

**United States Department of the Interior
Bureau of Land Management
Green River District**

CONTINUITY OF OPERATIONS PLAN

**Green River District
Price and Vernal Field Offices**

**October 2011
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For Official Use Only**



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Continuity of Operations Plan**

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I. Introduction.

This section provides background about the Green River District (GRD) Continuity of Operations Plan (COOP), defines its purpose, and the offices that will use the plan. The section also identifies the authorities that have guided plan development, and explains how the plan relates to executive level guidance from the Federal Emergency Management Agency. The section concludes with the objectives of the plan.

A. Purpose.

This plan establishes the procedures used by the GRD to ensure delivery of essential activities and functions during a range of human-caused, natural, technological, or national security emergencies that have some reasonable likelihood of occurring at its facilities. It is intended to guide the GRD Management Team and supervisors in responding to emergency situations.

B. Background.

It is the policy of the Department of the Interior, as well as its subordinate organizational elements, regions, facilities, administrative units, and offices, to have the capability to perform essential activities and functions without unacceptable interruption. This must be able to occur under all circumstances and situations including: human-made, natural, technological, and national security emergencies that may occur with or without notice. To ensure this capability all organizational elements having a reasonable likelihood of experiencing a significant incident which would threaten employees, the performance of essential functions, critical equipment, or vital records, must develop a COOP.

The ability to continue operations despite circumstances and situations that limit an organization's access to its normal resources including: personnel, facilities, information systems, and communications, represent a good business practice. This is essential for protecting the Federal government's financial and legal standing with its citizens, customers, and stakeholders. This plan reflects the GRD's commitment to protecting its personnel and facilities and fulfilling its essential responsibilities against threats from a variety of sources.

C. Authorities.

- Presidential Decision Directive 67, *Enduring Constitutional Government and Continuity of Government Operations*, October 21, 1998
- National Security Presidential Directive/NSPD 51, May 9, 2007
- Homeland Security Presidential Directive/HSPD 20, May 9, 2007
- Homeland Security Presidential Directive 3, March 11, 2002
- Executive Order 12148, *Federal Emergency Management*, July 20, 1979
- Executive Order 13244, *Providing an Order of Succession Within the Department of the Interior (DOI)*, December 18, 2001
- 41 CFR 101-20, *Occupant Emergency Plan*
- 36 CFR 1236, *Vital Records During an Emergency*
- Federal Preparedness Circular (FPC) 65, *Federal Executive Branch Continuity of Operations*, June 15, 2004
- FPC 66, *Test, Training, and Exercise (TTE) Program for Continuity of Operations (COOP)*, April 30, 2001

- FPC 67, *Acquisition of Alternate Facilities for Continuity of Operations (COOP)*, April 30, 2001
- 302 DM 1, *Designation of Successors for Supervisors*, January 18, 2001
- Memorandum to Bureau Directors, Solicitor, and Inspector General from Assistant Secretary, Policy, Management and Budget, *Preparing for Emergencies - Continuity of Operations Policy and Planning*, December 5, 1997
- MRPS Policy Bulletin 98-001, *Continuity of Operations Planning - Guidance and Schedules*, Department of the Interior, March 27, 1998
- DM 900, "Emergency Management Program", January 4, 2006
- BLM Manual 1273, *Vital Records*
- Delegations of Authority, UT 1203, <http://www.utso.ut.blm.gov/>

D. Freedom of Information and Privacy Act Statement.

Some of the information in this plan, if made public, could compromise the privacy of employees. In addition, the disclosure of information in this plan could compromise the security of essential equipment, services, and systems of the GRD. Distribution of this plan in its entirety is limited to those individuals who need to know the information in order to successfully activate and implement the plan.

Portions of this plan may contain information which raises privacy or other considerations and which may be exempt from mandatory disclosure under the Freedom of Information Act. See 4 USC 552 and 43 CFR Part 2, Section 2.1(c)(6) and 2.13(c)(7) (vi), as further implemented at 316 DM 1, Appendix 1.

E. Applicability.

This plan applies to all employees/contractors located at the BLM GRD in Vernal at 170 South 500 East, Vernal, Utah 84078 and Price at 125 South 600 West, Price, Utah 84501.

F. Objectives.

This plan prepares the GRD to:

- Protect employees and visitors from dangerous conditions.
- Ensure the office can fulfill its responsibilities for protecting the Federal government's legal and financial interests, even when conditions cause the office to operate without its usual support systems and facilities; and,
- Provide at least a minimum level of service required to meet the public's need for BLM services, especially those required at times of local or regional emergencies.
- Ensure the continued leadership of the GRD.
- Provide for an orderly means of addressing problems and restoring normal operations as quickly and safely as possible.

G. Relationship with other Emergency Management Activities

The GRD COOP integrates emergency preparedness activities that the GRD undertakes to ensure it is capable of fulfilling its legal and financial responsibilities. These other activities include:

- Occupant Emergency Plan (GRD's Employee Emergency Action Plan) for each BLM location to safely evacuate employees from the offices.
- A Vital Records Program to ensure records are safeguarded and available to fulfill emergency operations and legal and financial responsibilities.
- A Human Capital Management program to provide personnel services to employees dealing with trauma, and benefits to employees and their families or beneficiaries.
- Information Resources Management efforts to protect information systems and ensure they are accessible to support business operations.

Externally, the GRD COOP is designed to provide the GRD with the capability to oversee the performance of emergency management activities assigned to the BLM in a variety of executive-level guidance, included in the National Response Framework.

II. Responsibilities

This section summarizes responsibilities assigned to various GRD positions. These responsibilities must be fulfilled if the GRD is to maintain the COOP and effectively implement it during emergency operating situations.

A. The District Manager (DM):

- Will oversee development of the COOP.

B. The Field Office Manager(s) (FOM):

- Will exercise the continuity of operations plan.

C. The Associate District Manager (ADM):

- Will coordinate development of the COOP.
- Will Maintain the Plan.
- Will incorporate any changes identified during the annual management exercise into the next version of the plan.

D. The Safety Specialist(s):

- Will schedule training for employees annually as described in Section XV, Training and Exercise Requirements. The plan is posted on the intranet for employees to review and is an element of the new employee orientation guide.

E. The DM Secretary or FOM Administrative Assistant:

- Will oversee maintenance of information identified in Section X, Communication Systems and Personnel Notifications.

F. The Assistant Field Managers:

- Will advise the Safety Specialist of any changes in essential activities and functions within areas of responsibility effecting personnel, facility, supply, or information system requirements.
- Will establish telephonic notification procedures supporting the rapid notification of personnel of emergency situations or special instructions. (See Section X, Communication Systems and Personnel Notifications)
- Will test notification procedures annually to ensure employees are familiar with requirements to complete the telephonic notification “tree.”
- Will ensure new employees are informed of the plan through new employee orientation within 30 days of their arrival.

G. All Personnel.

- Will ensure familiarity with individual responsibility for implementing the COOP and develop a personal contingency plan to ensure effective response to unscheduled emergencies.
- Will advise their supervisor and human resource representative of any change in telephone number or address.

H. The Vernal and Price Field Office Leadership Team:

- Will practice COOP procedures at least annually and recommend improvements to the plan and operational procedures as a result of any deficiencies noted during the practice session.

III. Threat and Risk Assessment and Mitigation Strategies.

On April 26, 2011 the National Terrorism Advisory System (NTAS) replaced the Homeland Security Advisory System that was established by Homeland Security Presidential Directive 3 to provide a comprehensive and effective means to disseminate information regarding the risk of terrorist acts. The new advisory system establishes two threat levels ranging “elevated” or “imminent”. The types of risks that specifically threaten the BLM GRD facility are similar to risks faced by other office buildings in the Price and Vernal area. Table 1 summarizes the most likely risks that were identified for the GRD facilities. The COOP addresses scenarios stemming from the most probable risks.

A. Threat and Risk Assessment.

The GRD must ensure it has planned to respond to threats and risks that have a reasonable potential to occur. Annex B, Threat and Risk Assessment, identifies the threats and risks to the GRD. It was created by examining local natural conditions. Sometimes the office can take mitigating actions minimizing the impact of these threats and risks. Mitigation measures taken by the office are included in the table.

B. Homeland Security.

Homeland Security threat conditions are listed in Annex B, Threat and Risk Assessment. High threat conditions listed may precipitate the activation of the Field Office Leadership Team and implementation of the COO Process, at the District Manager's or Field Office Manager's direction.

Table 1: Summary of Threats and Risks to the Green River District

LIFE THREATENING CONDITIONS	EXAMPLES	MITIGATION MEASURES
<ul style="list-style-type: none"> • Building Fire 	<ul style="list-style-type: none"> • Smoke • Fire 	<ul style="list-style-type: none"> • Building code inspections • Suppression/sprinkler systems • Alarms • Extinguishers • Occupant Emergency Plans
<ul style="list-style-type: none"> • Human Caused Disruptions 	<ul style="list-style-type: none"> • Bomb Threats • Terrorism • Workplace Violence • Chemical • Biological • Nuclear 	<ul style="list-style-type: none"> • Physical security programs • Guards • Office locks • Surveillance • Employee ID badges
<ul style="list-style-type: none"> • Environmental Threats 	<ul style="list-style-type: none"> • Hazmat Release • Inside: cleaning fluids • Exterior: spill from truck or rail • Earthquake 	<ul style="list-style-type: none"> • Posted guidelines on hazmat response in applicable areas
OTHER CONDITIONS		
<ul style="list-style-type: none"> • Inaccessible Facilities (Structurally sound facility but inaccessible due to closure) 	<ul style="list-style-type: none"> • Weather-related • Crime scene • Hazmat testing • Lapse of Appropriations 	<ul style="list-style-type: none"> • Media alerts • Status of operations phone message • Internet • Telephone notification • Mail handling guidelines
<ul style="list-style-type: none"> • Facility System Failures 	<ul style="list-style-type: none"> • Electrical power • HVAC • Water Supply 	<ul style="list-style-type: none"> • Building evacuation lighting • Backup power for computers
<ul style="list-style-type: none"> • Information/Cyber Disruptions 	<ul style="list-style-type: none"> • Sabotage • Virus • DOI/Net Failure • Servers/Email Failure 	<ul style="list-style-type: none"> • Controlled system access • Virus detection software • Email advisories

IV. Essential Activities and Functions.

In emergency situations agencies are not expected to perform the normal range of services as efficiently and effectively as before the emergency occurred. Rather, resources are committed to ensuring agencies provide essential activities and functions—those activities the agency must perform to protect the interest of the Federal government, BLM stakeholders, customers and the public. This section identifies essential activities and functions of the GRD and the Vernal and Price Field Offices.

Executive Order (EO) 12656, Assignment of National Security and Emergency Preparedness Responsibilities, establishes the National Security and Emergency Preparedness Goal to establish a capability at all Federal and State levels to meet essential defense and civilian needs during any national security emergency, including natural or man-made disasters, military attacks, or technological emergencies. Under EO 12656, each Federal department was given responsibility to take specific actions aimed at achieving the stated goal. Those actions include: integrating national emergency factors into daily business functions, appointing a senior policy official as emergency coordinator, developing measures for rapid transition to emergency operations, using existing resources, structure and systems for emergency measures, coordinating with State, local, and private groups, and developing and conducting training and education programs.

A. Major activities of the GRD that support the bureau include:

- Communicating with employees, the public and Departmental management.
- Providing support services for employees affected by an incident.
- Ensuring continued and uninterrupted command, control, and leadership.
- Protecting critical facilities, systems and systems data, equipment, and records.
- Providing services and activities under Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, as directed by the Secretary of the Interior.
- Providing policy guidance and direction on critical issues requiring resolution in the 30 days after an emergency incident.
- Restoring normal functions and activities of the GRD.
- In addition the GRD provides support to the BLM Utah State Office in times of an emergency

B. Operational Threats.

The most likely threats to operations of the GRD in the Vernal and Price Field Offices are discussed in the following paragraphs, with mitigation strategies for data included.

1. Loss of Communications Networks.

Due to the configuration of communication network systems it is believed that loss of these systems is a high probability mainly due to the possibility of natural disaster. Backups are available for data files. Data from servers is backed up regularly to be able to restore systems completely. Fireproof tape storage is available on-site and tapes are stored at one off-site location. The IT Contingency Plan further addresses this issue.

2. Critical Equipment Failure.

An external event, such as loss of power, has a high probability of impacting critical office equipment systems. Uninterruptible power supplies are installed on critical information technology equipment to allow controlled power downs and avoid damage to equipment.

3. Earthquake.

Based on published geologic and historic information it is believed that there is a low potential for ground shaking or liquefaction from a minor earthquake occurring within the administrative boundaries of the GRD. No structural mitigation measures have been taken to protect the building during such an event. An occupant emergency plan is in place for the office.

4. Severe Weather.

Winter storms have a moderate probability of occurring in the GRD. Such storms may disrupt normal operations in the office by preventing commuters from reaching the office due to hazardous road conditions and by creating power outages. As a mitigation measure, public announcements may be made through the media notifying employees when they should not report to work or report to work at a later time. **A phone message will be posted at (435) 781-4400 (Vernal) by the DM Secretary or (435) 636-3600 (Price) by the Administrative Assistant for district and field office employees to call.** If a storm occurs during normal working hours, employees will be excused early before the road conditions become too severe for safe travel.

5. Bomb Threats/Terrorism.

Bomb threats and terrorist acts are considered to be low due to the size of the Field Offices in the GRD and increased office security procedures. Employees have been instructed on how to report a bomb threat, and the employee evacuation plan has been distributed and practiced by all employees. Primary and alternate assembly areas have been designated for the evacuation plan. Alternate collateral duty safety officer or floor wardens have been identified to ensure adequate coverage, even with large numbers of employees away from the office.

6. Hazmat Spill or Leak.

The Vernal office building and fire building are two city blocks south of U.S. Highway 40. This is the main transportation route for vehicles through Vernal. The Price office building is two city blocks east of U.S. Highway 6 and a block from the Union Pacific rail line. These are both main transportation route through Price. Large numbers of tractor-trailer units carry materials that are considered to be hazardous and the potential for spills to occur is considered low. A small spill or leak could result in an evacuation of the office facilities. The *2008 Emergency Response Guidebook* calls for evacuations of 1/8 mile radius or more, in most instances where a tanker truck or rail car is involved. Mitigation measures call for the facility manager to shut off the HVAC. No evacuation of the building would take place if a vapor cloud is present. Radio and television would be monitored for emergency instructions.

7. Pandemic Flu.

The avian flu is not in the United States at this time. However it presents a low to moderate threat that must be considered. DOI and BLM will issue guidance when it becomes available. Mitigation measures call for employees to work off-site, conduct phone conferences, conduct only essential operations as determined by the plan and approved by the State Director.

C. Essential Activities and Functions.

The activities and functions include those recommended by MRPS Policy Bulletin 98-001. Essentialness of an activity or function may be dependent upon the time between when the emergency incident occurs and when normal services are reestablished. This section identifies a time-line for providing essential activities and functions. Different risks and threats may result in a similar impact. Essential activities and functions given are related to scenarios that may affect the Field Offices. Essential activities and functions may be determined at the time of an interruption of normal operations based on circumstances of the interruption, as determined by the District Manager or the Field Office Manager.

Each essential activity and function described in the chart below is assigned to a lead division with the overall management of the identified activity or function. The identified division is responsible to either perform its assigned activities or obtain the resources and capabilities to ensure performance.

