

Smithsonian Institution (SI) Emergency Operations Plan (EMOP)

Version 1

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SMITHSONIAN INSTITUTION (SI) EMERGENCY OPERATIONS PLAN (EMOP)

I. INTRODUCTION

- A. Mission:** The Smithsonian will respond to announced and unannounced emergencies using the National Incident Management System (NIMS)/Incident Command System (ICS), regardless of hazard type. As needed, the SI Emergency Operations Center (SI EOC) will activate to facilitate institutional coordination and the adjudication of SI-wide resources in support of unit-led response and recovery efforts.
- B. Purpose:** This plan outlines the organizational structure, roles and responsibilities, and system in place for directing and coordinating SI emergency/disaster operations.
- C. Scope:** This plan applies across the SI and serves to guide both institutional and unit level emergency operations. In doing so, this plan adopts the nation's emergency management approach, implementing a tested and proven structure that facilitates effective collaboration and interoperability within the SI, as well as with local, state, and federal partners.
- D. Situation:** The Smithsonian is vulnerable to a variety of natural, technological, and security-based hazards, with impacts ranging from minimal to severe, that can occur with or without advance warning. As a component of the nation's critical infrastructure and as an open, public space that welcomes visitors from around the globe, the SI recognizes its responsibility to plan and prepare for the full spectrum of hazards to protect visitors, staff and affiliated persons, collections, assets, and operations. Most emergencies are managed within the normal, day-to-day operating structure of the Smithsonian, with minimal impact or disruption to operations. When a hazard (or event) threatens to exceed the capabilities of the normal operating structure, the unit and/or institutional EOC may activate to serve as the focal point for coordination and the adjudication of resources in support of the event/response.
- E. Assumptions:**
1. The Smithsonian is prepared to manage most emergencies within its normal operating structure.
 2. Not all emergencies require activation and staffing of the unit or SI EOC; support of incident management at the scene may be more effective.
 3. Hazards exceeding normal operations capabilities will require broader institutional support and/or assistance from local, state, and/or federal partners.
 4. If more than one Unit EOC activates, the SI EOC will activate to the appropriate level.

5. When activated, the SI EOC serves as the institutional focal point for monitoring the situation, and coordinating and adjudicating SI resources.
6. The SI EOC will maintain the capability to communicate with all pertinent Smithsonian units, as well as local, state, and federal partners.
7. The SI and/or Unit EOC(s) may activate to enhance readiness ahead of a forecast event, even before impacts have been felt.
8. The Smithsonian will prepare for foreseeable events through coordination and joint planning between Smithsonian units, and with local, state, and/or federal partners.
9. Foreseeable events will be accompanied by a Smithsonian emergency declaration, stemming from planning and the identification of factors warranting such a declaration.
10. Smithsonian emergency operations will be organized and executed in accordance with NIMS/ICS.
11. Hazards may create dangerous conditions that limit the availability of SI resources (e.g. staff unable to report for duty or return home after shift), which will degrade the SI's ability to respond.
12. The Smithsonian will not be immune to the effects of local hazards/events and may suffer damage and/or degraded capabilities from hazard impacts (e.g. power outages).
13. Severe hazards may overwhelm local, state, and/or federal capabilities, forcing the SI to independently respond and assume greater risk.
14. Under "Safe Haven" conditions, the SI must be prepared to harbor mobility impaired, and other special needs patrons, for an extended period, until local responders can move them.
15. The Smithsonian will modify and/or cease public operations in response to some hazards/events, in order to decrease risk to the SI, visitors, staff and affiliated persons, collections, assets and operations.

II. CONCEPT OF OPERATIONS

A. Execution:

1. Notification:
 - a. **Foreseeable Events (i.e. events with advance notice)**: The Smithsonian will coordinate with internal, local, state, and federal entities to receive and share event information and coordinate action. Appropriate means of communication will be used to inform SI staff and affiliates to raise awareness, enhance readiness, and/or trigger action. As necessary, the Smithsonian will use institutional planning to prepare for foreseeable events and determine EOC activation levels.
 - b. **Sudden Onset and Short/No-Notice Events**: The Smithsonian will use its emergency communications platform to relay emergency information to provide warning, raise awareness, and trigger appropriate actions. A senior

member of the Smithsonian will assume Incident Command responsibilities and integrate into the Unified Command structure to represent Smithsonian interests on site. As needed, OEM may convene the Coordination Group (CG) to discuss the institutional response.

