

Reclamation Manual

Directives and Standards

Reportable Incident Criteria

Appendix A establishes the criteria to be used by supervisors and managers in determining whether an incident is reportable. It is difficult to precisely describe many of the items and terms used in these criteria. Therefore, it is essential that the involved supervisors and managers exercise sound judgment in determining whether to continue the notification process for a specific incident. The impact or potential impact of a given incident on the public, Reclamation, the Department of the Interior, other Government agencies, and in the media must all be considered. As a general principle, when in doubt, notify.

1. Reportable Incidents Requiring 24/7 Notification.

A. Death, Injuries, or Accidents.

- (1) Any serious injury requiring hospitalization or death which is directly attributable to Reclamation operations or which occurs on Reclamation facilities, lands, or waterbodies, except as noted below:
 - (a) Public deaths resulting from natural causes (e.g., heart attack) occurring on Reclamation facilities, lands, or waterbodies are not reportable, unless such death draws significant media/political interest.
 - (b) An accident (e.g., drowning or boating accident) involving no more than one public fatality on Reclamation facilities, lands, or waterbodies is not a reportable incident, unless such fatality draws significant media/political interest.
 - (c) Multiple separate and unrelated accidents occurring on the same day on a particular Reclamation facility, waterbody, or land associated with that facility or waterbody, and which involve only one public fatality each, do not constitute a reportable incident, unless the fatalities draw significant media/political interest.”
- (2) Any serious injury requiring hospitalization, or resulting in a fatality to any employee, contractor, or managing partner while in duty status.
- (3) Accidents involving Reclamation-owned, operated, leased, or contracted aircraft, watercraft or land-based vehicles on Reclamation lands or involving Reclamation personnel.
- (4) Accidents occurring on Reclamation lands involving private property (non-Reclamation) damage in excess of \$100,000.

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B. Imminent Threat to Public or Employee Safety.

- (1) Serious incidents such as natural or manmade disasters, major structural fires, structural failures (such as dam failures, canal breaks, pipeline ruptures, or any other observable conditions that could lead to such events, particularly in urbanized areas), or emergency events affecting Reclamation lands or facilities that cause injury or have the potential to cause injury, real property damage in excess of \$100,000, impacts on visitor use, or degradation of the ability to provide mission-essential services.
- (2) Warnings or advisories issued to the public or other Government agencies by Reclamation related to emergency conditions, including dam or canal failure, flood, landslide, earthquake, and volcano.
- (3) Serious threat to an employee's safety or well-being, including workplace violence.
- (4) Unusual medical emergencies involving multiple employees.

C. Security Threats and Critical Infrastructure Protection.

- (1) Threats, attempted sabotage, or terrorist activity directed against any Reclamation facilities.
- (2) Threats, attempted sabotage, or terrorist activity directed against mineral, oil, natural gas, or electrical grid on lands owned, leased, or managed by Reclamation.
- (3) Information regarding threatened or actual demonstration or protest activity that may affect critical infrastructure or any Reclamation facility.
- (4) Threats or damage from natural disasters or technological emergencies impacting critical infrastructure or any Reclamation facility.

D. Disaster and Incident Response.

- (1) Incidents of national or local significance occurring on Reclamation lands or facilities or on public or private property adjacent to Reclamation lands or facilities that may have an impact on Reclamation-managed lands, facilities, or resources including, but not limited to:
 - (a) Wildfires.

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- (b) Any release of a hazardous material on Reclamation lands (land, air, or water). These incidents must also be reported to the nearest Hazardous Materials Coordinator.
- (c) Significant fish or wildlife mortality.
- (2) Emergency preparedness and response activities which significantly impact Tribes or insular communities.
- (3) Warnings of natural disasters or other emergencies which threaten Reclamation lands, facilities, or infrastructure, and preparedness measures taken in response to such threats.
- (4) Requests for or actual deployment of Reclamation employees, resources, or technical assistance to support the emergency activities of other governmental departments or agencies.
- (5) Search and rescue activities involving significant interagency resources or a large number of personnel.
- (6) Implementation of a Reclamation Office Continuity of Operation Plan.
- (7) Declarations of Emergency Action Plan Response Levels which include notifications to entities outside of Reclamation lands or facilities.