Essential Activities and Functions of the GRD Leadership

Immediate							
Activity / Function	DM / FOM / AFMs	Support Services	DM Sec. / Admin Asst	Procurement	Safety	Liaison	L. E.
■ Conduct Emergency Evacuation if Necessary.	X				X		
■ Check with Floor Wardens for Status of Employees/ Visitors and report.	X						X
■ Call for Medical Assistance if Necessary.					X		X
■ Communicate with Employees. ❖ Activate Phone Trees. ❖ Generate Status Listing. ❖ Activate Emergency Voice Message.	X		X				

<ul style="list-style-type: none"> ■ Obtain damage assessment and confer with first responders to determine if the building is safe to inhabit. Assessment to include: <ul style="list-style-type: none"> ❖ Data Network. ❖ Telephone Communications. ❖ Equipment and Furnishings. ❖ Facility. 		X	X				
<ul style="list-style-type: none"> ■ Notify Team Members of Situation and Location to Assemble. 	X						
<ul style="list-style-type: none"> ■ Designate Event Site Liaison to Communicate with Team. 	X						
<ul style="list-style-type: none"> ■ Decide if COOP should be implemented <ul style="list-style-type: none"> ■ Determine strategy ■ Assign work to staff ■ Develop incident action plan 	X						
<ul style="list-style-type: none"> ■ Communicate with BLM Utah State Office (USO), BLM WO Leadership, DOI 24 hour Emergency Hotline, & NIRMC (situation, acting FOM, chain of command, contact information, etc.). 	X						
<ul style="list-style-type: none"> ■ Verify that Equipment is Available at the Specified Center Location. 		X	X				

1 – 8 Hours

Activity / Function	DM / FOM / AFMs	Support Services	DM Sec. / Admin Asst	Procurement	Safety	Liaison	L. E.
<ul style="list-style-type: none"> ■ Procurement of Emergency Resources including food, water, sanitation for leadership team 			X	X			
<ul style="list-style-type: none"> ■ Restore Telecom Capabilities. <ul style="list-style-type: none"> ❖ Establish Data Communications with BLM USO & Denver and other field offices. 		X					
<ul style="list-style-type: none"> ■ Notify BLM USO of Situation. ■ Notify Other Key Offices. <ul style="list-style-type: none"> ❖ Contact BLM USO to Post Status if Our Web Sites Are Down. 	X						
<ul style="list-style-type: none"> ■ Allocate Space at Alternate Site for District or Field Office 		X	X				

Leadership Team.							
■ Identify Ongoing Essential Mission Activities & Functions & Resources Needed Until Full Operations Can Be Restored.	X						
■ Identify Emergency Recovery Staffing Needs.	X						
■ Designate Recorder & Liaison for Team.	X						
■ Develop incident objectives and identify essential activities, functions and resources	X						
■ Assemble Agency info for use in briefings and answering requests and solving problems			X			X	
■ Conduct information staff briefings including specific hazards and safety procedures	X						
■ Obtain Protective Services for Facility and coordinate with appropriate incident personnel.						X	X

8 – 12 Hours						
Activity / Function	DM / FOM / AFMs	Support Services	PAO	Procurement	IT Specialist	L. E.
■ Determine Connectivity Status Needs.					X	
■ Prepare outline for Salvage Operation Plan of Damaged Facility.		X				
■ Prepare and approve incident action plan	X					
■ Maintain investigative documentation						X
■ Communicate with the Media.			X			
■ Initiate Vital Records Protection Actions Based on Situation Assessment (See Annex C).					X	
■ Obtain Supplemental Staff.		X				
■ Call JP Morgan Chase to Increase Procurement Authority for Cardholders by Name, as Necessary.		X				

12 – 24 Hours

Activity / Function	DM/FOM / AFMs	Safety	IT Specialist	Procurement	Human Resources
■ Identify Immediate Procurement Needs.				X	
■ Locate Sources of Supply.				X	
■ Purchase Replacement Telecom Equipment, cell phones, etc., As Necessary.				X	
■ Purchase Replacement IT Equipment as Necessary.			X	X	
■ Assure Continuation of Payroll Operations.					X
■ Make Determinations of Fair and Reasonable Pricing and Issue Contracts.				X	
■ Contact telecommunication providers for service. ❖ Establish Service for Inbound Telephone Numbers Listed in Telephone Book and Outbound Telephone Service Emergency Use. ❖ Establish Voice Messaging System if Not Restorable.			X	X	
■ Provide Support Services for Affected Employees and Associates (Death Benefits, CISD, EAPO, Other Benefits Counseling).					X
■ Initiate Immediate Liaison & Actions Needed for Current Major Activities (e.g. Major Exchanges, LUP Activities, Politically Sensitive Resource Actions, etc.).	X				
■ Update Incident action plan include ■ Alternatives ■ Briefings ■ Staffing ■ Press release ■ Other Agencies	X				
■ Monitor PPE needs		X			

24 Hours +

Activity / Function	DM / FOM / AFMs	Support Services	Safety	Procurement	IT Specialist	Human Resources
<ul style="list-style-type: none"> ■ Prepare Transition Plan <ul style="list-style-type: none"> ❖ Conduct Thorough Assessment of Extent of Damage to Determine if Facilities Are Usable and Secure. ❖ If Facilities, Systems and Equipment are not Usable, Determine Extent of Need for Replacement of Facilities, Systems, and Equipment – Obtain Needed Replacements for Systems. 		X				
<ul style="list-style-type: none"> ■ Ensure continued Delivery of Shipments, Mail, etc., to a designated location. 		X				
<ul style="list-style-type: none"> ■ Approve Transition Plan for Return to Full Operations at Permanent Site. 	X					
<ul style="list-style-type: none"> ■ Conduct Transition to Full Operations at Permanent Site (Includes Repairs and Replacements At Permanent Site or Procurement of New Facility Lease & Equipment). 		X				
<ul style="list-style-type: none"> ■ Inspect facilities, vehicles, roads Monitor medical needs, general welfare, weather, accidents 			X			
<ul style="list-style-type: none"> ■ Update Incident action plan include <ul style="list-style-type: none"> ■ Alternatives ■ Briefings ■ Staffing ■ Press release ■ Other Agencies ■ Damage assessment ■ Time accounting/payroll 	X	X	X	X	X	X

Demobilization						
Activity / Function	DM/FOM /AFMs	Safety	PAO	Procurement	IT Specialist	Human Resources
<ul style="list-style-type: none"> ■ Initiate and approve demobilization plan <ul style="list-style-type: none"> ■ Debrief ■ Evaluate ■ Document 	X	X	X	X	X	X
■ Financial documents completed				X		X
■ Demobilize and close down alternate facilities	X	X	X	X	X	X
■ Coordinate after action report with recommendations to improve COOP and debrief	X	X				
■ Demobilize surplus resources and personnel				X	X	X

D. External Incident Command Team.

An external Incident Command Team may be utilized at the discretion of the Field Office Manager. Detailed actions will be assigned to that team based on the delegation of authority given to the team.

V. Information Systems and Vital Records.

This section describes the assumptions underlying access to Information Technology (IT) support during an emergency. It details the steps required to access MS Outlook at alternate work sites, identifies the information systems and vital records required to perform the GRD essential functions, and summarizes how those capabilities are provided at alternate work sites.

A. Planning assumptions – Email and file Access

These are the capabilities in place for implementing the GRD COOP for access to email and other Bureau computer systems. Local computer files at the GRD may be inaccessible depending on the condition of the Price or Vernal facilities. Dial-up and VPN access to the BLM Intranet and MS Outlook suite will be limited. We assume the NOC and/or Portland are unaffected for network access. There are 1500 VPN connections available at the Denver Regional node (NOC) and 1500 VPN connections available at the Portland Regional node. There are also 69 Dial-up connections available at the Denver node and 46 Dial-up connections available at the Portland node for a total of 115 Dial-up connections. Additional Cisco 3030 Concentrators are available that could be stood up in an emergency that could provide an additional 1500 VPN connections for each. The VPN connections are available only if the UTSO Network and the Internet are functioning. GRD

leadership team can rely on laptop computers and VPN or dial in arrangements to access their e-mail and files from one of the access nodes.

Accessible files are limited to those employees that have backed up to LAN servers. Files on hard drives on individual workstations cannot be accessed through the LAN. It is extremely important for employees to back up important working files to LAN servers.

Employees working from home or telecommuting centers may have limited access through dial-in to their files. GRD leadership team members will be given priority to dial-in numbers. After the files maintained on a GRD LAN server have been restored, they will be available to employees who are given authority to access the BLM Intranet remotely.

B. Accessing Email during Emergencies

Remote access to MS Outlook is possible using a web browser over the internet, through a VPN or dial up connection, if users set their MS Outlook Internet password and maintain electronic copies of the MS Outlook "ID" file. Instructions for setting the password and finding the "ID" file are provided in Annex L. Using the instructions GRD employees will have access to the MS Outlook suite, including: Email, address files, and individual calendars.

C. Vital Records.

Vital records that must be available at alternate work sites are emergency operating records that are "essential to the continued functioning or reconstitution of an organization during and after an emergency. Included are emergency plans and directive(s), orders of succession, delegations of authority, staffing assignments, and selected program records needed to continue the most critical agency operations, as well as related policy or procedural records that assist agency staff in conducting operations under emergency conditions and for resuming normal operations after an emergency." (36 CFR 1236.14, Emergency Operating Records.)

Records, systems, and equipment deemed to be essential to protect the Federal government's legal and financial standing, or determined to be critical for accomplishing essential activities and functions are classified as vital records and systems. This section describes the vital records and systems identified and the steps taken by the office to protect them. Protection and recovery of electronic records is addressed in the IT Contingency Plan. For a complete listing of vital records, See Annex C, Vital Records.

1. Emergency Operating Records Required to Support Basic Operations

The GRD maintains documents and records to meet the information needs. These items are available on the Intranet; however, paper or electronic copies are to be maintained at the GRD and alternate sites in the event of Intranet or Internet outages:

- Press lists
- GRD emergency contacts and telephone numbers
- Delegations of Authority/Orders of Succession Casualty Records
- OWCP Manual
- GRD Employee Directory (current listing of employees)
- Authority for expenditure of funds during a disaster/emergency
- Property Records
- Federal Financial System
- Collection and Billings System
- Interior Department Electronic Acquisition System
- Management Information System

2. Recovery of Vital Records

Many vital records are maintained electronically on the GRD LAN servers. Most damage to other vital records is caused by water, either from a flood, broken pipes, or as a result of firefighting efforts. For this reason most recovery efforts focus on the recovery of water-damaged records. Protection strategies implemented by the GRD should minimize damage to GRD vital records. A records recovery team shall perform an initial damage assessment to determine the scope of damage and determine if outside assistance from a commercial vendor specializing in records recovery is required.

a. Oversight

The GRD Administrative Officer will oversee records recovery operations. The effort includes:

- Records recovery team members and their responsibilities
- Priorities for the recovery of vital records
- Records recovery procedures
- Salvage and recovery equipment lists
- Salvage techniques

b. Commercial Recovery

Commercial vendors specializing in records recovery: The GRD shall to rely on support from vendors specializing in records recovery

c. Reconstituting Electronic Records

The GRD IT Contingency Plan includes specific instructions for reconstituting electronic records to make them available at an alternate work site.

d. General Electronic Records Recovery Outline

- Records backed up to the LAN are retrievable.
- Shared drives on the LAN are retrievable.
- While records on hard drives at employee workstations are not accessible, consider possible alternate sources: Duplicates stored on laptop computers, disks, Zip drives or CD ROM; records that have been emailed to other BLM offices can be emailed back, or can be printed or faxed.

VI. Emergency Organization Structure.

A. Leadership Teams.

Vernal - The Green River District leadership team (DLT) provides the Green River District (GRD) and the Vernal Field Office (VFO) with an emergency organizational structure.

Price – The Price Leadership Team (PLT) provides the Price Field Office (PFO) with an emergency organizational structure.

The emergency organization provides the personnel and management structure to rapidly respond to a variety of situations. Either emergency organization designates the location of the office's immediate response to the emergency situation. Each emergency organization member serves as part of the primary team for conducting operations during an emergency. The primary responsibilities of team members are described in this section in terms correlated to the Leadership Teams widely adopted by Federal, State, and Local governments to respond to emergency situations. This common terminology is adopted to promote smooth communication with other agencies during emergencies or in the event it becomes necessary to activate an external Incident Command Team.

B. Leadership Team Location During an Emergency.

Vernal - The DLT will be convened at the evacuation assembly area. If the building can be reoccupied within a reasonable amount of time, the DLT will convene in the Browns Park (South) Conference Room to begin operations. If that location is not accessible, the DLT will be relocated to the Fire Management Building. Depending on the severity of the situation, the Team will relocate to the sites listed in Section XI, Part B, Relocation Sites, as necessary.

Price - The PLT will be convened at the evacuation assembly area. If the building can be reoccupied within a reasonable amount of time, the PLT will convene in the PFO Main Conference Room. If that location is not accessible, the PLT will be relocated to National Forest Service building located at 599 Price River Drive, Price, Utah. Depending on the severity of the situation, the PLT will relocate to the sites listed in Section XI, Part B, Relocation Sites, as necessary.

C. Implementation.

The emergency organizational structure is implemented whenever the District Manager determines the office must take immediate action to respond to or deal with a pending emergency situation. In the absence of the District Manager, Rules of the Succession Plan, Section VII Part B, apply for the individuals who are authorized to initiate the emergency responses required of the DLT or the PLT.

D. How Implemented.

In general, members of the DLT/PLT should be prepared to assemble whenever the evacuation alarm sounds or at the discretion of the District Manager/Field Office Manager. Members should report immediately if there is an obvious danger to the facility and its staff, or if requested by the District/Field Office Manager. Whenever possible, members of the DLT/PLT will be notified by telephone or cellular phone. When personal communications are not available, messengers will be used.

E. Who Reports to the DLT/PLT.

Unless otherwise notified by the District/Field Office Manager, individuals named in Section VII, Part A will comprise the DLT/PLT for their respective office. Alternates will be used if the primary contacts are unavailable.

F. Additional Procedures for Fire Management Division.

The DM, or his/her designated alternate, may request the office Fire Management Officer to report to the relocation site.

Employees in the Division of Fire Management (Vernal) whose duties involve fire suppression or information activities should report immediately to the Interagency Fire Center and await further instructions from the DM/FOM. District Manager's or Field Office Manager's direction.

Table 2: Summary of Threats and Risks to the Green River District

ICS Role	Leadership Team Member	Basic Responsibilities
Incident Commander	Vernal -District Manager Price – Field Office Manger	Directs overall response to the emergency situation
IC Advisor	Fire Management Officer	Acts as liaison between DM/FOM & external IC team
Operations	Vernal – Field Office Manager Price - Associate Field Manager	Directs all operations
Planning Coordinator	All AFM's	Assists IC in development of response goals; Provides advice and assistance to the FOM on restoration of normal activities

ICS Role	Leadership Team Member	Basic Responsibilities
Law Enforcement	Law Enforcement Ranger	Advises the IC on law enforcement issues & facility protection issues
Information Specialist	Vernal – GRD PAO Price - Associate FM	Serves as public affairs officer; communicates with stakeholders
Logistics Coordinator	Purchasing Agent	Coordinates acquisition of services, personnel, & equipment
Human Resources	Human Resources Administrative Assistant	Coordinates HR management support, claims, & compensation
Communications	IT Specialist	Coordinates activation/establishment of telecom and IT systems and vital records
Facilities	Vernal - Associate District Manager Price - Associate Field Manager	Coordinates establishment of relocation site
Supply	Purchasing Agent	Coordinates purchasing for emergency response
Finance/Administration Coordinator	Purchasing Agent	Provides guidance regarding emergency expenditures
HazMat	FO HazMat Lead	Serves as technical advisor on COO for Hazmat issues
Safety	FO Safety Officer	Advises IC on safety issues

VII. Succession Planning and Authority

This section describes how the GRD ensures that it has a leadership and management structure in place during emergency situations. Succession ensures individuals are pre-designated to assume key responsibilities in the absence of the incumbent, and delegation of authority whereby individuals are authorized to act on behalf of the primary responsible official.

A. Identification of Alternates.

This section identifies alternates to key leadership and management positions required to provide essential activities and functions. Multiple names are listed for each position. Emergency conditions may have dramatic impacts on availability of personnel at or near the facility. The scope and limitations of authority for the positions listed are none. Business and cellular phone numbers (when available) are listed below.