2. Smithsonian units will use ICS for on-scene incident management, to include coordination with first responders.
3. If warranted, the SI and/or Unit EOC(s) will activate as the focal point for coordination and the adjudication of resources during emergency operations.
4. The decision to activate the EOC (unit or SI) will be based on operational factors such as recognition of an imminent threat (i.e. when there is a warning period), the need for increased coordination, the expected duration of an event, and/or the potential or actual level of impact(s) of planned and unplanned events.
5. The SI EOC may be activated by the Secretary, the Under Secretaries, the Coordination Group (as defined in SD 109), or the Office of Emergency Management (OEM), and the circumstances for activation and EOC activation level will be articulated.
6. The *SI Emergency Operations* group (SIEmergencyOperations@si.edu) will be notified of changes to SI EOC status, to include activation, changes in posture, and deactivation.
7. A UEOC may be activated by the respective Unit Director (or appointed representative), or at the direction of the SI EOC in extreme circumstances.
8. Smithsonian EOCs will follow NIMS and organize along five (5) functional areas of ICS: Command Staff, Operations, Logistics, Planning, and Finance & Administration.
9. The SI EOC will be staffed through rapid mobilization of pre-identified staff to fill Command and General Staff positions, and pertinent SI ESFs.
10. The SI EOC staffing structure will be scaled to meet the demands of the incident driving activation.
11. Incident Action Planning will be used to facilitate emergency operations.
12. Either Under Secretary or the Coordination Group (CG), by majority vote, may declare a Smithsonian State of Emergency (or “Emergency Declaration”), if needed (see SD 109 for more details). The Unit Director (or appointed representative) may declare a localized, unit-specific State of Emergency.
13. If a State of Emergency is declared, a Smithsonian Coordinating Officer (SCO) will be appointed to direct the institutional response. A Museum Coordinating Officer (MCO) will be appointed for unit-level emergency declarations.
14. When activated, EOC staff remain under the administrative control of their supervisor; however, EOC personnel will execute their functions within the EOC organizational structure and chain of command.
15. Deployment of resources in support of emergency operations is done at the direction of the Operations Section Chief (OSC).
16. Should the primary SI EOC location become unavailable, the SI EOC function will relocate to a secondary location.

B. SI Emergency Operations Levels – The SI recognizes four levels of emergency operations:

1. **Level 4 (Normal Operations):** A minor to moderate incident that is limited in scope and potential effects. Level 4 events can be managed with normal staffing and are typically limited to a small area. Activation of emergency personnel beyond normal operations is very unlikely.

2. **Level 3 (Enhanced Watch):** A significant event with the potential to increase in scale, warranting close monitoring due to the potential for moderate to significant impacts to Smithsonian operations. Level 3 emergencies could require a limited increase in support beyond normal operations, and the Office of Emergency Management (OEM) will upgrade its posture to an “Enhanced Watch.”

3. **Level 2 (Minor/Moderate Event):** A minor to moderate event, larger in scale than a Level 3 Emergency, that could impact a larger area, significant population, and/or high priority facilities. A Level 2 Emergency will likely require emergency alerting and communications beyond the facility/unit level, as well as activation of emergency personnel beyond normal operations staffing. The SI Emergency Operations Center (EOC) may be activated, and a Smithsonian State of Emergency may be declared. External support from partner agencies may also be required.

4. **Level 1 (Major Event):** A major event with the potential for widespread damage and/or major disruption to Smithsonian operations. Emergency alerting and communications are issued SI wide. Level 1 emergencies result in a Smithsonian State of emergency being declared and SI EOC activation. External support may be required.

C. Emergency Operations Center (EOC) Activation – Activation of Smithsonian and Unit EOCs will correspond to the emergency operations level identified.