E. Law Enforcement Involvement.

- (1) Any use of force by a law enforcement officer which results in serious injury or fatality to another individual on Reclamation lands or facilities.
- (2) Serious crimes that occur on Reclamation lands or facilities, including major drug-related seizures/arrests or other crimes that might result in media or political attention.
- (3) Serious disturbances or demonstrations directed towards Reclamation which involve a law enforcement response.
- (4) Serious crimes that occur on Reclamation facilities or against Reclamation employees, either while on duty or as a direct result of their official duties.
- (5) Significant law enforcement events, including planned special events that have required or may require the dispatch of specially trained teams to augment normal law enforcement and/or security capabilities.

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(6) Significant search-and rescue incidents occurring on lands under the jurisdiction of the Department.

F. Unauthorized Discharge of Firearms. Discharge of a weapon on Reclamation lands or at Reclamation facilities in violation of applicable Federal, state, or local law or regulations.

G. Loss-Theft-Damage to Facilities or Property.

(1) Loss, damage, or theft of Government or personal property in which the total value is in excess of \$15,000, either in aggregate for a single incident, or for a single item.

(2) Loss or theft of official law enforcement or security uniforms, identification, badges, or credentials.

(3) Loss or theft of government license plates, vehicle access placards/decals or other sensitive items that could be used by others to gain access to a Government-controlled facility.

(4) Loss, theft, or break-ins involving Federal Government vehicles and heavy equipment, i.e., police vehicles, trucks, cars, forklifts, loaders, cranes, watercraft, aircraft, etc.

(5) Loss or theft of a firearm or weapon, ammunition, explosives, hazardous materials, or a controlled substance on or associated with Reclamation lands or facilities.

H. Power Operation.

(1) Major events having Reclamation-wide and/or region-wide implications involving serious damage to equipment, major power system breakup, prolonged outage of critical equipment, or the inability to deliver water.

(2) Incidents having significant implications on a Reclamation-wide and/or region-wide basis involving unusual operation of equipment causing short-term loss of load, generation, transmission, or major equipment damage.

(3) Disturbances that may have been caused by sabotage resulting in a detrimental impact on the electrical power generation and control capabilities.

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I. **Media.**

- (1) Any incident occurring on, or adjacent to, Reclamation lands or facilities that result in or may result in significant public, media, or political interest.
- (2) Any incident involving a Reclamation employee on official duty outside the United States or any incident involving a Reclamation employee on official temporary duty in the United States or when the employee is involved in a serious incident or an incident that involves foreign or domestic media coverage.

J. **Political Officials.**

- (1) Incidents or accidents involving senior political officials of Federal, state, local, or foreign governments or their immediate families while on Reclamation lands or facilities.

K. **Information Technology (IT) Security (to be reported to Reclamation Computer Security Incident Response Team by calling the Reclamation Enterprise Service Center Help Desk at 303-445-3577 or 1-800-595-8344).**

- (1) Breach of IT security that affects normal operations or result in loss of mission capability.
- (2) A serious security compromise of IT systems owned or operated by Reclamation or one of its direct partner agencies (e.g., United States Geological Survey, Bonneville Power Administration, Western Area Power Administration, etc.).
- (3) Disclosure of sensitive information potentially compromising facility security operations or controls.
- (4) Disclosure of sensitive information potentially compromising the identity or privacy of Reclamation employees, contractors, or managing partners.
- (5) A serious operational incident related to IT systems owned or operated by Reclamation, e.g., a successful denial-of-service attack, or a major system or sub system failure resulting in continuity of service failures.
- (6) Serious improper or illegal use of IT systems (internal or external) by a Reclamation employee or contract employee (such as pornography viewing or distribution, gambling operations, or illegitimate user login).
- (7) Involves the possible theft, compromise, or improper use of Reclamation computer equipment or electronically stored information.

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- (8) Loss or theft of Government computers or records that may contain any classified or Reclamation sensitive or unclassified information categorized as For Official Use Only. This may include, but is not limited to sensitive plans, blueprints, drawings, inundation maps, Emergency Action Plans, or Standing Operating Procedures.

L. Environmental Damage.

- (1) Actual or attempted excavation, removal, harm, alteration, or defacement of archaeological resources on Reclamation lands.
- (2) Selling, purchasing, using for profit, or transporting for sale or profit, any artifact or Native American human remains and associated funerary objects.
- (3) Any illegal dumping on Reclamation lands.