Vernal Alternate Identification		
Position	Name / Position	Business & Cell Phone
District Manager (1)	Bill Stringer District Manager	B: (435) 781-4401 C: (435) 828-4400
District Manager (2)	Howard Cleavinger Associate District Manager	B: (435) 781-4480 C: (435)
District Manager (3)	Mike Stiewig Vernal – Field Office Manager	B: (435) 781-3416 C: (435) 690-9135
District Manager (4)	Troy Suwyn Fire Management Officer	B: (435) 781-4444 C: (435) 828-0139
Law Enforcement (1)	Vacant LE Ranger – Vernal FO	B: (435) C: (435)
Law Enforcement (2)	Don Lum LE Ranger - Price FO	B: (435) 636-3644 C:
External Affairs (1)	Vacant District Public Affairs Officer	B: (435) C: (435)
External Affairs (2)	Kelsey Birchell Fire Mitigation/Education Sp.	B: (435) 781-2746 C: (435) 790-2515
External Affairs (3)	Howard Cleavinger Associate District Manager	B: (435) 781-4480 C: (435) 828-4480
Support Services(1)	Howard Cleavinger Associate District Manager	B: (435) 781-4480 C: (435) 828-4480
Support Services(2)	Jack Wood Acting Administrative Officer	B: (435) 781-2770 C: (435)
Procurement (1)	Tori Blunt Purchasing Agent	B: (435) 781-4419 C: (801) 879-8036
Procurement (2) [<\$3,000]	Vacant Administrative Assistant	B: (435) 781- 4495 C: (435)
Human Resources (1)	Sherry Jessen Administrative Assistant	B: (435) 781- 4495 C: (435)
Human Resources (2)	Vacant Administrative Assistant	B: (435) 781- C: (435)

Vernal Alternate Identification		
Position	Name / Position	Business & Cell Phone
IT Specialist (1)	Tanya Bullock IT Specialist	B: (435) 781-4416 C: (435) 828-2067
IT Specialist (2)	Jo-Ann Stroh IT Specialist	B: (435) 781-4425 C:
Safety (District)	Floyd Johnson District Safety Officer	B: (435) 636-3650 C: (435) 630-3441
Safety (1)	Roland Heath Mining Engineer	B: (435) 781- 4435 C:
Safety (2)	Johnny Bowen PET	B: (435) 781-4502 C: (435) 828-3913
HazMat (1)	Merlin Sinfield Civil Engineering Technician	B: (435) 781- 4443 C: (435) 790-7665
HazMat (2)	Floyd Johnson District Safety Officer	B: (435) 636-3650 C: (435) 630-3441
Field Office Manager (1)	Mike Stiewig Field Office Manager	B: (435) 781-3416 C: (435) 690-9135
Field Office Manager (2)	Jerry Kenczka AFM, Lands & Minerals	B: (435) 781-4440 C: (435) 828-7378
Field Office Manager (3)	Tim Faircloth AFM, Renewable Resources	B: (435) 781-4465 C: (435) 828-7637
AFM, Lands & Minerals (1)	Jerry Kenczka AFM, Lands & Minerals	B: (435) 781-4440 C: (435) 828-7378
AFM, Lands & Minerals (2)	Vacant Branch Chief - Lands and Surface Compliance	B: (435) 781- C:
AFM, Renewable Resources (1)	Tim Faircloth AFM, Renewable Resources	B: (435) 781-4465 C: (435) 828-7637
AFM, Renewable Resources (2)	Maggie Marston Supervisory RMs	B: (435) 781-3410 C:
AFM, Fire Management (1)	Troy Suwyn AFM, Fire Management	B: (435) 781-4444 C: (435) 828-0139
AFM, Fire Management (2)	Hank Barela Fuels Specialist	B: (435) 781-2741 C: (435) 828-0143

Price Alternate Identification		
Position	Name / Position	Business & Cell Phone
Field Office Manager (1)	Trish Clabaugh Field Office Manager	B: (435) 363-3633 C: (435) 630-3757
Field Office Manager (2)	Julie Howard Associate Field Manager	B: (435) 363-3637
Field Office Manager (3)	Steve Rigby AFM, Coal	B: (435) 636-3604 C: (435) 650-9136
Field Office Manager (4)	Don Kranendonk AFM, Renewable Resources	B: (435) 636-3632 C: (435)
Law Enforcement (1)	Don Lum LE Ranger - Price FO	B: (435) 636-3644 C:
Law Enforcement (2)	Vacant LE Ranger – Vernal FO	B: (435) C: (435)
External Affairs (1)	Julie Howard Associate Field Manager	B: (435) 636-3637 C: (435)
External Affairs (2)		B: (435) C: (435)
Support Services(1)	Julie Howard Associate Field Manager	B: (435) 363-3637 C:
Support Services(2)	Jack Wood Acting Administrative Officer	B: (435) 781-2770 C: (435)
Procurement (1)	Tori Blunt Purchasing Agent	B: (435) 781-4419 C: (801) 879-8036
Procurement (2) [<\$3,000]	Mandy Dimick Administrative Assistant	B: (435) 636-3627 C: (435)
Human Resources (1)	Mandy Dimick Administrative Assistant	B: (435) 636-3627 C: (435)
Human Resources (2)	Sheri Van Otten Resource Clerk	B: (435) 636-3634 C: (435)
IT Specialist (1)	Linda Holz IT Specialist	B: (435) 636-3606 C: (435)
IT Specialist (2)	Tanya Bullock IT Specialist	B: (435) 781-4416 C: (435) 828-2067
Safety (1)	Jeff Brower Hydrologist	B: (435) 636-3617 C: (435) 630-4243
Safety (2)	Floyd Johnson District Safety Officer	B: (435) 636-3650 C: (435) 630-3441
HazMat (1)	Jeff Brower Hydrologist	B: (435) 636-3617 C: (435) 630-4243
HazMat (2)	Floyd Johnson District Safety Officer	B: (435) 636-3650 C: (435) 630-3441
AFM, Lands & Minerals (1)	Julie Howard AFM, Lands & Minerals	B: (435) 636-3637 C: (435)
AFM, Lands & Minerals (2)	Marvin Hendricks Petroleum Engineer	B: (435) 636-3661 C: (435)
AFM, Renewable Resources (1)	Don Kranendonk AFM, Renewable Resources	B: (435) 636-3632 C: (435)

Price Alternate Identification		
Position	Name / Position	Business & Cell Phone
AFM, Renewable Resources (2)	Karl Ivory NRS	B: (435) 636-3670 C:
AFM, Coal (1)	Steve Rigby AFM, Fire Management	B: (435) 636-3604 C: (435)
AFM, Coal (2)	Mike Glasson Coal Geologist	B: (435) 636-3612 C: (435)

B. Succession Rules.

This paragraph identifies when alternates will assume responsibility for designated positions under emergency conditions

1. When the incumbent is available at the beginning of an emergency operation situation, he or she may designate an alternate to act on his or her behalf during absences of short duration. The incumbent will assume responsibilities upon return.
2. When the incumbent is not available at the beginning of an emergency operation situation and is not expected to be available, the first alternate will assume responsibility for executing emergency roles. The alternate continues to act in the emergency role until the incumbent returns or until the office returns to normal operations.
3. Each succeeding alternate assumes responsibilities if neither the incumbent nor preceding alternate are unavailable. As with the first alternate, each alternate continues to act in the emergency role until the incumbent or first alternate returns, or until the office returns to normal operations.
4. Persons identified in Section VII, part A. Identification of Alternates, assume full responsibility for the office they represent and have full authority to perform the duties of the office they represent. See Annex E, Succession Plan/Delegation of Authority.

VIII. Warning and Notification Procedures to Activate the GRD COOP

The section explains how the GRD COOP is aligned with the GRD Occupant Emergency Plan, how the decision is made to implement the COOP, who will be notified of the implementation, and how the notification will be made.

A. Responding to Planned (Anticipated) Emergency Situations

Local conditions may create dangerous situations for GRD staff. Occasionally, Federal offices may be closed because of these situations. Example situations include severe weather conditions and scheduled large-scale demonstrations. During these anticipated situations, the District Manager may request that plans be prepared to relocate essential services to other offices not affected by the planned emergency. Based upon the plan, GRD employees will be instructed on their responsibilities and actions.

B. Responding to Unplanned Emergency Situations

An alarm (i.e., the fire alarm) is sounded if staff and visitors must evacuate GRD facilities. After managers have accounted for their staffs at the predetermined assembly points, the bureau leadership either directs that employees return to work or go home, perhaps with instructions to return to work the next day.

The GRD *Occupant Emergency Plan* (Annex D) summarizes the instructions given to GRD employees and visitors who must respond to an emergency at any of the GRD facilities. This plan is attached as a separate document to the COOP.

IX. Accounting for GRD Employees

A. As prescribed in the Occupant Emergency Plan, developed for the GRD facilities, GRD employees evacuating the facility are required to report to the designated assembly area or alternate.

1. Vernal - Designated Assembly Area.
Ashley Valley Food Pantry parking lot at 426 East 100 South.
2. Vernal - Alternate Assembly Area.
Western Park Amphitheatre at 302 East 100 South.
3. Price - Designated Assembly Area.
Northwest corner of the BLM property at Price Drive and 6th West. (Near the BLM lawn sign).
4. Price - Alternate Assembly Area.
Across the Street (West) in the K Mart Parking lot.

B. At the assembly areas the Associate District Manager and Associate Field Managers will:

1. Record who reports to the assembly area.
2. Identify those not at the assembly area and reason why, if known.
3. Report status to the District Manager and Field Manager.
4. As soon as possible, supervisors will contact all employees not seen at the assembly area.
5. Coordinate with appropriate officials if there are injuries or deaths

X. Communication Plan.

Operations during emergency situations may be conducted despite significant communications problems: telephone service may be unavailable, electric system failures may prevent radios or cellular phones from working, and intranet and internet services may be disrupted. At the same time, the office may experience greater demand for communication services. This ability is required to inform their staff; direct support activities; respond to queries from higher headquarters; etc. This section outlines the anticipated communication requirements and identifies how they will be provided.

A. Communications Systems.

A variety of communication resources are or may be available within the office, including landlines, cellular telephones, satellite telephones, two-way radios and blackberries. Many of these resources are used to support routine operations. However, if the COOP is initiated, the District/Field Office Manager may order individuals to return their cellular telephones, satellite phones and/or two-way radios for redistribution to accommodate essential activities and functions. Additional radios will be obtained from the BLM Utah State Office. Law Enforcement Rangers may assist in delivering radios to the incident site leaders. Incident site leaders should be prepared to provide land line phone numbers of the nearest public phones to the incident site, or the site where they are located. This information should be communicated to the VLT/PLT at their location to be used as an alternate means of communication. Internet access for MS Outlook e-mail capabilities will be provided. LAN capabilities could be restored, based on backed-up information. E-mail files could be restored based on backed-up information also. Phone circuits could be restored or replaced if needed by telecommunications providers.

B. Personnel Notification Procedures.

A variety of capabilities are expected to be available to contact BLM personnel in the event of an emergency situation, including: telephone, radio, and television.

1. Notification of Staff.

a. Phone Trees.

Phone trees have been established in each division for emergency notification. AFMs and first-level supervisors will maintain a current list of home phone numbers of employees within their organization in order to ensure that employees can be contacted. Because of Privacy Act concerns, distribution of the phone trees is limited to individuals who must have access to the information.

b. Radio Stations.

In the event that telephone services have been interrupted, radio stations will be used to communicate important information on the status of the office so employees and stakeholders can be notified:

- In Vernal the stations to listen to are: KVEL radio (920 AM), KNEU (1250 AM), and KXRQ radio (94.3 FM).
- In Price the stations to listen to are: KOAL (750 AM), KRPX (95.3 FM), KUSA (100.9 FM), KASL (1080 AM), and KARB (98.3 FM).

c. Telephone Communications.

Telephone communications may not be available to contact the Leadership Team who report to the District/Field Office Manager.

2. Media Access.

A listing of media agencies to contact in the event of an emergency is found in Annex F, Public Affairs Documents and Media Contacts. The Public Affairs Specialist will provide the identified radio and television stations with letters requesting their assistance and the information to be distributed. Examples of press releases and announcements are in Annex F, Public Affairs Documents and Media Contacts.

3. Notification of Headquarters.

The District Manager/Field Office Manager will notify the BLM Utah State Office of any situations that reduce its ability to provide normal services for more than 4 hours. Other offices that must be contacted are listed in Annex G, Stakeholder Notifications. The District/Vernal Field Office and Price Field Office may want to contact other stakeholders to seek advice and assistance or to advise them of current operations. These other potential stakeholders are also listed at Annex G, Stakeholder Notifications.

XI. Relocation Sites.

A. Site Designation.

The District/Vernal Field Office and Price Field Office have identified sites where they will relocate if existing facilities are uninhabitable or inaccessible. The District Manager or Field Office Manager will determine which relocation site will be used based upon the scenario the office is responding to and advice of office staff. Office personnel will be directed to the appropriate alternate site.

Relocation has been coordinated with Managers at each site; concurrence is indicated by signatures at the end of this document.

B. Relocation Sites.

Scenario for Vernal:	Alternatives:
Only District/Vernal Field Office building Is Affected	<ul style="list-style-type: none"> • Vernal Fire Management building • Interagency Fire Center • Office Trailer/ Warehouse • Western Park. 302 E. 200 S., Vernal UT 84078 • National Guard Armory, 220 S. 500 E., Vernal UT 84078
Only Fire Management building is affected	<ul style="list-style-type: none"> • District/Vernal Field Office building • Interagency Fire Center • Office Trailer/Warehouse • Western Park • National Guard Armory
Local Area Is Affected	Interagency Fire Center, 355 N. 100 E., Vernal UT 84078 Uintah High School, 1880 W. 500 N., Vernal UT 84078 Price Field Office, 125 S. 600 W., Price UT 84501

Scenario for Price:	Alternatives:
Only Field Office is Affected	<ul style="list-style-type: none"> • Forest Service Office • Carbon County Convention Center/Fairgrounds
Local Area Is Affected	<ul style="list-style-type: none"> • Carbon County Convention Center/Fairgrounds • Vernal Field Office, 170 S. 500 E. Vernal, Utah 84078

C. Restoration of Normal Activities.

1. The Field Office will continue to operate from the relocation site until the affected building has been declared safe to begin reconstitution of normal operations. If it is determined the original facility cannot be re-occupied, the District Manager/Field Office Manager will consult with senior management and the National Business Center to acquire new facilities.
2. Once a permanent facility has been secured, the Associate District Manager/Associate Field Manager will oversee the movement of staff to the new facility.

3. The Associate District Manager/Associate Field Manager will oversee the restoration of activities. The Associate District Manager/Associate Field Manager will consult with each Division to identify current business demands. Based on input from each Division, the Associate District Manager/Associate Field Manager, along with the remainder of the Field Office Leadership Team will determine a priority list of restoration. The highest priority functions will be allowed to re-occupy the permanent facility first. This process includes purchase, moving equipment and supplies from the relocation site to the permanent facility and installation. The procedure will provide for orderly restoration, while allowing those who need to begin work at the permanent facility to resume as quickly as possible and will allow lower priority activities to continue operation at the relocation site.

XII. Human Capital and Family Issues (casualty).

Emergency situations should be anticipated to have a significant impact on employees and their families. Recent events have reminded us that emergency incidents may result in the tragic loss of life and serious injuries. Survivors, both staff and family members, must deal with the aftermath of these situations, often addressing both official responsibilities and family ones. Recognizing these requirements and the stresses that may be created, this plan provides specific support for both staff and family members

The Support Services and Human Resources positions will manage all time and attendance issues for the GRD, including relocation or specialized staffing requirements. If an event affects automated systems associated with payroll, they will ensure payroll obligations are met with support from the DOI National Business Center in Denver, CO. Other duties include:

A. Notifying next-of-kin of casualties (deaths)

Information Bulletin HR-2000-108, Employee Casualty Guide for Managers and Supervisors, dated August 31, 2000, describes the specific responsibilities for managing casualties of BLM employees that occur on the job. The IB describes specific administrative procedures. Concerning notification of next of kin, the IB calls for the Responsible Management Official (RMO) to:

- Ensure the NOC Director and Bureau Director has been notified.
- Notify Director, Law Enforcement and Security.
- Ensure the name of the deceased is not released to the media until the next-of kin have been notified.
- Determine who will serve as the Family Liaison, a BLM employee designated to assist the family.
- Notify the next of kin.
- Record all contacts and actions taken in the casualty log (BLM Form 1400-113). See the guide for specific responsibilities and forms for documenting the death and the events leading to it.

B. Providing support to beneficiaries (of casualties)

The Support Services and Human Resources positions working with the human resources staff at the alternate sites, ensures the procedures described in IB HR2000-108 are accomplished. Specifically, the human capital staff:

- Establishes a file containing all correspondence concerning the casualty.
- Reviews the Official Personnel Folder (OPF) or other available sources to determine who the survivors are, the benefits, and how benefits may be obtained.
- Notify Department of Labor Office of Worker's Compensation Program, and provide form CA-6 and a death certificate. (Death certificate is seen as soon as it is available.)
- Prepare a letter of condolence for the State Director's signature.
- Contact Payroll Operations Office to estimate unpaid compensation due the next-of-kin.
- Provide assistance to next-of-kin, survivors, or beneficiaries, and identify agencies that provide benefits.
- Arrange for EAP counselor to make site visits. Completes all other responsibilities identified in HR2000-108.

C. HR – Employee Compensation and Work Hours

Employees may be asked to work whatever hours are necessary to carry out the mission of the agency and to protect the government's interests as long as they are fully and properly compensated. There is no limit to the number of hours per day, or days per week an employee may be asked for work. Saturday, Sunday or other normally scheduled days off are considered workdays during the period of the incident as long as the individual is assigned to the incident. All individuals are assured pay for base hours of work, travel, or standby/on-call status at the appropriate rate of pay for each workday.

1. Work and Rest Periods

VLT/PLT members must appropriately manage work and rest periods (i.e. assignment duration and operational periods for assigned team members to maintain safe, productive activities).

2. Teleworking

Individuals who are not supporting the VLT/PLT Team at the emergency operations center (EOC) or alternate work site will be instructed that their place of duty is their home. They will be expected to be available by telephone during their usual work hours. They will be placed on administrative leave with pay. The Support Services will coordinate with the DOI's National Business Center to ensure that automatic payroll deposits are made during the emergency and recovery periods.

3. Reporting Time and Attendance

Revised time and attendance information will be submitted as soon as possible when the GRD begins to reestablish its normal operations.

Employees on compressed or alternate work schedules may have overtime or holiday work treated differently, depending on the requirements of their Alternate Work Schedule program.

4. Counseling

The Support Services is responsible for coordinating counseling support to GRD employees. The Employee Assistant Program (EAP) is available to help employees deal with the consequences and trauma that may be associated with an emergency situation. EAP counselors are available by calling 1-800-433-2320, all day, all week, all year. The contractor that provides the EAP services, Cascade Centers, is prepared to provide additional counselors to meet GRD requirements during emergencies.