Table 1 – *SI EOC Activation Levels*

EMERGENCY LEVEL	UNIT EOC ACTIVATION	SI EOC ACTIVATION
Level 4 – Normal Operations	No	No
Level 3 – Enhanced Watch	Unlikely	Enhanced Watch Only
Level 2 – Minor/Moderate Event	Possible	Possible
Level 1 – Major Event	Yes	Yes

- D. **Continuity of Operations** - Loss of the primary SI EOC would severely degrade institutional emergency operations. Alternate SI EOC locations have been identified in order to ensure emergency operations can continue in the event the primary SI EOC location is lost.
1. Conditions for relocation of the SI EOC to an alternate facility:
 - a. Loss of the SI EOC facility, power to the facility, or communications capability.
 - b. Inability to gain access to the SI EOC.
 - c. A significant threat exists that prevents the activation and use of the SI EOC facility.
 2. Relocation from the primary SI EOC site to an alternate location is at the direction of the Smithsonian Coordinating Officer (SCO), if appointed, or Operations Section Chief (OSC).
 3. SI EOC Locations:
 - a. The primary SI EOC is located at: 600 Maryland Ave SW, Capital Gallery East Tower, Suite 605E, Washington, D.C. 20024.
 - b. Alternate SI EOC sites are at the National Zoological Park (NZP) in Washington, D.C. and the Smithsonian Conservation Biology Institute (SCBI) at Front Royal, Virginia.
 4. Smithsonian units will determine the best course of action and identify alternate locations for relocating from their primary UEOC location, as applicable.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization:

1. Organizational Structure - Smithsonian EOCs will follow NIMS guidelines and staff will fill positions within the five ICS Command and General staff functions: Command Staff, Operations, Logistics, Planning, and Finance & Administration. The Smithsonian has adopted the federal Emergency Support Functions (ESF) structure, modified to meet Smithsonian needs (please refer to the **National Response Framework [NRF]** for more information on the ESF structure). The following organizational list summarizes the Command and General Staff structure of the SI EOC, to include the SI ESFs, and identifies which offices/units are primarily responsible for each function (in parentheses and **blue/bold font**) as the SI ESF Primary Coordinator. Functions where no primary office of responsibility is identified, may be filled by any trained Smithsonian staff member. **Annex A** of this plan provides an overview of the SI ESFs and their general responsibilities. Not all

positions are required; only those positions required for supporting the response will be filled.

- a. **Command Staff** – The Command staff establishes incident objectives, strategies, and priorities, and assumes overall responsibility for the incident.
 - (1) Coordination Group (CG) or Smithsonian Coordinating Officer (SCO)
 - (2) Safety Officer (**OSHEM**)
 - (3) SI ESF 15 – External Affairs (**OPA**)
 - (4) Special Events & Protocol (**OSEP**)
 - (5) Government Relations (**OGR**)
 - (6) General Counsel (**OGC**)

- b. **Operations Section** – The Operations Section determines the tactics and resources required for achieving objectives and directs the tactical response.
 - (1) Operations Section Chief (OSC) (**OEM**)
 - (2) Interagency Emergency Liaison Officer(s) (ELO) (**OPDC**)
 - (3) Unit Liaison(s)
 - (4) **Public Safety Branch**
 - a. Office of Protection Services (**OPS**)
 - Branch Director
 - SI ESF 13 – Security
 - b. Office of Safety, Health, & Environmental Management (**OSHEM**)
 - SI ESF 6 – Human Services
 - SI ESF 8 – Public Health
 - SI ESF 10 – Hazardous Materials (HAZMAT)
 - c. Smithsonian Early Enrichment Center (**SEEC**) (*where applicable*)
 - (5) **Infrastructure Branch**
 - a. Smithsonian Facilities (**SF**)
 - Branch Director
 - b. Office of Facilities Management & Reliability (**OFMR**)
 - SI ESF 1 – Transportation
 - SI ESF 3 – Facilities Management & Engineering
 - c. Office of Planning, Design, & Construction (**OPDC**)
 - SI ESF 3 – Facilities Management & Engineering
 - d. Smithsonian Gardens (**SG**)
 - SI ESF 11 – Gardens
 - e. Office of the Chief Information (**OCIO**)
 - SI ESF 2 – Information Technology (IT)

