

Reclamation Manual

Directives and Standards

Definitions

For the purposes of the Emergency Notification System, the following definitions apply:

1. **Contractor.** A party (including their employees) that enters into a contract with the Government. A contract is defined as a mutually binding relationship obligating the contractor to furnish supplies or services (including construction) and the buyer (in this instance, Reclamation) to pay for them.
2. **Emergency Notification System Manager.** A position located in Denver, Colorado, providing guidance and direction to Reclamation Duty Officers to ensure appropriate actions are taken and timely notifications of incidents are made to the appropriate program areas.
3. **Incident.** A mechanical, natural, or human-caused event occurring at or involving Reclamation facilities or on Reclamation lands that potentially requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, dam failure or compromise, canal failure or any other observable conditions that could lead to such an event (particularly in urbanized areas), possible criminal activity, or events that cause significant media or political interest.
4. **Interior Operations Center (IOC).** The IOC in Washington, D.C. is responsible for the coordination of the flow of critical information and to serve as the single, National communication center for receiving, processing, reporting, and disseminating information regarding serious emergency incidents and alerts.
5. **Managing Partner.** A Federal or non-Federal entity that manages water facilities, recreation and other resources through a management or contractual agreement with Reclamation.
6. **Natural Event.** An event produced by nature, such as a flood, tornado, wildfire, earthquake, hurricane, or tropical storm.
7. **Notification.** The reporting of an incident by the individual(s) who observed it, and the dissemination of pertinent information through the appropriate channels as described in this D&S.
8. **Reclamation Duty Officer (RDO).** A designated Reclamation employee of the Technical Resources or Security, Safety, and Law Enforcement Office who has been trained to receive, process, and report incidents according to established procedures and is available on a 24/7 basis.

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9. **Reclamation Facilities.** Offices and structures associated with Reclamation irrigation projects, municipal and industrial water systems, power generation facilities, including all storage, conveyance, distribution, and drainage systems.
10. **Reclamation Lands.** Real property administered by the Secretary, acting through the Commissioner of Reclamation, including all acquired and withdrawn lands and water areas under jurisdiction of Reclamation.
11. **Reclamation Security Officer (RSO).** A position responding to the security-related needs of the Regional Directors, and which is responsible for conducting vulnerability and threat assessments; assisting Regional Security Managers in conducting training, evaluating security standards, and recommending physical security modifications; and disseminating security information to the Regions.
12. **Regional 24/7 Point of Contact.** A rotating, collateral duty position located in each region that is responsible for reporting incidents to the Reclamation Duty Officer.
13. **Regional Special Agents (RSA).** A position providing primary resources to the Regional Directors, regional program staff, and Area Managers for all law enforcement matters. This position works closely with the RSOs to support Security Program functions and objectives.
14. **Report.** The document by which information regarding a reportable incident is relayed to the Interior Operations Center.
15. **Reportable Incident.** An incident of significant magnitude or gravity that meets the criteria established in Appendix A to this D&S, and therefore must be formally reported to the Interior Operations Center according to established procedures.
16. **Suspicious Activity.** Any activity, or presence of a person or item, that causes the observer to question or suspect a possible security threat, or possible planning or intent to carry out criminal or terrorist acts.