XIII. Business Management (mail, payroll).

Business management refers to GRD activities that meet office-wide support needs. Important business management capabilities include: rerouting mail and delivery services to alternate locations, forwarding incoming telephone calls or reestablishing new telephone service, initiating emergency purchases and accounting for all expenditures related to the emergency response.

A. Mail and Deliveries.

Mail will be directed to the relocation site. Other services (UPS, FedEx) will be advised. Vendors who ship directly will be notified of a new shipping location by amending a contract award document. Vendor lists can be retrieved remotely through use of FBMS. If possible, signs will be placed on doors to the offices to notify customers of the relocation.

B. Telephone Service.

Telephone service is available at the alternate site(s). If phone service is not interrupted at the Field Offices, phone calls can be forwarded remotely and voice mail can be used. If phone service is interrupted at the field office, telecommunications providers will be contacted to reroute incoming calls to the relocation site.

C. Payroll Operations.

If an event affects automated systems associated with payroll, the Human Resources Administrative Assistant will ensure payroll obligations are met with support from the National Business Center in Denver, CO and through implementation of the Utah Quick Time Contingency Plan. The Human Resources Administrative Assistant ensures automatic payroll deposits are made during the emergency and recovery periods. Revised time and attendance information will be submitted as soon as possible when the Field Offices begins to reestablish their normal operations.

1. Contingency 1 – Loss of Phones.

Quick Time Administrators will contact the National Business Center and request they enter a default of a base of 80 hours for full time employees and 64 hours for part-time employees, approve and then certify the timesheets. Timesheets already approved will be certified as is. Timekeepers will be responsible for amendments and corrections.

2. Contingency 2 – Loss of Network Capability.

If phones and power are still working, the Quick Time Administrator(s) will fax hard copies of the approved/certified timesheets of the employees to the National Business Center. Timekeepers will be responsible for amendments and corrections.

3. Contingency 3 – Entire State has Loss of Power/Phone/Network Capability.

The National Business Center will enter the default of a base of 80 hours for full time and 64 hours for part time employees. Timesheets that are already approved will be certified as is. Timekeepers will be responsible for amendments and corrections.

D. Supplies and Equipment

Basic office supplies and equipment will be available at the alternate sites. Emergency purchase of supplies and equipment will be facilitated by Logistics Chief, who will establish an Emergency Supplemental Fund Account. The account number will be used on all credit card purchases and other procurement. NOTE: Purchases to meet emergency needs must use the appropriate project code. Cardholder with travel privileges only can override the limitation in an emergency. Calling JP Morgan Chase and providing their social security number and PIN number will automatically authorize the expanded use. Cardholder must ensure that the proper documentation is completed and submitted to the BLM for final authorization.

For purchases above the allowable credit card limit, the Associate District Manager will establish an Emergency Supplemental Fund Account.

If an emergency occurs, the Associate District Manager will provide the account number to activate access to funding. If an emergency occurs during non-work hours, a “temporary” account number will be substituted until the actual account number is obtained when business hours resume.

E. Records and Forms Management

Only the files on the LAN servers are routinely backed-up, making them available at the alternate location within a few days of an emergency. Therefore, employees working on important, time-sensitive, or similar documents must backup their files from desktop computers to LAN servers. References and other guidance are readily available on the Intranet or Internet, services that are expected to be accessible at the alternate site.

F. Property Records and Inventories

The Logistics Chief through electronic access will maintain property records at alternate work sites to support restoration and replacement requirements. Alternate work sites are equipped with commonly used office equipment and furniture.

XIV. Restoration of Normal Activities

The ultimate purpose of the GRD COOP is to restore the complete range of activities and functions normally performed by the GRD. Special efforts are taken immediately after an emergency situation subsides to ensure the essential functions identified by the COOP can be performed. This section concerns steps taken to establish the GRD remaining activities and functions.

A. Basic Restoration Strategy

The GRD has two basic strategies for restoring operations. The first assumes the affected facilities will be accessible within 30 days of the emergency. The second assumes the facilities will remain inaccessible for a greater time. Regardless of the expected delay,

The Support Services will:

- Coordinate clean-up and restoration activities with the General Services Administration.
- Use the GRD Property Inventory as a basis for determining restoration and replacement needs.

The Communications Leader will:

- Coordinate the salvage and restoration of vital records and documents (see Section V, Information and Vital Records, for more information).
- Implement the GRD IT Contingency Plan to recover IT systems damaged during the emergency situation.

The Human Resources Officer (as Time/Compensation and Claims Unit Leader) will ensure all relocation information is communicated to affected personnel and customers.

B. Disruption Expected to Last Less than 30 Days

If the initial assessment concludes the facilities damaged by the emergency situation will be available within 30 days, the following actions will be taken:

Each Planning leader will submit a prioritized list of temporary requirements to the Support Services leader. The Support Services leader will develop a GRD wide prioritized list of temporary requirements. The list will focus on functions that must be performed in the next 30 days.

Individuals required for performing the GRD activities and functions will work using one of the following options, depending upon resource requirements, e.g., information systems, software, and records:

- An available alternate site in the Vernal or Price area identified in this plan.

- Telecommuting from home. NOTE: These individuals may require access to computers with the capability to access the BLM Intranet and MS Outlook remotely.

C. Disruption Expected to Last More than 30 Days

If the usual facilities are expected to be inaccessible for more than 30 days, whether they can be repaired or not:

- Each Planning leader will submit a prioritized list of temporary requirements to the Support Services Leader. The list will address facility requirements to allow the Support Services Leader to identify the physical capabilities of a new, perhaps permanent facility. The Support Services Leader will develop a GRD wide prioritized requirement list.
- VLT/PLT staff members will be assigned to perform their duties as noted in paragraph B, above. Essential functions will continue to be carried out at the relocation site until sufficient resources have been transferred to a permanent facility.
- The Support Services will coordinate with GSA to identify and lease facilities.
- The Communications Leader will identify the IT requirements and develop a plan for acquiring the needed hardware and software.

XV. Training and Exercise Requirements.

To successfully implement this COOP, the GRD will ensure individuals understand their responsibilities as individuals and as members of the office staff. Under continuity planning many individuals assume new responsibilities; the office's organizational structure changes and becomes more streamlined to deal with its unusual situation; manual procedures may replace automated ones; and certain programs may be delayed until the office returns to its normal operational level.

The objectives of the GRD COOP test and exercise effort is to

- Validate COOP plans, policies, and procedures.
- Test the alert and notification process using the communications tree
- Ensure GRD personnel can successfully deploy to alternate locations, respond to the immediate emergency, and reestablish essential activities and functions until normal services are restored.
- Ensure that backup data, records, and systems are available to support EAFs during emergency conditions.
- Ensure GRD personnel can ratchet-up to meet changing threat conditions, phase down COOP operations, and transition to normal activities when appropriate.

A. Individual Training.

Individual training will be conducted by immediate supervisors for all employees within 30 days of their employment as part of their new employee orientation. This training will ensure employees understand the importance of continuity of operations planning; individual roles and responsibilities; how the occupant emergency plan is managed and initiated; and, actions required to return the office to normal operations if the COOP is implemented. All AFMs will ensure training is provided within their divisions. All AFMs will also ensure that any employee serving in an “acting” capacity is aware of their responsibilities. Refresher training will be provided annually.

B. Evacuation Exercises.

The Safety Officer will initiate evacuation exercises annually to provide office employees and managers an opportunity to understand responsibilities and actions. Recommendations for improving the COOP based on the evacuation exercises will be documented and submitted to the Field Office Manager for review. The Field Office Occupant Emergency Plan is located in Annex D.

C. Annual Exercises.

The Office Leadership Team will conduct annual exercises to familiarize them with responsibilities and actions. The results of the exercises will be used to ensure the COOP is workable and to identify opportunities for improvement. The Associate District Manager will coordinate and plan the annual exercises.

XVI. Plan Maintenance and Currency.

Maintenance procedures must be established in order to maintain an effective COOP. The plan will be reviewed annually by key staff and certified by the District Manager.

A. Plan Review.

The plan will be reviewed on a semi-annual basis to update operational information such as names, phone numbers, positions, etc. The Human Resources Administrative Assistant is authorized by the approving officials to approve these changes.

B. Training Modifications.

Except as noted above, any changes necessary as a result of training and exercise performed will be incorporated into the plan, and require approval by the approving official.

C. Administrative Updates.

Administrative updates will be conducted annually during a review by the Safety Officer and key staff. Administrative updates will be approved by the Associate District/Associate Field Manager. Material changes that affect the framework established to implement the plan will require approval by the District Manager. Current copies of the plan will be retained off-site by Field Office Leadership Team personnel listed in Section VII, Succession Planning and Authority.

XVII. Signatures

William Stringer, Green River District Manager

Date

Howard B. Cleavinger II, Associate District Manager

Date

Mike Stiewig, Vernal Field Office Manager

Date

Patricia Clabaugh, Price Field Office Manager

Date

Annex A –Leadership Team Equipment Listing

General equipment and supplies that may be necessary if the VLT/PLT is activated in response to the emergency at either an alternative location or within the existing facilities:

- desks or tables and chairs to accommodate work stations for 12 -17 people
- 10 desk phones for staff
- 2 Satellite phones
- 2 “Blackberries”
- 10 Cell Phones
- 5 VHF hand held radios (rechargeable)
- 2 fax machines
- 12-15 computers for staff w/modems and e-mail capability
- phone lines to support telephones and modems
- battery/electric radio for monitoring local conditions, news, weather
- copier
- handbooks (i.e., HAZMAT response, casualty assistance, benefits, correspondence formats)
- forms (payroll, benefits)
- supply of check books
- phone books for the Uinta Basin, Castle Country, Salt Lake City, BLM, DOI
- first aid supplies
- batteries (cell phones, laptops, etc.)
- 4-6 vehicles
- fuel containers for vehicles
- general office supplies - notepads, pens, markers, highlighters, diskettes, masking tape, cellophane tape, staplers and staples, tacks, sticky notes (multiple sizes), file folders, file boxes, flip chart easel and paper, copier paper, telephone note pads, bulletin boards (2), scissors
- If network is operational, one printer per 10 persons is acceptable.
- If network is non-operational, one dedicated work station with a printer and thumb drives for the staff.
- overhead projector and film for daily briefs; projector light bulbs; wipe-off markers
- digital camera
- data projector
- video camera
- battery operated wall clock
- 2 secure storage containers

Annex B – Threat & Risk Assessment, Mitigation Strategies, and Homeland Security Threats

A. Threat and Risk Assessment.

The Green River District (GRD) Continuity of Operations Plan (COOP) is focused on a limited number of scenarios. These scenarios were developed by group consensus, by the writers of the COOP. The group developed a list of possible scenarios, and then used risk assessment to reduce the scope of the plan to the severest and most probable scenarios which could occur. The scenarios with the highest risk are addressed in the plan in section III and IV. Internal HAZMAT spill/release, flood, air quality, and gas leak/HVAC were not ranked as significant enough to warrant consideration in this document.

Threat level was determined based on the probability of an event occurring, as well as the severity of the consequences if the event did occur.

The following values were assigned for probability of an event occurring:

High – likely to occur in 1 year

Moderate – likely to occur within 1-5 years

Low – likely to occur in 5 – 20 years

“Not likely to occur” was also a value assigned to the events that were considered but not further evaluated in this document.

The following dollar values were assigned for consequences:

High- > \$500,000

Moderate - \$100,000 - \$500,000

Low - \$10,000 - \$100,000

Risk and Vulnerability Assessment Table			
Risk or Threat	Potential to Occur	Potential Consequences for Essential Activities and Functions	Mitigation Measures
Natural Incidents			
Severe Winds / Tornadoes	Moderate	Low – minor vehicle damage; minor structural damage to building. Injuries possible if employees are not instructed to remain indoors to avoid injury.	Radios are monitored for severe weather alerts. Employees would remain in place in the building if this occurred during normal work hours. Fleet vehicles are parked outside and would be subject to wind damage.
Severe snowstorm	Moderate	Low - local commuting area would be affected; office would shut down until transportation routes and utilities were restored.	Public announcements may be made through the media to notify employees when they should not report to work, or that they should report to work at a later time. An announcement would be placed on the main phone number (435) 781-4400 in Vernal or (435) 636-3600 in Price. Employees would call in to obtain updated information. Employees could be released early if

Risk and Vulnerability Assessment Table			
Risk or Threat	Potential to Occur	Potential Consequences for Essential Activities and Functions	Mitigation Measures
			this occurred during normal work hours.
Fog	Moderate	Low - decreased visibility may adversely impact transportation routes	Public announcements may be made through the media to notify employees when they should not report to work, or that they should report to work at a later time. An announcement would be placed on the main phone number (435) 781-4400 in Vernal or (435) 636-3600 in Price. Employees would call in to obtain updated information. Employees could be released early if this occurred during normal work hours.
Earthquakes	Low	Low – based on published geologic and historic information, there is a low potential for ground shaking or liquefaction from a minor earthquake.	No structural mitigation measures have been taken to protect the building during such an event. An occupant emergency plan is in place for the office.
Man-made Incidents			
Loss of telephone system	High	Low – communications would be impacted.	Cell phones are available. Radios or messengers can be used as a backup.
Electrical Power failure	High	Low – temporary evacuation may be necessary until service is restored The building backup generator won't support the ventilation system.	Critical data systems have UPS installed to facilitate shutdown and prevent loss of data. Extreme temperatures may require closure of office. If elevators fail, use stairways.
Fire	Low	Moderate - water damage; smoke damage; loss of some equipment and files	Building is fully protected by sprinklers in Vernal. Warehouse in Price is protected by Sprinklers. Fire Alarms are installed. Critical equipment has fire protection. Employees are trained in emergency evacuation plan. Fire drills are conducted. Fire extinguisher locations are visibly marked throughout on both floors.
HAZMAT spill (external) The VFO is located near U.S. Highway 40, and the PFO is located near US. Highway 6 and Union Pacific rail line. The amount of industrial traffic on the road and railroad could result in potential	moderate	Moderate - Chemical spill in vicinity of building could affect employees' health; temporary evacuation may be necessary.	Facility manager must shut off HVAC. Do not evacuate building if a vapor cloud is present. Monitor radio, television for emergency instructions.

Risk and Vulnerability Assessment Table			
Risk or Threat	Potential to Occur	Potential Consequences for Essential Activities and Functions	Mitigation Measures
spills of hazardous materials which could cause extended evacuations.			
Furloughs	Low	Low - offices would be closed	Essential employees will continue operations. Most Services will not be conducted during a government shut-down.
Influenza Epidemic	Low	Low – flu shots are readily available.	No mitigation measures. Flu shots are often provided and safety committee focuses on hand washing as a preventive measure during flu season. Employees who are ill are encouraged to stay home until they recover During an epidemic, employees may conduct off-site operations to reduce contacts and spread of disease.
Bomb Threat/Terrorism	Low	Low – Bomb threats and terrorist acts are considered to be low due to the size of the cities of Vernal and Price, and the increased office security procedures.	Employees have been instructed on how to report a bomb threat, and the employee evacuation plan has been distributed and practiced by all employees. Primary and alternate assembly areas have been designated for the evacuation plan. Alternate collateral duty safety officer or floor wardens have been identified to ensure adequate coverage, even with large numbers of employees away from the office.
Workplace Violence	Low	Low – depending on incident.	External control measures are Smart Card access only to non-public employee work areas.
Water/Sewer failure	Low	Low - temporary evacuation may be necessary until service is restored.	No mitigation measures for this facility.
Robbery/theft	Low	Low – there may be government vehicle damage from vandalism and gas theft.	Visitors are escorted. Employees instructed to not leave valuables in accessible locations. There is also a security policy in place requiring badges.

B. Homeland Security Threats.

The National Terrorism Advisory System (NTAS) has replaced the color-coded Homeland Security Advisory System (HSAS). The new system more effectively communicates information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

It recognizes that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do.

C. Threat Conditions.

The following principles guide NTAS:

- A system in which the American public can have confidence
- A system designed to communicate:
 - In clear and concise language readily understandable by the American public;
 - Detailed information without jeopardizing sources, collection methods, or disrupting an active investigation;
 - Protective measures tailored for a specific sector including components of the Federal government, State, local and tribal entities, critical infrastructure entities, and selected private sector partners; and
 - A set duration date, where information is re-evaluated on regular basis.
- A system that is consistent, agile, and facilitates rapid modification with minimal effort.

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued. NTAS Alerts may be issued to the general public, to specific and discrete stakeholders, or to geographical regions if the situation warrants.

NTAS Alerts are designed to notify the public and/or Federal government, state and local governments, critical infrastructure and the private sector of specific and credible terrorist threats of a limited duration. A specific and credible threat is based on intelligence reporting from a reliable source(s) that includes enough detail of attacker, target, method, capability, or timing to permit countermeasures or pre-emptive protective actions.

