

EMERGENCY PREPAREDNESS PROGRAM

I. Purpose

This Directive establishes the Department of Homeland Security (DHS) Emergency Preparedness (EP) Program. The Directive assigns EP roles and responsibilities to DHS Components and personnel and provides policy guidance regarding the development, implementation, and maintenance of DHS EP Programs.

II. Scope

This Directive applies throughout the Department, implemented through Component programs and includes employees, contractors, and visitors.

III. Authorities and References

- A. Title 6, United States Code (USC), Section 112, "Secretary; functions"
- B. Title 15, USC § 2227, "Fire Safety Systems in Federally Assisted Buildings"
- C. Title 29, Code of Federal Regulations (C.F.R.), § 1910, Subpart E, "Exit Routes and Emergency Planning"
- D. Title 41, C.F.R. §102-71.20
- E. Title 41 C.F.R. §§ 102-74.230–74.260, "Occupant Emergency Program"
- F. Presidential Policy Directive 8 (PPD-8), National Preparedness
- G. National Preparedness Goal
- H. National Preparedness Frameworks
- I. DHS Delegation 00002, "Delegation to the Under Secretary for Management"

J. DHS Delegation 12000, "Delegation for Security Operations within the Department of Homeland Security"

IV. Responsibilities

A. The **Under Secretary for Management (USM)** establishes policies for the EP Program.

B. The **Chief Security Officer** coordinates with the Director, Office of Operations Coordination, to ensure alignment and coordination of DHS EP policy and program with the Department's continuity, incident response, and coordination mechanisms and programs.

C. The **Executive Director, Office of Emergency Preparedness:**

1. Manages the Department-level EP program:
 - a. Developing DHS EP policy, guidance, and information;
 - b. Ensuring risk-based capabilities are implemented, such as facility-specific threat/hazard risk assessments, employee alert and notifications, and Occupant Emergency Plans and supplies; and,
 - c. Ensuring training, tests, and exercises of EP Program capabilities are conducted.
2. Chairs the DHS-wide Emergency Preparedness Council, a sub-council of the Chief Security Officer's Council, that supports Department-wide implementation of the EP Program;
3. Coordinates with DHS Component EP Program Managers to assess Component EP capabilities, evaluate overall DHS EP readiness, and report those assessment results annually for the Department; and
4. Develops and coordinates distribution of EP information for personnel to use for themselves and their families.

D. The **Component Heads:**

1. Designate a senior official as the Component EP Program Manager with the authority to oversee and manage the EP Program across the Component.

2. Support the development, implementation, maintenance, and coordination of the EP Programs for all Component-occupied facilities, and in those cases where the Component occupies a multi-tenant, leased facilities for which they are not designated as the Senior Official responsible for the Occupant Emergency Program, coordinate with the appropriate Senior Official to ensure the requirements of this policy.

E. The **Component Emergency Preparedness Program Manager**:

1. Develops, implements, and manages the Component EP Program that includes, but is not limited to:

a. Planning and program management, including oversight for program capabilities and planning, conducting, and supporting exercise programs.

b. Ensuring the necessary skills and capabilities exist within the Component to analyze and assess risk, recommend priorities, and plan and exercise for emergencies.

c. Ensuring Component maintains risk-based capabilities, such as facility-specific threat/hazard risk assessments, employee alert and notifications, and Occupant Emergency Plans and supplies;

d. Ensuring Component conducts training, tests, and exercise of their EP Program capabilities, and participates in Department-wide activities.

2. Ensures Component EP Programs plans and measures are coordinated within the Component.

3. Reports on the Component EP Program status and measures to the Component Head and Executive Director, Office of Emergency Preparedness, annually or as required.

4. Identifies an official for each DHS occupied facility in which Component personnel are present for duty (DHS Senior Official), with sufficient authority and responsibility to represent the Component EP Program Manager in the management, administration, and coordination of the facility's EP Program that is consistent with each Component's EP Program guidance.

5. Represents the Component on the DHS Emergency Preparedness Council.

F. All **DHS Supervisors:**

1. Familiarize themselves with the facility's Occupant Emergency Plan and their role in the safe conduct of DHS employees during emergencies.
2. Ensure DHS employees under their supervision are informed of threats/hazards to their facility, as well as mitigation and protective actions, and are familiar with the facility Occupant Emergency Plan.

G. All **DHS Employees:**

1. Remain informed of threats/hazards that may affect the facility.
2. Review the facility Occupant Emergency Plan and understand what is expected of DHS employees during an emergency.
3. Complete all required emergency preparedness training.

H. **Emergency Preparedness Council:**

1. Is comprised of the Component EP Program Managers and chaired by the Executive Director, Office of Emergency Preparedness, and operates under a charter approved by the USM.
2. Consults on development of Department-wide emergency preparedness management policies and processes to ensure DHS is prepared for all hazard emergencies or events.
3. Assists in the development of program plans and related services and investments, while controlling costs and mitigating risks.

V. Policy and Requirements

A. It is the policy of DHS that a well-prepared organization is essential to the Department's ability to protect the homeland during emergencies. Resilience in the face of disasters or emergencies is critical to the Department's ability to fully execute the homeland security mission. All DHS employees should be prepared for any emergencies that could affect their mission functions, themselves, or their families.

B. The goal of the DHS EP Program is to minimize the risk of injury and other impacts to DHS employees, prepare all occupants of DHS facilities to prevent the loss of property, and mitigate work disruptions due to all-threats and all-hazards emergencies.

C. Each Component maintains an EP Program consistent with DHS policies and implementation requirements. Components may exceed the minimum requirements in this Directive.

VI. Questions

Address questions or concerns regarding this Directive to the Office of Emergency Preparedness at DHSHQPreparedness@hq.dhs.gov.



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Deputy Under Secretary for Management

12/4/17

Date