- (6) **Cultural Heritage & Assets Support Branch**
 - a. National Collections Program (**NCP**)
 - Branch Director
 - SI ESF 4 – Collections Management
 - b. Smithsonian Exhibits (**SIE**) OR National Zoological Park (**NZP**)
 - SI ESF 4 – Collections Management
 - c. Smithsonian Enterprises (**SE**) OR Smithsonian Associates OR Friends of the National Zoo (**FONZ**)
 - SI ESF 9 – Business Affairs
 - d. Office of Visitor Services (**OVS**)
 - SI ESF 12 – Visitor Services
 - e. Smithsonian Archives (**SIA**) OR Smithsonian Libraries (**SIL**)
 - SI ESF 14 – Historic Documents
- c. **Planning Section** – The Planning Section collects, analyzes, and disseminates information; tracks resources; and, maintains documentation.
 - (1) Planning Section Chief (PSC) (**OEM**)
 - (2) Situation Unit
 - (3) Resources Unit
 - (4) Documentation Unit
- d. **Logistics Section** – The Logistics Section provide resource support and services, including the provision of facilities, equipment, supplies, and services found within the institution. Acquisition of outside support is executed through SI ESF 7 (Contracting) in the Finance & Administration Section.
 - (1) Logistics Section Chief (LSC) (**OFMR**)
 - (2) Service Branch
 - (3) Support Branch
- e. **Finance & Administration (F&A) Section** – The F&A Section Chief provides general administrative and finance support by accounting for expenditures, claims, and compensation. Additionally, F&A procures needed resources from external sources.
 - (1) Finance & Administration Section Chief (FSC) (**OBATS**)
 - (2) Human Resources (**OHR**)
 - (3) Insurance & Risk Management (**OFA**)
 - (4) SI ESF 7 – Contracting (**OCon**)
- f. Smithsonian public operations units (e.g. museums and research centers) will adopt NIMS/ICS and follow the structure above, filling each function with staff assigned to the museum. The unit determines which functions and

associated staff are required to support emergency operations, noting not all functions identified above, or in Section IV of this plan, may be required. The information above and in Section IV simply provides a template for structuring emergency operations.

B. Roles and Responsibilities of EOC Personnel:

1. Command Staff

a. Coordination Group (CG) or Smithsonian Coordinating Officer (SCO)

- (1) Assess the situation.
- (2) Establish incident priorities and goals.
- (3) Establish an appropriate organizational structure.
- (4) Ensure planning meetings are scheduled, as required.
- (5) Approve and authorize the implementation of the Incident Action Plan (IAP).
- (6) Ensure adequate safety measures are in place.
- (7) Coordinate activity for all Command and General Staff.
- (8) Coordinate with key leaders and officials.
- (9) Approve requests for additional resources or for the release of resources.
- (10) Approve the use of additional personnel.
- (11) Authorize the release of information to the public and news media.
- (12) Order demobilization of the incident when appropriate.
- (13) If the CG has not convened and/or no SCO has been appointed, the Operations Section Chief (OSC) will serve in this capacity.

b. Safety Officer

- (1) Identify hazardous situations associated with the incident and provide safety recommendations.
- (2) Assess, communicate, and correct hazardous and unsafe situations.
- (3) Ensure emergency operations comply with applicable occupational safety guidelines.
- (4) Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the IAP.
- (5) Investigate accidents that have occurred within the incident area.
- (6) Participate in planning meetings and support IAP development.
- (7) Develop the Safety Plan (**ICS 208**) and IAP Safety Analysis (**ICS 215A**).
- (8) Complete an **ICS 204** (as required).
- (9) Support Situation Report (SITREP) development.

c. External Affairs (SI ESF 15)

- (1) Determine parameters of information release to the public.
- (2) Ensure the timely release of accurate information to the public.
- (3) Develop material for public release.
- (4) Obtain approval for public information and media releases.
- (5) Inform media and conduct media briefings.
- (6) Coordinate and validate information with other Public Information Officers (or the Joint Information Center) to ensure consistency.
- (7) Staff the Joint Information Center (JIC), as needed.
- (8) Arrange for tours and other interviews or briefings that may be required.
- (9) Obtain media information that may be useful to incident planning.
- (10) Maintain current information summaries.
- (11) Monitor public reaction and social media.
- (12) Maintain oversight of Smithsonian special event.
- (13) Maintain oversight of government relations activities.
- (14) Participate in planning meetings and support IAP development.
- (15) Complete an **ICS 204** (as required).
- (16) Support Situation Report (SITREP) development.

d. Special Events and Protocol

- (1) Manage special events and protocol requirements.
- (2) Provide visibility of SI-hosted and sponsored special events.
- (3) Participate in planning meetings and support IAP development.
- (4) Support Situation Report (SITREP) development.

e. Government Relations

- (1) Manage government relations, to include congressional and international affairs.
- (2) Support IAP development.
- (3) Participate in planning meetings and support IAP development.
- (4) Support Situation Report (SITREP) development.

f. General Counsel

- (1) Provide legal advice and counsel, as requested.