The alerts are described as either "Imminent" or "Elevated" and may recommend certain protective measures or suggest looking for specific suspicious behavior.

->1. Elevated Alert

Warns of a credible terrorist threat against the United States and its territories that is general in both timing and target, or details significant trends and developments in terrorism such that it is reasonable to recommend implementation of protective measures to thwart or mitigate against an attack.

->2. Imminent Alert

Warns of a credible, specific, and impending terrorist threat or on-going attack against the United States and its territories that is sufficiently specific and credible to recommend implementation of protective measures to thwart or mitigate against an attack.

Annex C – Vital Records

BUREAU OF LAND MANAGEMENT Green River District Vital Records Plan (All listed records should be considered the original copy)								
Record Description	Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks	
DISASTER RESPONSE PLAN – Occupancy Emergency Plan, Contingency Plan	1170; 1273	Paper & Electronic	Immediately	Emergency Operating	UT-08100 07100	TEMPORARY. Destroy 3 years after issuance of new plan or directive	Copies are distributed to response team. Maintain copy off-site.	Part of COOP.
DELEGATIONS OF AUTHORITY – Org Charts, Orders of Succession	1203	Paper & Electronic	Immediately	Emergency Operating	UT-08000 07000	PERMANENT. Cutoff EOFY in which prepared. Transfer to FRC 5 years after cutoff. FRC transfers to NARA in 5-year blocks when most recent records are 10 years old. GRS 16/18a(1).	Copy and maintain off-site. Place on office website	Part of COOP
FILE PLAN & Records Locations; Records Inventories	1220	Paper & Electronic	Immediately	Emergency Operating	UT-08100 07100	TEMPORARY. Cutoff EOFY. Destroy 3 years after cutoff. FRS 23/1	Copy and maintain off-site.	May be part of COOP
COMPUTER SYSTEMS MANUALS	1260	Paper & Electronic	Immediately	Emergency Operating	UT-08100 07100	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20/11a.	Copy and maintain off-site.	
SYSTEMS DOCUMENTATION – The documentation used to bring the system up after a systems crash.	1260	Paper & Electronic	Immediately	Emergency Operating	UT-08100 07100	TEMPORARY. Destroy or delete when superseded or obsolete, or upon authorized destruction of the output of the system if the output is needed to protect legal rights, whichever is later. GRS 20/11a.	Copy and maintain off-site.	

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Record Description		Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
SYSTEMS BACKUPS – Electronic copies of software and data stored in the computer system.	1260	Electronic	Within 72 Hours	Emergency Operating	UT-08100 07100	TEMPORARY. See Disposition instructions for daily, weekly, & monthly backups under GRS 2008c.	Currently part of overall systems backup. Store tapes at off-site location.	Identified in local IRM Contingency Plans.
COLLECTIONS & BILLINGS SYSTEM (CBS)	1300	Electronic	Within 72 Hours	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 6 years, 3 months after period covered by account. GRS 6/1a.	Backups off-site at NBC.	
EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES, Forms.	1400-713	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 4 years after resolution of case. GRS 1/25a.	A copy of some cases sent to DOI or BLM-WO. Employees may have copies.	EEOC May have some copies of cases.
PERSONNEL COUNSELING FILES (employee relations)	1400-700	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 3 years after termination of counseling. GRS 1/26a.	Copy located with EAP Contractor.	
ADMINISTRATIVE GRIEVANCE, DISCIPLINARY, & ADVERSE ACTION FILES	1400-750	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 5 years after case is closed. GRS 1/30a&b.	Employees may have copies.	
TIME & ATTENDANCE SOURCE RECORDS	1341	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 10/5.	Backup of QuickTime is stored off-site in Denver.	
CREDENTIAL FILES	1540	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy credentials 3 months after return to issuing office. GRS 11/4a.	Automated on LAN which is backed up. Employees have original cards.	

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Record Description		Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
FIXED ASSETS SYSTEM; PERSONAL ACCOUNTABILITY FILES	1520	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT- 08100 07100	Fixed Assets System unscheduled. GRS 18/15.	Backed up & stored off-site at NBC.	
OFFICIAL PERSONNEL FOLDERS (OPFS).	1400- 293	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT- 08100 07100	TEMPORARY. Duplicate records of official files in the BLM Utah State Office. GRS 1/1b.	Employees may have copies. FPPS contains some information.	
EMPLOYEE MEDICAL FOLDER, including Workmen's Comp Case Files (Forms CA-1, 2)	1400- 293	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT- 08100 07100	TEMPORARY. Send to BLM Utah State Office. GRS 1/21a.	Employees may have copies.	
EMPLOYEE PERFORMANCE FILES	1400- 300	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT- 08100 07100	TEMPORARY. Destroy when superseded. GRS 1/23a(2).	Employees may have copies. Automated versions backed up.	
PERSONAL INJURY (ACCIDENT) CASE FILES	1112 1400- 810	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT- 08100 07100	TEMPORARY. Cutoff on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff. GRS 1/31.	Originals to OWCP if there is lost time. Copy in Employee Medical File. Dept. of Labor may have copies. Employees may have copies.	SMIS Database is available through the internet.
FIRE EXPERIENCE & QUALIFICATIONS FILES	9215	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT- 08500	TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes. BLM 01/43.	Files retained at the Uinta Basin Fire Center in the IQCS System. Firefighters have some source documents.	

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Record Description		Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
PROCUREMENT CONTRACTS OVER \$2,000	1510	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 6 years, 3 months after final payment is made. GRS 3/3a(1)(a).	Backups of credit card transactions at contractor. Included in IDEAS (Denver)	
CONTRACT APPEALS CASE FILES	1510	Paper	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 1 year after final action on decision. GRS 3/15b.	No backup of source documents; appellant has source documents.	
COMMERCIAL FREIGHT & PASSENGER TRANSPORTATION FILES, INCLUDING PCS	1382; 1545	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 6 years after the period of the account. GRS 9/1a.	Traveler information at the Travel Agency. Travel Authorization in FRS and Travel Manager. Payment copies sent to Finance (Denver).	
MINERAL BONDS; CDs	3400	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100 UT-08300 07300	TEMPORARY. Cutoff EOFY in which the application is rejected by the BLM or withdrawn by the applicant or the approved lease terminates or expires and appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. BLM 04-29a.	Some information in LR2000, Case Recordation & Status data bases.	

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Record Description	Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
SOLID MINERAL LEASE OPERATIONS CASE FILES - INDIAN	3400 Paper	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, & appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic & produced reference file. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. BLM 04/29b(1).	Some information in LR2000, Case Recordation & Status data bases.	
SOLID MINERAL LEASE OPERATIONS CASE FILES - FEDERAL	3400 Paper	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, & appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic & produced reference file. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 75 years after cutoff. BLM 04/29b(2).	Some information in LR2000, Case Recordation & Status data bases.	
LANDS STATUS RECORDS – PLATS & Hls	1275 Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	PERMANENT. Maintained by the BLM Utah State Office. BLM 04/10a & b.	Some information in LR2000, Case Recordation & Status data bases.	
LEASES, PERMITS, EASEMENTS, & RIGHTS OF WAY; INCLUDING LAND DISPOSITION, OCCUPANCY & USE.	2800 2900 Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	PERMANENT. Cutoff EOFY in which permit terminates & appeal rights are exhausted. Transfer to FRC 3 years after cutoff. FRC destroys 30 years after cutoff. BLM 04/14b.	Some information in LR2000, Case Recordation & Status data bases; Field office lands files.	

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Record Description		Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
MINING CLAIM OPERATIONAL CASE FILES	3800	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	TEMPORARY. Cutoff EOFY in which the case is closed. Transfer to FRC 2 years after cutoff. FRC destroys 50 years after cutoff. BLM 04/22a(2).		
FEDERAL OIL & GAS LEASING CASE FILES	3100	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300 UT-924	TEMPORARY. Duplicate case files and Specialist review reports are present in field office. Cutoff EOFY in which the application is rejected by the BLM, withdrawn by applicant, or the approved lease terminates or expires & appeal rights are exhausted. Transfer to FRC 2 years after cutoff. FRC destroys 15 years after cutoff. BLM 04/27a.	Some information in LR2000 – Case Recordation.	
FEDERAL OIL & GAS LEASING OPERATIONAL CASE FILES, INCLUDING MROs, WELL FILES, ETC.	3100	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, & appeal rights are exhausted. Screen each file to identify & copy geologic data for filing in the geologic & production reference file. Transfer lease & well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. BLM 04/27b(2).	Some information in AFMSS; electronic data backed up & kept off-site in Denver. Copies of some information may be located at MMS.	

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Record Description		Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
INDIAN OIL & GAS LEASING OPERATIONAL CASE FILES, INCLUDING MROs, WELL FILES, ETC.	3100	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, & appeal rights are exhausted. Screen each file to identify & copy geologic & production reference file. Transfer lease & well files to FRC 10 years after cutoff. FRC transfers to NARA 20 years after cutoff. BLM 04/27b(1).	Some information in AFMSS; electronic data backed up & kept off-site in Denver. Copies of some information may be located at MMS.	
WITHDRAWAL CASE FILES	2300	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	PERMANENT. Cutoff upon issuance of Order. Transfer to FRC 2 years after cutoff. FRC transfers to NARA 50 years after cutoff. BLM 01/18b(1).	Field Offices may have copies; some information may be in LR2000-GCDB; Status, Case Recordation; LLD data bases.	
MOUs; COOPERATIVE AGREEMENTS; REIMB. AGREEMENTS; DATA SHARING AGREEMENTS	1276 1510 1278	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100 UT-08200 07200 UT-08300 07300 UT-08400 07400 UT-08500 07500	PERMANENT. See specific disposition citations for each type of record. GRS 16/16A. GRS 03/3A(1)(a)(b).	Some information in IDEAS; FFS; & backups in word processing files; cooperating agencies should have copy.	

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Record Description		Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
NEPA DOCUMENTS		Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. See specific disposition citations for each type of record.	Some information in field office central files; common shared NEPA Drive; and, employees' electronic drives.	
HAZARDOUS MATERIALS FILES	1112 1703	Paper & Electronic	Within 72 Hours	Emergency Operating	UT-08100 07100	PERMANENT. See specific disposition citations for each type of record.	Some information in the field office. Duplicate records in the BLM Utah State Office	
LAW ENFORCEMENT INVESTIGATION CASE FILES		Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08000 07000	See specific disposition citations for each type of record.	Backup of field office files are in LAWNET.	
LAW ENFORCEMENT ACTIVITY REPORTS		Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08000 07000	See specific disposition citations for each type of record.	Backup of field office files are in LAWNET, NIFC, & U.S. Attorney's Office	
OFFICE POLICIES, PROCEDURES, & PLANS		Paper & Electronic	Within 72 Hours	Emergency Operating	UT-08100 07100	TEMPORARY. Cutoff EOFY in which the Policy, Procedure, or Plan is terminated.	Some information in electronic data shared drives. Copies of some information in hard copy off-site.	

BUREAU OF LAND MANAGEMENT
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Record Description		Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
FEDERAL & INDIAN OIL & GAS OPERATIONAL FILES.	3100	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	TEMPORARY. Cutoff EOFY in which the lease is terminated, the bond is released, & appeal rights are exhausted. Screen each file to identify & copy geologic data for filing in the geologic & production reference file. Transfer lease & well files to FRC 10 years after cutoff. FRC destroys 75 years after cutoff. BLM 04/27b(2).	Some information in AFMSS; electronic data backed up & kept off-site in Denver. Copies of some information may be located at MMS.	
RESOURCE IMPROVEMENT PROJECTS (Long-term & Temporary Structures)		Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08200 07200	TEMPORARY.	Stored in RIPS database (Backed up in NARSC)	
ROUTINE PROCUREMENT TRANSACTIONS (Including Credit Card Records)	1510	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08100 07100	TEMPORARY. Destroy 6 years, 3 months after final payment is made. GRS 3/3a(1)(a).	Backups of credit card transactions at contractor. Included in IDEAS (Denver)	
SOLID MINERAL & MINERAL MATERIALS OPERATIONAL FILES	3400	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08300 07300	PERMANENT. Cutoff EOFY in which the lease terminates, the bond is released, & appeal rights are exhausted. Screen each file to identify and copy geologic data for filing in the geologic & produced reference file. Transfer to FRC 10 years after cutoff. FRC transfers to NARA 75 years after cutoff. BLM 04/29b(2).	Some information in LR2000, Case Recordation & Status data bases.	

BUREAU OF LAND MANAGEMENT
Green River District Vital Records Plan
 (All listed records should be considered the original copy)

Record Description	Media Type	Recovery Priority	Vital Record Type	Office	Schedule & Retention	Protection Method	Remarks
PALEONTOLOGIC & CULTURAL FILES	Paper & Electronic	Not immediately required during emergency.	Resources & Operation	UT-08300 07300	PERMANENT.	Stored in electronic shared drive; paper copies; and, BLM Utah State Office and State of Utah	
GRAZING FILES, BILLINGS	Paper & Electronic	Not immediately required during emergency.	Legal & Financial Rights	UT-08200 07200	PERMANENT.	Stored in RAS data base off-site (Denver).	
SURFACE RESOURCE DATA BASES, MAPS, & FILES	Paper & Electronic	Not immediately required during emergency.	Resources & Operation	UT-08300 07300	PERMANENT.	Stored in electronic shared drive; paper copies; and, BLM Utah State Office and State of Utah	

Annex D –Field Office Occupant Emergency Plan

A. Field Office Occupant Emergency Plan.

In case of fire, or other emergency that requires evacuation of the building, the following procedures will be used by field office employees:

6. All Employees.

- a. Will evacuate the building promptly by the nearest fire exit when the alarm is sounded. If time permits, unplug any heat generating appliances, such as coffee pots and heaters. When using the stairwells, stay to the right side to permit emergency personnel to use the left side of the stairwell. Anyone needing assistance in evacuation will be permitted to use the left side of the stairwell. Remain quiet and evacuate in an orderly manner and listen for further emergency instructions. Do not form groups to wait for friends, as this will slow the flow of traffic.

Once outside the building, employees will report to their supervisor or his/her acting in the Designated Assembly Area for accountability purposes. The Designated Assembly Area will be at least 300' away from the building. Proceed to the designated assembly area unless you are notified by your AFM or Floor Warden to do otherwise.

- b. Personnel Needing Assistance – Employees will be responsible to aid any personnel in their work areas who need assistance to exit the building and reach the Designated Assembly Area.
- c. Visitors – Employees will escort any visitors near their work areas out of the building to the Designated Assembly Area.
- d. Do not return to the building unless authorized to do so by one of the following: District Manager, Field Office Manager, Associate District Manager, Associate Field Manager, and Field Office Safety Officer.

7. Information Receptionist.

- Escort any visitors in the public area out of the building.
- Account for any visitors in the Front Desk Reception Area and Public Room.
- Secure exposed records in cabinets or drawers, if time permits.
- Take the Visitors' Log when exiting the building.
- Will notify the Price City Fire Department by calling 911.

8. Vernal - Floor Wardens.

- a. Vernal Floor Wardens for each area will clear their areas and close all interior office doors. This will indicate to fire department personnel that the area has been vacated of all personnel. Once outside, Floor Wardens will notify the District Manager, Associate District Manager, Field Office Manager, Associate Field Manager, or Office Safety Manager if anyone is missing. The District Manager, Field Office Manager, Associate Field Manager, or Office Safety Manager will notify fire department personnel of missing persons. Floor wardens should keep an updated roster of personnel in their area to assist with accountability of all personnel at the assembly area.

- b. The Vernal District/Field Office building is divided into eight zones. The Floor Wardens and Alternate Floor Wardens will be identified at the beginning of each calendar year through an IM.

- (1) **First Floor – Northeast Quadrant**
- (2) **First Floor – Northwest Quadrant**
- (3) **First Floor – Southeast Quadrant**
- (4) **First Floor – Southwest Quadrant**
- (5) **Second Floor – Northeast Quadrant**
- (6) **Second Floor – Northwest Quadrant**
- (7) **Second Floor – Southeast Quadrant**
- (8) **Second Floor – Southwest Quadrant**

9. Price - Floor Wardens.

If the Fire Department was not notified prior to evacuation, the person manning the front desk at the time of the alert will proceed immediately to the Manti-LaSal National Forest office building and will request that the receptionist immediately alert the Price Fire Department of the situation at the BLM facility

- a. Price Floor Wardens for each area will clear their areas and close all interior office doors. This will indicate to fire department personnel that the area has been vacated of all personnel. Once outside, Floor Wardens will notify the Field Office Manager, Associate Field Manager, or Office Safety Manager if anyone is missing. The Field Office Manager, Associate Field Manager, or Office Safety Manager will notify fire department personnel of missing persons. Floor wardens should keep an updated roster of personnel in their area to assist with accountability of all personnel at the assembly area.
- b. The Price Field Office building is divided into two zones. The Floor Wardens and Alternate Floor Wardens will be identified at the beginning of each calendar year through an IM.

