordinate the response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities.

General Staff: Body responsible for the functional aspects of emergency response based upon the strategic guidance, policy, and directives of the UCG. The General Staff organization consists of the Coordinator of the General Staff, Operations Section, Planning Section, and Logistics, Finance and Administration Section. Branches, Divisions/Groups, and resources will be added as needed to support mission requirements.

Homeland Security Presidential Directive (HSPD): Directives used to record and communicate Presidential decisions about the homeland security policies of the United States.

Incident Command System (ICS): Standardized approach to the command, control, and coordination of emergency response providing a common hierarchy within which responders from multiple agencies can be effective.

Incident Management Team (IMT): When alerted, the Central Alarm Station (CAS) will notify the Watch Office with a description of the event and severity. The Watch Office will notify the UCG membership, the EIMC and other Department Leadership according to established procedures and documentation.

Integrated Joint Cyber Security Coordination Center (IJ3): A collaborative, intelligence-driven body utilizing a distributed approach to cybersecurity operations and responses to protect the DOE enterprise.

Memorandum of Understanding (MOU): Formal agreement between two or more parties. Companies and organizations can use MOUs to establish official partnerships.

Mitigate: Series of activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term a long-term sustained effect.

National Incident Management System (NIMS): Comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.

National Response Framework (NRF): Guide to how the Nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities across the Nation.

National Special Security Events (NSSE): An event of national or international significance deemed by the United States Department of Homeland Security (DHS) to be a potential target for terrorism or other criminal activity. These events have included summits of world leaders,

meetings of international organizations, presidential nominating conventions and presidential inaugurations.

Nuclear Incident Team (NIT): Entity that coordinates NNSA assets for deployment, continually monitor deployment activities, and provide information updates to the General Staff or UCG. Further, the NIT shall be activated and utilized based upon the discretion of the Associate Administrator of NA-40 and the Associate Administrator for Counterterrorism and Counter-proliferation (NA-80). It will provide support to the deployment of radiological or nuclear response resources, information management, and data analysis.

OE-30 Energy Response Organization (ERO): DOE Energy Response Organization (ERO) staff at headquarters.

Prepare: Specific actions that involve a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities and interagency coordination. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and awareness of specific authorities.

Presidential Policy Directives: Executive orders issued by the President of the United States with the advice and analysis of the National Security Council. The directives articulate the executive's national security policy and carry the "full force and effect of law."

Prevent: Specific actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

Recover: Series of actions utilizing technical and SME support to identify and document hazards, advice and facilitate the development restoration plans; the reconstitution of the Department's missions and functions; assist industry partners to restore essential energy services.

Request for Information (RFI) Log: Log whose purpose is to collect written information about the incident or event to resolve these gaps, conflicts, or subtle ambiguities.

Respond: Set of actions to save lives, protect property and the environment. Response also includes the execution of emergency plans and actions to support short-term recovery with technical and SME support.

Senior Energy Official (SEO): Senior most DOE federal civilian at the scene, and has mission command over all deployed DOE assets. The SEO receive technical advice and guidance from the federal team leads of the deployed assets.

Special Events Assessment Rating (SEAR): Special events can consist of festivals, fairs, awards ceremonies, concerts, major sporting events, political conventions or gatherings, etc. Special events can range in size and scope but typically place a strain on community resources. The Federal Emergency Management Agency (FEMA) defines a special event as a non-routine activity within a community that brings together a large number of people.

Unified Coordination Group (UCG): Provides a structure to enable program offices with different legal, jurisdictional, and functional responsibilities to coordinate, plan, and interact effectively while maintaining their own authority, responsibility, and accountability. The UCG membership will work to improve the fundamental capabilities of the Department's overall emergency readiness posture across preparedness, response, and recovery programs.