

National Oceanic and Atmospheric Administration	NOAA Administrative Order 210 - 100	
NOAA ADMINISTRATIVE ORDER SERIES	DATE OF ISSUANCE 1/22/14	EFFECTIVE DATE 1/22/14
SUBJECT All Hazards Incident Management		

**SECTION 1. PURPOSE.**

1. This Order establishes requirements, policies, responsibilities, and authorities for the development, implementation, and oversight of the National Oceanic and Atmospheric Administration's (NOAA) All Hazards Incident Management Concept of Operations (CONOPS). The CONOPS identifies roles and responsibilities and authorizes the issuance of related guidance for implementation.

2. The goal of the CONOPS is to execute NOAA's incident management responsibilities:

- a) to support the suite of National Planning Frameworks. NOAA plays a critical role in the national mitigation, response and recovery frameworks. The CONOPS describes how NOAA capabilities are coordinated and deployed in support of the broader federal community effort to prepare for, respond to and recover from all-hazards events.
- b) to carry out assigned functional responsibilities ensuring effective and efficient incident management, and
- c) to assure the safety and security of our people and infrastructure.

**SECTION 2. SCOPE.**

The CONOPS provides the framework for the transition from normal operations to a coordinated NOAA effort in response to a natural or man-made event and applies to all NOAA employees engaged in incident response and management across the spectrum of activities and functions to include preparedness, mitigation, response, and recovery.

**SECTION 3. POLICY.**

NOAA shall provide a standard for preparedness and response through a single CONOPS for All Hazards Incident Management. The CONOPS integrates agency activities and assures balanced and coordinated flow of information during an incident. The CONOPS intends to serve as an organizational framework for NOAA's mission essential functions to ensure a consistent, flexible, resilient and adaptable approach to incident management.

**SECTION 4. RESPONSIBILITIES.**

1. The Under Secretary of Commerce for Oceans and Atmosphere (Under Secretary):
  - a) is responsible for NOAA's overall incident management; and
  - b) ensures ability to deliver uninterrupted services vital to the Nation's welfare through contingency planning, training personnel, and executing remedial actions identified during drills and exercises.
2. Deputy Under Secretary for Operations (DUS-O):
  - a) is responsible for initiation and termination of the incident specific response and determining the incident level in accordance with this NOAA CONOPS;
  - b) assignment of the Incident Coordinator (IC); and
  - c) resolution of conflicts resulting from the coordination of NOAA resources to support the incident response.
3. The Director of the NOAA Homeland Security Program Office
  - a) maintains the CONOPS and all supplemental guidance ensuring NOAA compliance with the suite of National Planning Frameworks
  - b) ensures all NOAA programs adhere to the policies and protocols in the CONOPS;
  - c) coordinates on behalf of the Under Secretary and through the proper chain of command, NOAA's efforts to prevent, prepare for, respond to, and recover from incidents of all hazards and all origins;
  - d) acts as NOAA's liaison with the Department of Commerce, Department of Homeland Security and other federal agencies and serves as the Under Secretary's principal advisor on issues relating to intelligence matters, terrorism, and homeland security-related emergencies;
  - e) on behalf of the Under Secretary, is responsible for evaluating the efficacy of NOAA's response operations; and
  - f) serve as the Incident Coordinator unless changed by the DUS-O
4. The NOAA Assistant Administrators and Staff Office Directors:
  - a) execute assigned mission within the resources available;
  - b) provide trained staff to serve as members of the Incident Management Team (IMT) in support of the Incident Coordinator and NOAA Operations Center. Maintain the ready availability of Line and Staff Office elements not immediately engaged in the response or impacted by the incident(s); and
  - c) Ensure pre-designated program staff are trained and prepared in the event they are needed, and ensure management and reporting of financial obligations and costs of engaged services are tracked in accordance with specific incident reimbursement processes.
6. The Incident Coordinator (IC):
  - a) directs the incident specific response on behalf of the Under Secretary;
  - b) selected by the DUS-O to manage the incident specific response with delegated authority to coordinate and address emergency needs.
  - c) determines staffing requirements and incident management logistics, such as virtual or physical presence of the NOAA Operations Center and IMT
5. The Homeland Security Senior Management Team (SMT):

- a) is comprised of representatives from Line and Staff Offices and functions as liaison between all Line and Staff Offices and NOAA Homeland Security Program Office
- b) is responsible for participating in the development and implementation of incident management policies, standards and procedures
- c) provides direct support to the Incident Coordinator and NOAA Operation Center, and/or coordinates Line or Staff Office support as required.

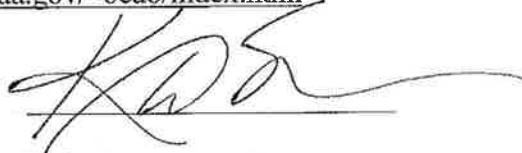
#### **SECTION 5. REFERENCES.**

1. Executive Order (E.O.) 12656, Assignment of Emergency Preparedness Responsibilities.
2. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents.
3. Homeland Security Presidential Directive (HSPD)-8, National Preparedness.
4. Homeland Security Presidential Directive (HSPD)-7, Critical Infrastructure Identification, Prioritization, and Protection.
5. National Security Presidential Directive (NSPD)-41 and Homeland Security Presidential Directive (HSPD)-13, Maritime Security Policy.
6. National Security Presidential Directive (NSPD)-51 and Homeland Security Presidential Directive (HSPD)-20, National Contingency Policy.
7. Executive Order (E.O.) 13618, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
8. National Weather Service Organic Act (15 U.S.C. §313 et seq.) provides the National Weather Service authority to forecast the weather (including ice forecasts), issue warnings, etc.
9. Department Administrative Order (DAO) 210-7, Commerce Responsibilities in Disasters.
10. Memorandum from Deputy Under Secretary for Oceans and Atmosphere to NOAA Executive Panel, Subject: Homeland Security Program Office (October 29, 2002).
11. Memorandum from Deputy Under Secretary for Oceans and Atmosphere to Assistant Administrators and Staff Office Directors, Subject: NOAA Support to the Homeland Security Operations Center Policy and Procedures (October 26, 2004).
12. The Homeland Security Act of 2002 -- an Act to establish the Department of Homeland Security whose primary mission includes preparedness of the United States for acts of terrorism.
13. The National Response Framework -- Is a guide to how the Nation conducts all-hazard response.

14. Federal Continuity Directive 1 (FCD 1) Federal Executive Branch National Continuity Program and Requirements – Provides direction to Federal executive branch departments and agencies for the development of continuity plans and programs.
15. Federal Continuity Directive 2 (FCD 2) Federal Executive Branch Mission Essential Function Identification and Submission Process – Provides guidance to Federal executive branch departments and agencies on the identification of Primary Mission Essential Functions (PMEF).
16. Emergency Readiness for Departmental Continuity DAO – 210-1- prescribes Department of Commerce policies to develop, establish, maintain, and implement plans and programs to ensure continuity of the Department's essential functions.

**SECTION 7. EFFECT ON OTHER ISSUANCES.**

An electronic copy of this Order will be posted in place of the superseded Order on the NOAA Office of the Chief Administrative Officer website under the NOAA Administrative Issuances Section. <http://www.corporateservices.noaa.gov/~ocao/index.html>



Under Secretary of Commerce  
for Oceans and Atmosphere

Offices of Primary Interest:

NOAA Deputy Under Secretary for Operations

Office of Chief Information Officer, NOAA Homeland Security Program Office