- (1) **North side**
- (2) **South side**

10. Vernal - Designated Assembly Area.

- a. **Ashley Valley Food Pantry parking lot at 426 East 100 South).**

11. Vernal - Alternate Assembly Area.

- a. **Western Park Amphitheatre at 302 East 100 South.**

12. Price - Designated Assembly Area.
 - a. **Northwest corner of the BLM property at Price Drive and 6th West. BLM lawn.**
13. Price - Alternate Assembly Area.
 - a. **Across the Street (West) in the K Mart Parking lot.**

Emergency Plan for Normal Operating Hours

1. Bomb Threat

If a telephone bomb threat is received, the person receiving the call should behave in a calm and courteous manner. No attempt should be made to transfer the call or put on hold; the caller should be kept on the line as long as possible. If possible, have the call monitored by another employee. Use the bomb threat check list as a guide for gaining information from the caller. Do not hang up! Use another telephone and dial 911 (no need to dial a 9 first) to report the threat to the police. Then notify the District Manager, Associate District Manager, Field Office Manager, Associate Field Manager, Assistant Field Manager, or the Office Safety Officer.

When a suspicious telephone call is received by an office individual, that person should:

- a. Record the following information, if possible:
 - (1) Immediately record the exact TIME and WORDING of the threat.
 - (2) Take notice of the caller's VOICE and LANGUAGE of the threat.
 - (3) Take notice of BACKGROUND SOUND within the call.
- b. Ask the following questions, if possible:
 - (1) WHEN is the bomb going to explode?
 - (2) WHERE is the bomb located?
 - (3) WHAT does the bomb look like?
 - (4) WHAT will cause the bomb to explode?
 - (5) WHO placed the bomb?
 - (6) WHY was the bomb set?
 - (7) WHAT is the caller's address?
 - (8) WHAT is the caller's name?
 - (9) CAN the sex of the individual be identified?
 - (10) CAN the age of the individual be identified?
 - (11) What is the time length of the call?

A person receiving a bomb threat in writing should:

- a. Ask the messenger, if possible:
 - What is his/her name?
 - Who asked him/her to deliver the message?
 - When will the bomb explode?

- Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why was the bomb placed?
- b. To preserve any evidence, do NOT handle the written bomb threat any more than is absolutely necessary.
- c. Immediately report the bomb threat to the Price Field Office Manager or BLM Ranger who will contact the proper authorities.

SUSPICIOUS ARTICLE FOUND

A person who finds a suspicious article (such as a sack, package, briefcase, or lunch box) should do the following:

- DO NOT touch the article.
- Immediately contact the Price Field Manager or the BLM Ranger and report the article.

AFTER BOMB THREAT IS RECEIVED

Announce on the public address system that a bomb threat has been received. Instruct all employees to:

- Quickly (no more than five seconds) visually search their work area for unfamiliar articles or packages and be prepared to describe the article and its location to an investigator.
- Evacuate the building in an orderly fashion (follow the Emergency Evacuation Plan).

2. Fire

Employees are instructed not to fight fires inside the building unless it is a small fire and may be extinguished very quickly with a fire extinguisher. Any fire must be reported to the City Fire Department. Emergencies may be reported by dialing 911 and by using the alarm pull boxes located throughout the building. When notifying the Fire Department, report the location of the fire by street address, floor number, size and type of fire (chemical, electrical, trash, etc.); give your name and phone number. Follow evacuation procedures as stated in the Field Office Emergency Evacuation Plan.

3. Severe Weather

Employees may be instructed to remain inside the building, but away from windows in case of severe weather. Radios will be monitored to determine the severity of weather

conditions. The District Manager, Associate District Manager, Field Office Manager, Associate Field Manager, or Assistant District Manager (or their Acting) will determine if employees should shelter in place or be released from duty. Storms vary in size and intensity; the impact can be greatly lessened if storm warnings are observed.

High Wind Watch

Indicates winds or gusts of 50 mph or greater and are expected to last for at least 1 hour. Employees located next to large glass windows should seek a temporary work area toward the interior of each floor.

Winter Storm Watch

Indicates severe winter weather conditions that may affect the area with freezing rain, sleet, and heavy snow. Employees with travel distances over 15 miles should take precautionary measures to reach their destination before any winter warning is issued. Early dismissal is generally the best rule for all employees.

Winter Storm Warning

Indicates that SEVERE WINTER WEATHER conditions are imminent. Travel will be restricted so early dismissal is generally the best rule.

Heavy Snow Warning

Indicates snowfall of at least 4 inches in 12 hours or 6 inches in 24 hours. Travel should be restricted.

Blizzard Warning

Issued when sustained wind speeds of at least 35 mph are accompanied by considerable falling or blowing snow. VISIBILITY IS DANGEROUSLY RESTRICTED and TRAVEL SHOULD BE ATTEMPTED ONLY IN EXTREME CASES.

Travel advisories are issued to indicate falling, blowing, and drifting snow that may be accompanied by strong winds. DRIVING CONDITIONS ARE EXTREMELY DANGEROUS AND SHOULD BE RESTRICTED TO EMERGENCIES.

When SEVERE WINTER WEATHER WARNINGS have been received and/or imminent weather conditions indicate dangerous travel, the District/Field Office Manager or alternate may be prompted to determine the proper course of action.

4. Earthquake

Proceed with the following instructions:

a. Stay Calm

Think through the consequences of any action you might take.

b. Stay Put

If you are inside the building, Stay Inside.

If you are outside the building, Stay Outside.

c. Take Cover

If you are inside the building, take cover under a sturdy desk, table, or bench. If you are close to an inside doorway, take cover in the door opening by sitting with your back against one side of the door frame and your hands and feet against the opposite side. Do not use any open flame after the tremor due to possible gas leaks.

If outdoors, move away from buildings and utility wires. The greatest danger is from falling debris from outside doorways and outer walls. Once you are in an open area stay there until shaking stops.

C. After Hours Emergency Notification.

1. If an emergency occurs after normal business hours or on weekends, employees should stay tuned to radio and television news broadcasts for instructions on returning to the work site.

2. Vernal - Phone Numbers.

- a. Home/cell phone numbers are provided for essential personnel through the Vernal Field Office Confidential Telephone List.
- b. Cell phone numbers are provided for initial points of contact.

Lindsay Olsen
Building Owner – (913) 904-9277

Bill Stringer
District Manager – (435) 828-4400.

Howard Cleavinger
Associate District Manager – (435) 828-4480.

Mike Stiewig
Field Office Manager – (435) 650-9135

Tim Faircloth
Assistant Field Manager – (435) 828-7637.

Jerry Kenczka
Assistant Field Manager – (435) 828-7378.

Troy Suwyn
Assistant Field Manager – (435) 828-0139.

3. Price - Phone Numbers.

- a. Home/cell phone numbers are provided for essential personnel through the Price Field Office Confidential Telephone List.

- b. Cell phone numbers are provided for initial points of contact.

John Ashworth
Building Owner Representative– (801) 368-6086

Patricia Clabaugh
Field Office Manager – (435) 435-630-3752

Julie Howard
Associate Field Manager

Steve Rigby
Assistant Field Manager – (435) 650-9136

Don Kranendonk
Assistant Field Manager –

Annex E – Succession Plan Delegation of Authority

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

**DELEGATION AND CERTIFICATION OF
ACTING AUTHORITY**

Office
VERNAL FIELD OFFICE
Continuity Of Operations Plan
(COOP)

Position
Field Office Manager

PERIOD (Date)
FROM THROUGH
01/01/2007 12/31/2007

In my absence, the following individual(s) are designated to act in the above position in the order listed below.

NAME	TITLE
HOWARD CLEAVINGER	Associate Field Manager
JERRY KENCZKA	Assistant Field Manager
TIM FAIRCLOTH	Assistant Field Manager
TROY SUWYN	Assistant Field Manager

Authorizing Signature 	Title Field Office Manager	Date 1/26/07
---------------------------	-------------------------------	-----------------

I CERTIFY That I served in the above position during the period(s) shown below

FROM		THROUGH		SIGNATURE
DATE	TIME	DATE	TIME	

Remarks:

(Continued on reverse)

Annex F – Public Affairs Documents & Media Contacts

A. News Release Example.

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT: Public Affairs Specialist at (insert phone number)

Vernal or Price – Due to [**insert type of emergency** - a flash flood], the Bureau of Land Management (BLM) has issued a temporarily closure of public lands [insert location]. This closure is in effect until further notice.

The BLM is working in cooperation with [**insert local authorities and other agencies involved**] to ensure [the safety and well-being of individuals in the immediate area]. Please limit travel along [insert road(s)] to allow for emergency vehicle traffic. Your cooperation is appreciated.

If you require emergency access, or for immediate information, call the emergency operations center call [**Insert temporary phone number designated for emergencies**] to find out the current situation.

Updated information will be issued as needed.

B. Emergency Announcement Example.

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT: Public Affairs Specialist at (insert phone number)

Vernal or Price – The Bureau of Land Management (insert office) has temporarily suspended operations at (insert address) due to [**insert type of emergency**].

[**Insert name**], [**Insert title**], has established temporary headquarters at [**name of relocation site**].

Published telephone numbers are not in service at this time. To access the emergency operations center call [**Insert temporary phone number designated for emergencies**]. All BLM employees are urged to contact their supervisors for instruction if they have not been contacted already.

Updated information will be issued as needed.

C. Media Mailing List.

Vernal and Price

Television

Station & Address	Phone Number	Fax Number	Email
KUTV Channel 2 (CBS), News Desk 299 South Main #150 Salt Lake City, Utah 84111	(801) 973-3070	(801) 973-3349	
KTVX Channel 4 (ABC) 2175 West 1700 South Salt Lake City, Utah 84104-4200	(801) 975-4444	(801) 973-4176	

Television

Station & Address	Phone Number	Fax Number	Email
KSL-TV Channel 5 (NBC) Broadcast House Salt Lake City, Utah 84110-1160	(801) 575-5555	(801) 575-5560	
KSTU Channel 13 (FOX) 5020 West Amelia Earhart Drive Salt Lake City, Utah 84116-5207	(801) 532-1300	(801) 537-5335	
KKCO Channel 11 (NBC) 2325 Interstate Avenue Grand Junction, Colorado	(970) 243-1111	(970) 245-3793	

Newspaper

Newspaper & Address	Phone Number	Fax Number	Email
Salt Lake Tribune 90 South 400 West, #700 Salt Lake City, Utah 84101	(801) 257-8742	(801) 257-8525	
Deseret Morning News 30 East 100 South Salt Lake City, Utah 84110	(801) 236-6000	(801) 237-2121	

Vernal only

Television

Station & Address	Phone Number	Fax Number	Email
VTV Channel 6 (Community) 74 East Main Street, Suite 1 Vernal, Utah 84078	(435) 781-1902	(435) 781-1937	studio@vernal.tv

Newspaper

Newspaper & Address	Phone Number	Fax Number	Email
Uintah Basin Standard 268 South 200 East Roosevelt, Utah 84066	(435) 722-5131 (435) 789-5131		ubstandard.com
Vernal Express 54 North Vernal Avenue Vernal, Utah 84078	(43) 789-3511	(435) 789-8690	vernal.com

Newspaper

Newspaper & Address	Phone Number	Fax Number	Email
Rio Blanco Herald Times 801 East Main Street Rangely, Colorado 81648	(970) 675-5033	(970) 878-4016	theheraldtimes.com

Radio

Station & Address	Phone Number	Fax Number	Email
KVEL – 920 AM KLCY– 105.5 FM 2425 North Vernal Avenue Vernal, Utah 84078	KVEL (435) 789-0920 KLCY (435) 789-1059		
KXRQ – 94.3 FM 1420 East 2850 South Vernal, Utah 84078	(435) 781-1100		
KNEU – 1250 AM. KIFX – 98.5 FM. Route 2, Box 2384 Roosevelt, Utah 84066	(435) 722-5011		

Price only

Newspaper

Newspaper & Address	Phone Number	Fax Number	Email
Sun Advocate 845 E. Main Price, Utah 84501	(435) 637-3732	(435) 637-2716	
Emery County Progress 410 E. Main Castle Dale, Utah 84513	(435) 381-2431	(435) 381-5431	

Radio

Station & Address	Phone Number	Fax Number	Email
KOAL-AM 750 AM 1899 N. Carbonville Rd. Price, Utah 84501	(435) 637-1167	(435) 637-1177	koal@emerytelcom.net
KARB-FM 98.3 FM 1899 N. Carbonville Rd. Price, Utah 84501	(435) 637-1167	(435) 637-1177	koal@emerytelcom.net

Newspaper

Newspaper & Address	Phone Number	Fax Number	Email
KRPX-FM 95.3 FM 1899 N. Carbonville Rd. Price, Utah 84501	(435) 637- 1167	(435) 637- 1177	koal@emerytelcom.net
KUSA-FM 100.9 FM PO Box 1080 Price, Utah 84501	(435) 637- 1080	(435) 637- 8197	kusa@emerytelcom.net
KASL-AM PO Box 1080 Price, Utah 84501	(435) 637- 1080	(435) 637- 8197	kusa@emerytelcom.net

Annex G – Stakeholder Notification

Green River District/Vernal Field Office Stakeholder Notification		
Position	Name	Phone Number
Utah BLM State Director	Juan Palma	(801) 539-4010
Utah BLM Associate State Director	Jeff Rawson	(801) 539-4010
Utah BLM External Affairs	Mitch Snow	(801) 539-4020
Utah BLM Law Enforcement	Mark Pirtle	(801) 539-4084
Uintah Basin Coordinated Dispatch		911
Uintah Basin Interagency Fire Center	Cheryl Nelsen	(435) 781-7021
Price BLM Field Office		(435) 636-3600
Building Owner	Lindsay Olsen	W (913) 648-8010 x 102 C (913) 909-9277
Fire Department		(435) 789-0988
Electric Utility		(435) 789-0424
Gas Utility		(435) 789-2011
Ashley Valley Water and Sewer		(435) 789-9400
Ashley Valley Medical Center		(435) 789-3342
NIFC (National Interagency Fire Center)		(208) 387-5512
NBC (National Business Center)		(303) 236-8857
NBC Leasing Branch		(303) 236-9470
NIRMC Director		(303) 236-6552
GSA (Utah branch – vehicles)		(801) 524-3412
FEMA Regional Office		(303) 235-4800
OSHA (Occupational Safety & Health Agency)		(800) 321-6742
Daggett County Commission		(435) 784-3154
Duchesne County Commission		(435) 738-1100
Uintah County Commission		(435) 781-5380
Carbon County Commission		(435) 636-3201
Grand County Council		(435) 259-1346
Uintah Basin Association Of Governments		(435) 722-4518
City of Vernal		(435) 789-4222

Federal Agencies			
Federal Agency & Address	Phone Number	Fax Number	Email
Ashley National Forest 355 North Vernal Avenue Vernal, Utah 84078	(435) 781-5101	(435) 781-5142	
Uintah & Ouray Agency Bureau of Indian Affairs P. O. Box 130 Fort Duchesne, Utah 84026	(435) 722-4300		
Vernal Service Center Natural Resource Conservation Service 80 North 500 West Vernal, Utah 84078-2022	(435) 789-2100	(435) 789-4160	
Dinosaur National Monument 4545 Highway 40 Dinosaur, Colorado 81610-9724	(970) 374-3000	(970) 374-3003	
Provo Area Office Bureau Of Reclamation 302 East 1860 South Provo, Utah 84606-7317	(801) 379-1101 Flaming Gorge Dam (435) 885-3106	(801) 379-1159	
U.S. Fish & Wildlife Service 2369 West Orton Circle, Suite 50 West Valley City, Utah 84119	(801) 975-3330	(801) 975-3331	
Ouray National Wildlife Refuge HC 69, Box 232 Randlett, Utah 84603	(435) 545-2522	(435) 545-2369	Ouray@fws.gov
Jones Hole National Fish Hatchery 1380 South 2350 West Vernal, Utah 84078	(435) 789-4481	(435) 781-3024	
Browns Park National Wildlife Refuge 1318 Hwy 318 Maybell, Colorado 81640	(970) 365-3613		brownsark@fws.gov
Office of the Solicitor Room 6201 Federal Building 125 South State Street Salt Lake City, Utah 84138	(801) 524-5677	(801) 524-4506	