2. Operations Section

a. **Operations Section Chief (OSC)**

- (1) Direct the execution of the IAP and monitors progress towards operational goals.
- (2) Approve incident objectives outlined in the IAP.
- (3) Coordinate and oversee the activities of Branches and SI ESFs assigned to the Operations Section.
- (4) Monitor information flow and ensure SI ESF support actions are conducted in a timely manner.
- (5) Make or approve expedient changes to the IAP during the Operational Period, as needed.
- (6) Request resources needed to accomplish incident objectives.
- (7) Manage tactical operations.
- (8) Approve the release of resources from assigned status (not from incident).
- (9) Approve internal and external requests for assistance.
- (10) If the CG has not convened and/or no SCO has been appointed, the Operations Section Chief (OSC) will serve in this capacity.
- (11) Participate in planning meetings and support IAP development.
- (12) Complete an **ICS 204** (as required).
- (13) Support Situation Report (SITREP) development.

b. **Interagency Emergency Liaison Officer (ELO)**

- (1) Serve as the SI EOC focal point for coordination with the home unit.
- (2) Inform cooperating agency personnel of SI incident operations.
- (3) Attend briefings and planning meetings.
- (4) Provide input on the use of SI resources.
- (5) Advise of special needs or requirements.
- (6) Report back to SI EOC.
- (7) Participate in planning meetings and support IAP development.
- (8) Support Situation Report (SITREP) development.

c. **Unit Liaison**

- (1) Serve as the home SI unit's representative in the SI EOC.
- (2) Inform SI EOC staff of home unit activities and status.
- (3) Monitor incident operations to identify current or potential problems.
- (4) Participate in planning meetings, providing current resource status, including limitations and capabilities of assisting SI resources.

d. Branch Directors

- (1) Supervise Branch operations and act as the point of contact between the Operations Section Chief and assigned SI ESF staff.
- (2) Develop tactics to implement incident strategies.
- (3) Confer with SI ESF staff to identify needs, requirements, limitations, potential issues, and to determine solutions.
- (4) Attend incident planning meetings.
- (5) Review Branch assignments and report status.
- (6) Coordinate activities of assigned SI ESFs.
- (7) Assign specific work tasks to Branch personnel.
- (8) Monitor and inspect progress and make changes as necessary.
- (9) Participate in planning meetings and support IAP development.
- (10) Complete an **ICS 204** (as required).
- (11) Support Situation Report (SITREP) development.

e. SI ESFs

- (1) Receive, process, and fulfill requests for assistance and support.
- (2) Monitor mission progress and status of support requests.
- (3) Coordinate activities of offices within the SI ESF coordination group.
- (4) Manage the flow of information into and out of the SI ESF coordination group.
- (5) Manage activities of support agencies within SI ESF group.
- (6) Act as the point of contact for coordination of activities between SI ESF groups.
- (7) Provides SI ESF-specific subject matter expertise.
- (8) Provides knowledge of SI ESF resources, capabilities, and limitations.
- (9) Participate in planning meetings and support IAP development.
- (10) Complete an **ICS 204** (as required).
- (11) Support Situation Report (SITREP) development.

3. Planning Section

a. Planning Section Chief (PSC)

- (1) Supervise preparation of the IAP.
- (2) Conduct planning meetings.
- (3) Collect, assess, and provide SI EOC staff with the most current information and develop accurate situation reports (SITREP).
- (4) Assist in identifying incident objectives and strategies for attaining those goals.
- (5) Create an accurate and realistic IAP during SI EOC activations.
- (6) Coordinate with the SI ESF 15 (External Affairs) for accurate public information distribution.
- (7) Maintain a comprehensive incident specific file.

- (8) Create Executive Summaries, as needed.
- (9) Establish information requirements and reporting schedules.
- (10) Establish special information collection activities as necessary (e.g. weather).
- (11) Report significant changes in incident status.

b. Situation Unit

- (1) Collect and analyze incident data, and develop data into usable incident intelligence.
- (2) Prepare and disseminate resource and situation status information.
- (3) Provide photographs and maps, as requested.
- (4) Determine the status of unit activities.
- (5) Maintain overall situational awareness and developing a common operating picture.
- (6) Work with the Documentation Unit Leader (DUL) to identify and fill gaps in information.
- (7) Participate in planning meetings.
- (8) Support the development of Executive Summaries and Situation Reports (SITREP).
- (9) Prepare **ICS 202** (Incident Objectives), and other IAP forms (as assigned).

