



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

In Reply Refer To:
FWS/CGS

Memorandum

To: Service Directorate

Acting

From: Deputy Director

K Adams SEP 25 2001

Subject: Emergency Preparedness

Based on the events of last week, I am asking all Regional and Washington Offices to take all reasonable steps to ensure the safety of employees and visitors, as well as the protection of Service resources during an emergency situation. It is important that emergency plans and procedures are up to date and effective communication channels are in place so the Service Directorate can collectively respond to any situation. To ensure that we are adequately prepared, the following items should be reviewed.

Occupant Emergency Plans/Continuity of Operations Plans/Facility Security Plans

Occupant emergency plans (OEP) and continuity of operations (COO) plans are required for all Service facilities. The OEP focuses on evacuating a facility during an emergency. The COO plan addresses situations where a facility cannot be reentered immediately and provides guidance for continued communication with upper management, communications to the public and employees concerning work and duty status, protection of Service employees and visitors, and the provision of assistance to other agencies. These plans must be reviewed immediately to ensure they are current. Supervisors should maintain personal contact information for their employees both at work and at home to ensure availability when needed.

In addition to OEP and COO plans, facility security plans (432 FW 1 Physical Security in Service Facilities) are also required. Facility managers should review these plans and existing security measures to identify areas where improvements can be reasonably implemented. Minimum security standards for Service facilities are identified in 432 FW 1.6 and are based on facility size and operations. Additionally, safeguards should be considered when large gatherings or events are planned. Risks should be weighed and security measures enhanced as reasonable and appropriate.

Information Systems Security

Preservation of vital records and systems is an important consideration in continuing operations after an emergency situation. The Division of Information Resources Management and the Division of Policy and Directives Management in the Washington Office have the lead responsibility in these areas and are available to answer your questions. For questions on information technology (IT) security,

please contact Shane Compton, Chief, IRM, on 703-358-1729. For vital records preservation, please contact Jack Kraus, Chief, PDM, at 703-358-1730.

While protecting our computerized information has always been important, it is now essential that we redouble our efforts to ensure IT security plans are in place. At a minimum, these plans are required for all General Support Systems (GSS) and Major Applications. Examples of GSS include Regional LANs and principal computer installations; i.e., National Wetlands Inventory (NWI), National Communications Center (NCC), National Conservation Training Center (NCTC), and the Forensic Laboratory. Examples of Major Applications are Law Enforcement Management Information System (LEMIS), Federal Aid Information Management System (FAIMS), Interior Department's Electronic Acquisition System (IDEAS), Facility Management Information System (FacMIS), and Service Permit Issuance and Tracking System (SPITS). Instructions for preparing IT security plans are found on the Service's Security website: <http://ncc.fws.gov/security/secur.htm>.

Government Emergency Telephone Service Card

Critical staff should have a Government Emergency Telecommunications Service (GETS) card that will facilitate reliable communications during and following a national emergency. To acquire a GETS card, call Freeman Walker in the Division of Contracting and General Services on 703-358-2037 or e-mail at freeman_walker@fws.gov.

Travel Management

Numerous security measures have been undertaken to ensure the safety of the Nation's travelers. Service Managers should review all immediate travel to ensure that it is reasonable and necessary to accomplish the Service's mission. Alternatives to travel should be considered such as satellite broadcasts and voice and video teleconferencing.

Reporting Significant Security Incidents

All bureaus have been asked to report any significant security incidents and all threats to personnel, facilities and programs to the Department through the Assistant Director - Business Management and Operations. You can email reports with details of security incident or threats to FW9CGS@fws.gov. Reports can be telephoned to Bob Ashworth on 703-358-1901. Reporting guidance is on the CGS web site at sii.fws.gov/r9cgs/safetycommittee.

If you have any questions on emergency preparedness for facilities, please contact Bob Ashworth, Chief, Division of Contracting and General Services, on 703-358-1901.