Utah Congressional Representatives		
Washington Address	Salt Lake City Address	Utah & WO Contacts
Honorable Michael Lee United States Senate 316 Hart Senate Office Building Washington, D.C. 20510 Phone: 202-224-5444 Fax: 202-228-1168	U.S. Senator Michael Lee Wallace F. Bennett Federal Building 125 South State, Suite 4225 Salt Lake City, UT 84138 Phone: 801-524-5933 Fax: 801-524-5730	Office of Senator Michael S. Lee 285 West Tabernacle, Suite 200 St. George, UT 84770 Phone: 435-628-5514
Honorable Orrin G. Hatch 104 Hart Building United States Senate Washington, DC 20510 Phone: (202) 224-5251 Fax: (202) 224-6331	U.S. Senator Orrin G. Hatch Room 8402 Federal Building Salt Lake City, Utah 84138 Phone: (801) 524-4380 Fax: (801) 524-4379 51 University Avenue, #320 Provo, Utah 84606 Phone: (801) 625-0107 Fax: (801) 625-0124	Located: 131 Senate Russell Bldg. SD: Melanie Bowen (801) 524-4380 Ron Dean Provo (801) 375-7881 Sandy Kester, Ogden Room 1010 Federal Bldg. (801) 625-5672 Fax: (801) 394-4503 WO: Patricia Knight (202) 224-5251
Honorable Jim Matheson House of Representatives 410 Cannon Washington, DC 20515 Phone: (202) 225-3011 Fax: (202) 225-5638	Jim Matheson Member, U.S. House of Reps. Morris Murdock Building 240 East Morris Avenue Salt Lake City, Utah 84115 Phone: (801) 486-1236 Fax: (801) 486-1417	Located: 118 Cannon HOB SD: Dee Dee Rose (801) 379- 2500 Russ Hillman (801) 379- 2500 Peggy Harrison, Price (435) 637-3288 WO: Todd Thorpe (202) 225- 7751 Cody Stewart (natural resources) (202) 225-7751

Price Field Office Stakeholder Notification		
Position	Name	Phone Number
Moab Interagency Fire Center	Cheryl Nelsen	(435) 259-1850
Vernal BLM Field Office		(435) 781-4400
Building Owner Representative	John Ashworth	(801) 368-6086
Carbon County Dispatch		911
Fire Department		(435) 636-3187
Electric Utility		(435) 636-3198
Questar Gas		(435) 637-0590
Price Water Improvement District		(435) 637-6350
Castleview Hospital		(435) 637-4800
Carbon County Commission		(435) 636-3201
Emery County Commission		(435) 381-2119
Duchesne County Commission		(435) 738-1100
Uintah County Commission		(435) 781-5380
Grand County Council		(435) 259-1346
Southeastern Utah Association Of Governments		(435) 637-5444
Price City		(435) 636-3183

Federal Agencies			
Federal Agency & Address	Phone Number	Fax Number	Email
Manti-LaSal National Forest 599 W. Price River Drive Price, Utah 84501	(435) 637-2817		
Price Field Office Natural Resource Conservation Service 540 West Price River Drive Price, Utah 84501	(435) 637-0041	(435) 637-3146	

Other Stakeholders			
Stakeholder & Address	Phone Number	Fax Number	Email
Southeastern Region Utah Division of Wildlife Resources 319 N. Carbonville Rd Suite A Price, Utah 84501	(435) 613-3700		

Annex H – Employee Casualty Guide & Employee Status Roster

I. First-Line Supervisor, Team Leader, and/or Senior Ranking Official.

A. Objective.

To delineate the responsibility of the first-line supervisor and/or their designee whenever an employee casualty occurs.

B. Responsibilities.

1. First-Line Supervisor.

The supervisor has the overall responsibility for securing the site and locating information on whom to notify of the employee's death

2. Leader/Ranking Employee.

The leader and/or ranking employee of the work group is responsible for assuming control of the situation when an on-the-job casualty occurs and a supervisor is not present.

C. Procedures.

1. The following procedures must be followed when an employee casualty occurs

a. In the supervisor's absence, the lead and/or ranking employee must

- (1) Account for all employees in the group.
- (2) Call 911 to activate emergency response services and provide basic first aid, if trained.
- (3) Secure the casualty site so that evidence is not disturbed and Government and/or personal property are not unlawfully removed.
- (4) Advise the supervisor of the casualty.

b. The supervisor must

- (1) Accomplish C.1.a.(1) – (4)., above if present at the casualty site.
- (2) Immediately obtain specific information regarding the casualty (who, what, when, where, and how) and record it in the casualty log (BLM form 1400-113).
- (3) Using the Personnel Emergency Information Card (BLM 1400-71), identify the names of individuals who must be notified and record this in the casualty log. Once completed, the casualty log

should be submitted to the Responsible Management Official (RMO) for their use in notifying the next of kin.

- (4) If a Personal Emergency Information Card is not available, co-workers, neighbors, or close friends may provide names of individuals who should be contacted. The name, telephone number, home address, and relationship to the deceased should be recorded in the casualty log.
 - (5) Notify the second-level supervisor and the RMO of the accident if they are not one and the same.
 - (6) Prepare an Official Superior's Report of Employee's Death (CA-6).
 - (7) Prepare a Request for Personnel Action (SF 52) showing date of death.
 - (8) Using the automated time and attendance system, annotate the employee's death.
 - (9) Ensure that the Final Salary Clearance Report (Form 1340-2) is completed.
 - (10) Work with the Servicing Personnel Office (SPO) to arrange for EAP to provide counseling to affected employees, if it is determined that a counselor is necessary.
- c. When an employee dies on the job as a result of illness or natural causes, use the following steps
- (1) Call 911 to activate emergency response services and provide basic first aid if trained.
 - (2) Advise the supervisor of the casualty.
 - (3) Using the Personnel Emergency Information Card (BLM 1400-71), identify the names of individuals who must be notified.
 - (4) If a Personal Emergency Information Card is not available, co-workers, neighbors, or close friends may provide names of individuals who should be contacted. The name, telephone number, home address, and relationship to the deceased should be recorded in the casualty log.
 - (5) Notify the second-level supervisor and the RMO of the death if they are not one and the same.
 - (6) Prepare a Request for Personnel Action (SF 52) showing date of death.

- (7) Using the automated time and attendance system, annotate the employee's death.
- (8) Ensure that the Final Salary Clearance Report (Form 1340-2) is completed.
- (9) Work with the SPO to arrange for EAP to provide counseling to employees if it is determined that a counselor is necessary.
- (10) A CA-6 should **ONLY** be completed when the employee dies as a result of injury in the performance of his/her duties or because of an employment-related disease.

II. Responsible Management Official (RMO).

A. Objective.

1. To delineate the procedures which the RMO must follow when a casualty occurs. The *Guide for Reporting Serious Law Enforcement Incidents* should also be consulted to determine if the incident is a serious law enforcement incident which should be immediately reported to the Department of the Interior. If it is a serious law enforcement incident, the procedures set forth in that guide should also be followed.

B. Procedures.

1. Once the first-line supervisor has notified the RMO that an employee casualty has occurred, the RMO assumes responsibility and assures that the following steps are accomplished:
 - a. On-The-Job Casualty
 - (1) Notify the State Director, who in turn will notify the Director, WO-100.
 - (2) Ensure that the BLM Special Agent-in-Charge (SAC) has been notified.
 - (3) Ensure that the name(s) of the deceased are not released until the next-of-kin have been notified.
 - (4) Determine who will serve as the Family Liaison, should the family decide they would like such a representative. If the casualty is a law enforcement officer or fire employee, it is preferable that the family liaison be assigned from the same program area.

- (5) Notify the next of kin. When notifying the next of kin, the RMO may want to take someone with them. The RMO should provide the next of kin with the name and telephone number of the family liaison and SPO in the event they need assistance in completing paperwork, etc.
 - (6) Notify the respective District Safety Officer, who in turn, will notify the State Safety Manager of the accident as soon as possible and appoint a Serious Accident Investigation Team (SAIT liaison).
 - (7) Report any fire-related serious accident immediately to the State Fire Management Officer, who in turn, will notify the Director, Office of Fire and Aviation.
 - (8) If an aircraft is involved, notify the Office of Aircraft Services, located in Boise, ID, as soon as possible.
 - (9) Immediately notify the SPO so that they can notify OWCP. (An autopsy/toxicology report may or may not be required; OWCP must make this determination, although investigation teams normally will require an autopsy and/or toxicology report).
 - (10) Notify the respective VFO or PFO Public Affairs personnel, who in turn, will notify the State Office of External Affairs.
 - (11) If the deceased is an employee of another BLM office, another Federal Agency, or a non-Federal organization, establish and maintain communication with that office/organization to ensure the accurate and timely flow of information.
 - (12) Ensure staff assistants are instructed to route all incoming calls and visitors to the authorized spokesperson.
 - (13) Record all contacts and actions you have taken in the casualty log.
- b. If an Employee Dies On-The-Job as a Result of Illness/Natural Causes, the RMO Should:
- (1) Obtain the specific information regarding the casualty (who, when, where, what, and how).
 - (2) Notify the State Director who in turn will notify the Director, WO-100; the Servicing Personnel Office; State Safety Manager; and, law enforcement officer.
 - (3) Appoint a Family Liaison. If the casualty is a law enforcement officer or a fire fighter, it is preferable that the family liaison be assigned from the same program area.

- (4) Using the Personal Emergency Information Card, identify the names of individuals who must be notified and notify the next of kin. If possible, the notification should be made in person by at least two people, one of whom knows the deceased or a family member.

III. Safety Office.

A. Objective.

1. To ensure that every casualty is investigated to establish primary and root cause(s) and other contributing factors. To develop countermeasures based on investigative findings and to prevent similar situations from occurring.

B. Responsibilities.

1. Normally the State/Center Safety Manager will be notified by the RMO. However, if the RMO notifies a designated representative in the field, that individual will have the following responsibilities:
 - a. Advise the first-level supervisor to secure the scene for an accurate investigation.
 - b. Immediately notify the State Safety Manager. In addition, obtain copies of the casualty log to transmit to him/her.
 - c. Note: The Field representative does **not** initiate the investigation.

C. Procedures.

1. The State Safety Manager will:
 - a. Advise the first-line supervisor to ensure the accident scene is secure.
 - b. Immediately notify the Bureau Safety Manager. Provide assistance as needed.
 - c. Report the casualty within eight (8) hours to the nearest OSHA office.
 - d. If the responsibility is assigned to the State Safety Office, immediately notify the Department of Labor (DOL) Office of Workers Compensation Program either by telephone, fax, or electronic mail. Submit to OWCP the Official Superior's Report of Employee Death (CA-6) completed by the supervisor, along with a death certificate and a newspaper clipping if available. The death certificate must be sent as soon as it is available.
 - e. Immediately notify the appropriate DOI Solicitor's Office.
 - f. Note: State Safety Manager does not initiate the investigation. It is initiated by the Bureau Safety Manager.

2. The Bureau Safety Manager will:
 - a. Advise the State Safety Manager to ensure that the accident scene is secure.
 - b. Assemble a Serious Accident Investigation Team (SAIT) in accordance with DM 485.7. Remain in contact with the investigation team to provide support as necessary.
 - c. Notify the BLM and the Department Designated Agency Safety and Health Official (DASHO), along with the DOI.

IV. Law Enforcement Office.

A. Objective.

1. To assist in the investigation of accidents/incidents. If a BLM Ranger or Special Agent is killed, the RMO will immediately notify the Special Agent-in-Charge, who will conduct the investigation in accordance with Law Enforcement's General Orders.

B. Procedures.

1. The Law Enforcement Office will ensure that the following is accomplished:
 - a. If the Casualty is a Law Enforcement Officer:
 - (1) Have the law enforcement staff serve as the lead in investigating the incident.
 - (2) Appoint a law enforcement officer as a liaison to the SAIT.
 - (3) Notify the Chief, Law Enforcement, of the casualty and keep office apprised of the status of the investigation of the incident, pursuant to *A Guide for Reporting Serious Law Enforcement Incidents*.
 - (4) Coordinate with the Office of External Affairs on the release of information about the incident.
 - (5) Assist in the notification of next of kin and in providing support and assistance to family members.
 - (6) Arrange for peer supporters to provide counseling services for employees who are affected by the accident/incident.
 - b. For Casualties that do not involve Law Enforcement Personnel, one or more Law Enforcement Officials may be designated to serve on the accident investigation team, as requested by the appropriate Safety Office.

V. Family Liaison.

A. Objective.

1. To establish and maintain open lines of communication between the BLM and next of kin/survivors.

B. Responsibilities.

1. The RMO is responsible for the following:
 - a. When an employee casualty occurs, a Family Liaison must be appointed by the RMO to provide assistance to the survivor, beneficiary, or next of kin.
 - b. When the casualty involves a fire or a law enforcement official, the family liaison should be from the same program area.

C. Procedures.

1. The following specific procedures should be accomplished by the Family Liaison if requested by the next of kin/survivors and/or the RMO:
 - a. Maintain a log of all contacts with the next of kin.
 - b. Provide assistance with completing the paperwork needed to obtain benefits if requested or provide the name and telephone number of the contact in the Servicing Personnel Office who can assist the next of kin in completing the paperwork.
 - c. Gather the deceased employee's personal effects from the desk/work area. These personal effects should not be removed until any investigations are completed.
 - d. Provide information to the workforce regarding funeral arrangements, memorial services, needs of the family, etc.
 - e. Represent the BLM at the funeral or memorial service, if possible.

VI. Servicing Personnel Office.

A. Objective.

1. To assist management in ensuring that the employee's beneficiaries receive the benefits to which they are entitled.

B. Procedures.

1. The following are procedures which must be completed by either the Field Support Services staff of the Servicing Personnel Office, depending on where the responsibility is delegated.
 - a. Review the Official Personnel Folder (OPF) to determine who the survivors are, who is entitled to benefits, what the specific benefits are, and how benefits may be obtained.
 - b. Immediately notify the Department of Labor (DOL) Office of Worker's Compensation Programs of the casualty by telephone, fax, or electronic mail. Submit to OWCP the Official Superior's Report of Employee Death (Form CA-6) completed by the supervisor, along with a death certificate and a newspaper clipping, if available. The death certificate must be sent as soon as it is available.
 - c. Prepare a letter of condolence for State Director or WO AD signature. (See appendix 5 of the Casualty Guide).
 - d. Contact the Payroll Operations Office to obtain an estimated figure of unpaid compensation due to the survivor/beneficiary/next of kin. This information should be shared with the RMO.
 - e. Provide assistance to the survivors, beneficiaries, or next of kin in completing claims for benefits if necessary. The Servicing Personnel Office will review all forms for completeness prior to submitting them to appropriate Federal offices.
 - f. Obtain from the next of kin/beneficiary sufficient certified copies (with raised seal) of the death certificate to accompany benefit claims. Copies are required for the following agencies, as applicable to the situation:
 - (1) DOL Office of Worker's Compensation Programs (OWCP) if appropriate.
 - (2) Office of Personnel Management (OPM) to claim survivor benefits under the retirement system or the refund of retirement funds.
 - (3) Office of Federal Employees Group Life Insurance.
 - (4) Thrift Savings Plan.
 - (5) Department of Defense (if employee was retired military).
 - (6) Payroll Operations Office.
 - (7) Department of Justice (if employee was performing law enforcement or firefighting duties and died in the line of duty).

- (8) Two or three additional copies for other life insurance policies, such as the Social Security Administration and the Veterans Administration if employee was a veteran.
- g. When and if appropriate, arrange for an Employee Assistance Program Counselor to come on-site to counsel employees. It is generally recommended that a counselor (peer, Critical Incident Stress Officer, (CISO), EAP) be made available one or two days after the casualty occurrence, depending on the level of trauma involved.
- h. Provide to the deceased employee's survivor, beneficiary, or next of kin the "employee" copy of the Notification of Personnel Action, Standard Form 50, along with a letter explaining that the SF 50 may be needed when submitting claims for benefits.
- i. Establish and maintain a case file of all relevant correspondence and information. At a minimum, the case file should include:
 - (1) Copies of all OWCP claim forms, if appropriate.
 - (2) Copies of all benefit claim forms.
 - (3) A copy of the death certificate.
 - (4) A copy of the SF 50.
 - (5) Copies of SPO correspondence to and from the survivors/next of kin/beneficiaries.

VII. Office of External Affairs.

A. Objective.

- 1. To work closely with the supervisor/manager to disseminate accurate and timely information to the public, press, media, etc., and to coordinate the release of information to all internal and external entities.

B. Responsibilities.

- 1. The following are some of the responsibilities of the External Affairs office if an employee casualty occurs; however, this list is not all inclusive. Steps will vary according to the circumstances.
 - a. Assist the RMO in developing a "prepared statement" of the facts surrounding the casualty for release to the media.
 - b. Assure that the name(s) of deceased are not released until next of kin are notified.
 - c. Issue regular internal and external information updates.

- d. Coordinate with the appropriate BLM Special Agent in Charge on the release of information in cases where the deceased is in a BLM law enforcement position.
- e. Submit an early alert of the casualty situation to the WO BLM Office of External Affairs and provide them with periodic updates.

VIII. Survivor Benefits.

A. Benefits vs. Type of Appointment.

1. The purpose of this section is to list the benefits that may be payable to qualified survivors upon the death of a BLM employee. Benefits will vary according to the type of appointment held and whether the death was work related or resulted from natural causes that occurred on the job. The type of employment status and the benefits that may be payable for each are outlined below. Details of these benefits may be obtained from the employee's servicing personnel office:
 - a. Career/Career Seasonal/Career Conditional/Term/SCEP Employees (Employees whose work schedule may be full-time, part-time, or when actually employed [WAE]):
 - Office of Worker's Compensation Program (OWCP) Benefits.
 - Civil Service Retirement System (CSRS) Benefits.
 - Federal Employees Retirement System (FERS) Benefits.
 - Thrift Savings Plan Benefits.
 - Social Security (Old-Age, Survivors and Disability Insurance (OASDI) Benefits.
 - Federal Employees Group Life Insurance (FEGLI) Benefits.
 - Federal Employees Health Benefits (FEHB).
 - Unpaid Compensation (leave, travel, last paycheck).
 - Public Safety Officers (PSO) Benefits.
 - Veterans Benefits.
 - Death Gratuity
 - b. STEP Employees (Federal Employee's Health Benefits [FEHB] after one year of employment.
 - c. Temporary Employees (Non-permanent employees who normally work less than twelve [12] months at a time on a full-time, part-time, seasonal, or intermittent basis):
 - OWCP Benefits.
 - OASDI Benefits.
 - Unpaid Compensation.
 - PSO Benefits.
 - Death Gratuity.
 - Veterans Benefits.

d. Volunteers (Persons who formally apply for and are accepted to work without compensation. A volunteer may work part-time or full-time, or on a one-time service project):

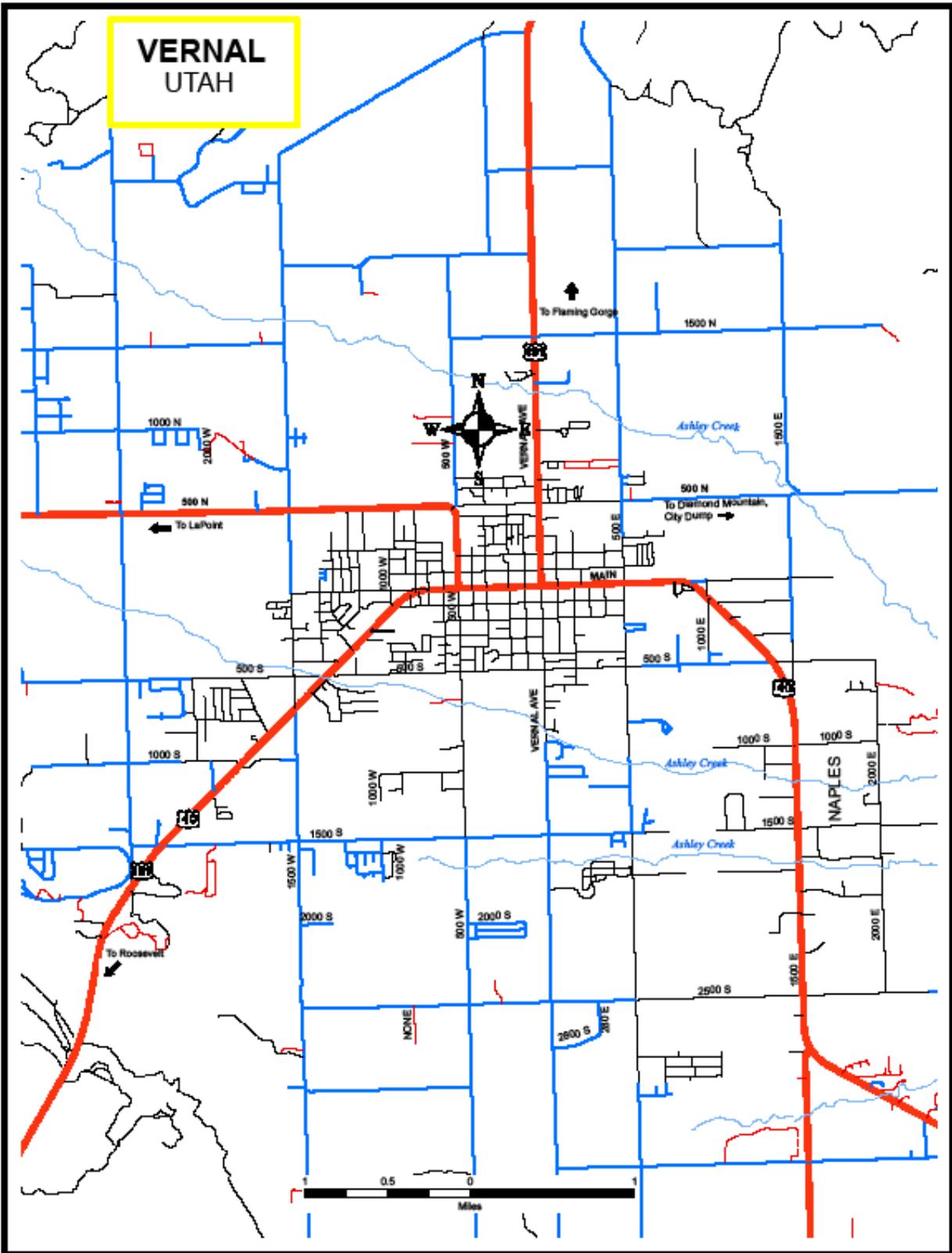
- OWCP Benefits.
- PSO Benefits.
- Veterans Benefits.

Annex I – Personnel Notification Information (Confidential)

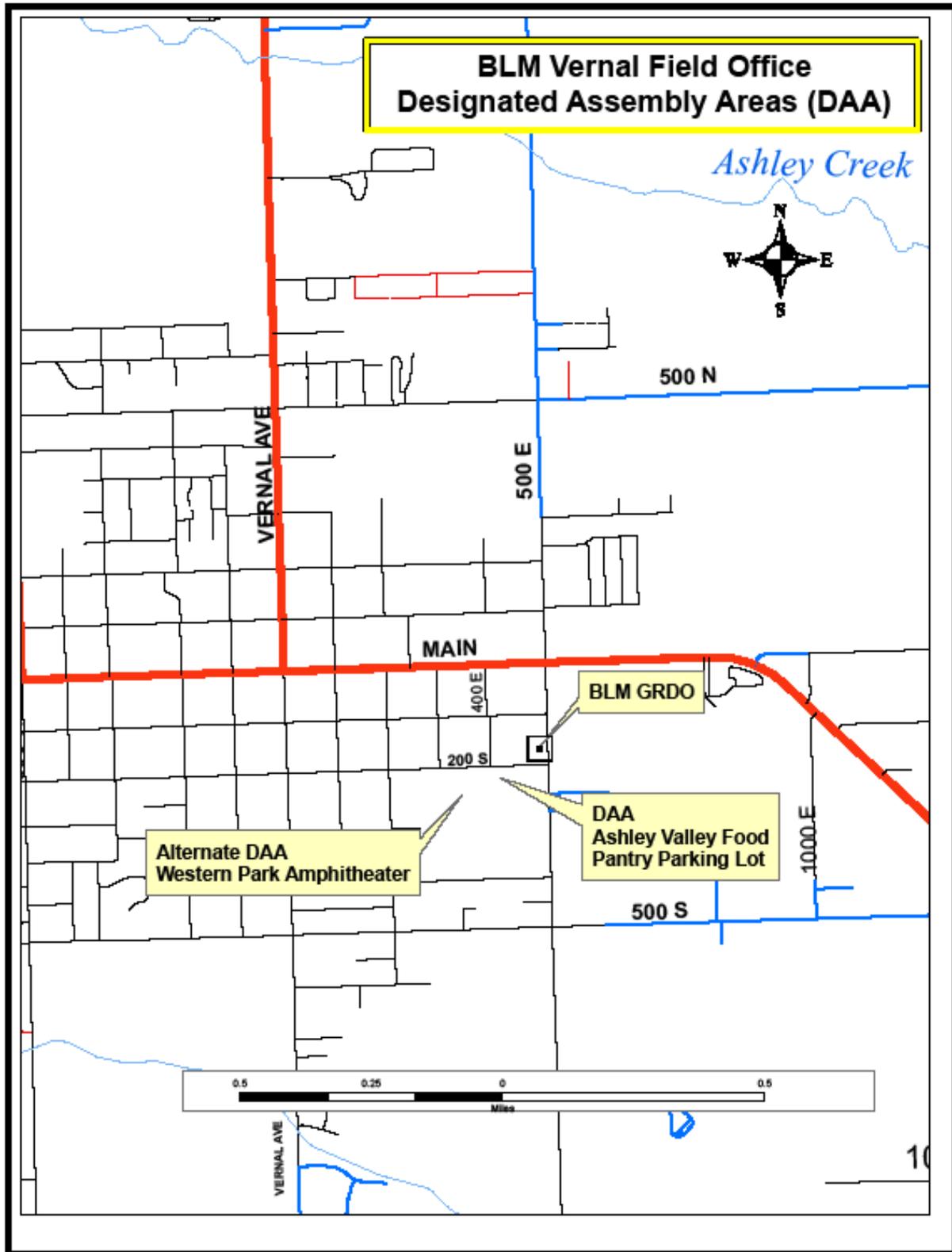
This information is considered confidential and is kept in a separate binder. Only those individuals filling leadership positions in order to provide notification, essential activities and functions will have access to this information.

Annex J – Maps

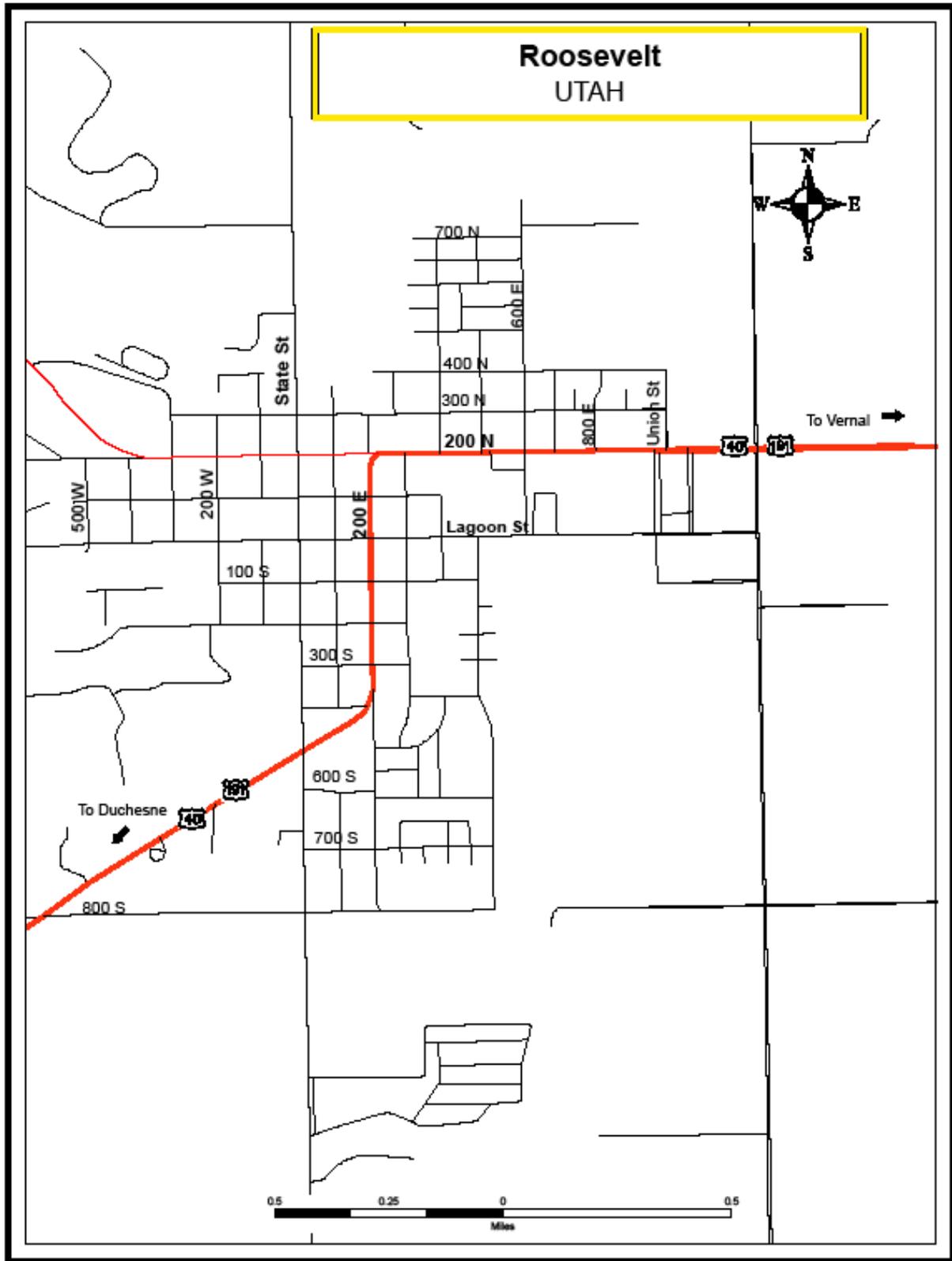
Vernal, Utah Street Map



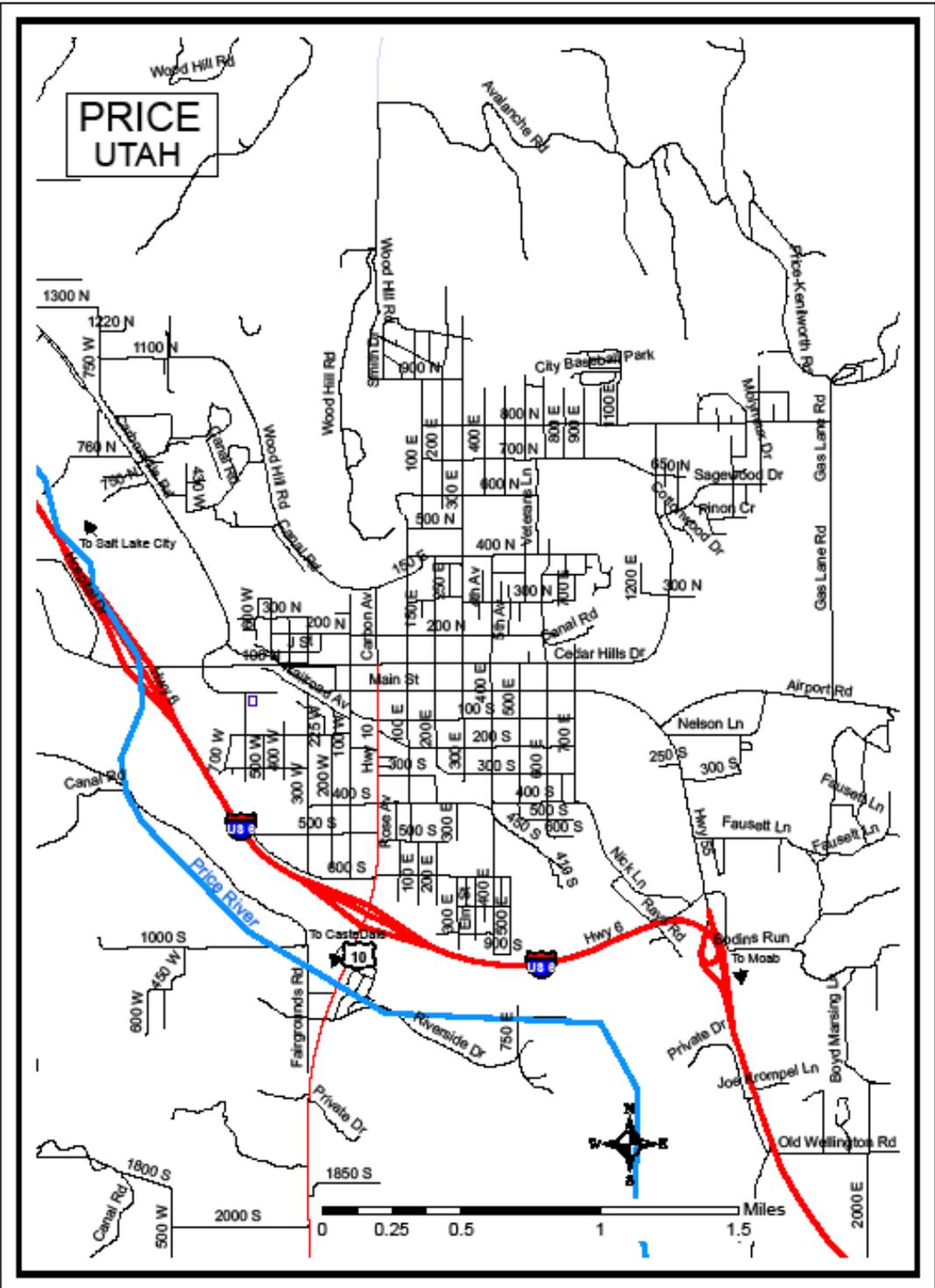
Vernal Designated Assembly Areas



Roosevelt, Utah Street Map (Vernal)



Price, Utah Street Map (Price)



Price Designated Assembly Areas