c. Resources Unit

- (1) Establish and oversee the check-in function to track SI resources assigned to the incident.
- (2) Maintain the status of SI resources assigned to the incident.
- (3) Maintain a master list of all SI incident resources.
- (4) Receive internal and external support requests and ensure the requirement is properly defined for OSC approval.
- (5) Prepare **ICS 203**, **ICS 205A**, and **ICS 207**, and other IAP forms (as assigned).
- (6) Participate in planning meetings and support IAP development.
- (7) Support the development of Executive Summaries and Situation Reports (SITREP).

d. Documentation Unit

- (1) Gather raw data and information through internet sources, media sources, WebEOC, the NCR Dashboard, radio, telephone and email traffic.
- (2) Provide information to the Situation Unit Leader for further analysis.
- (3) Assist with the development of the IAP, Executive Summaries, and SITREP.

- (4) Participate in incident planning meetings, as required.
- (5) Organize and manage incident files.
- (6) File all official forms and reports.
- (7) Review records for accuracy and completeness; inform units of errors or omissions.
- (8) Store files for post-incident use.
- (9) Assist in the completion of special projects, as assigned.
- (10) Capture observations/lessons learned for After Action Report (AAR).

4. Logistics Section

a. Logistics Section Chief (LSC)

- (1) Process requests for logistical support and identify potential resource needs.
- (2) Identify and coordinate the deployment of SI resources.
- (3) Identify anticipated and known incident service and support requirements.
- (4) Make recommendations for the purchase of additional resources.
- (5) Monitor the operational status and location of deployed resources.
- (6) Ensure resources are properly demobilized and released from duty.
- (7) Work closely with SI ESF 7 (Contracting) to fill resource requests.
- (8) Participate in planning meetings and support IAP development.
- (9) Support Situation Report (SITREP) development.

b. Service Branch

- (1) Communications
 - Advise on communications capabilities/limitations.
 - Prepare and implement the **ICS 205** (as needed).
 - Coordinate, establish, and maintain the SI EOC information technology (IT) infrastructure in coordination with OCIO.
 - Manage, distribute, and monitor IT equipment.
 - Install and test all communications equipment.
 - Participate in incident planning meetings, as required.
- (2) Food
 - Determine food and water requirements.
 - Determine best methods of feeding EOC staff.
 - Order sufficient food/water.
 - Participate in planning meetings, as required.
- (3) Medical
 - Prepare the Medical Emergency Plan (ICS 206) in coordination with OSHEM.
 - Develop procedures for handling medical emergencies.

- Acquire and manage medical support personnel.
- Provide medical aid.
- Participate in incident planning meetings, as required.

c. Support Branch

(1) Supplies

- Place all orders for incident supplies and equipment.
- Receive and distribute all supplies and equipment.
- Service all tools and equipment.
- Maintain an inventory of supplies and equipment.
- Service reusable equipment, as needed.

5. Finance/Administration Section

a. Finance & Administration Section Chief

- (1) Manage all financial aspects of the incident.
- (2) Provide financial and cost analysis, as requested.
- (3) Manage all activities related to purchasing, procurement, and acquisition of resources.
- (4) Ensure proper documentation and analysis of incident related cost information, and prepare estimates and projections of incident related costs.
- (5) Track and record equipment use costs related to expended resources (e.g. fuel, parts, maintenance, hours of operation).
- (6) Ensure preparation, collection, and processing of personnel time and overtime records.
- (7) Monitor costs to ensure compliance with applicable statutes, regulations, contracts, grants, and mutual aid agreements.
- (8) Ensure all personnel time records are accurately completed and transmitted.
- (9) Provide advice on timekeeping.
- (10) Ensure all obligation documents are properly prepared and completed.
- (11) Participate in planning meetings and support IAP development.
- (12) Support Situation Report (SITREP) development.

b. SI ESF 7 – Contracting

- (1) Manage all activities related to vendor contracts, leases, fiscal, and rental agreements.
- (2) Establish sources for equipment and supplies.
- (3) Establish system for property management in coordination with the Logistics Section.

- (4) Responsible for purchasing, documenting, and tracking the cost of resources acquired to support SI response operations.
- (5) Interpret contracts and agreements; resolve disputes.
- (6) Participate in planning meetings, as required.

c. Human Resources

- (1) Ensure accurate recording of personnel time and compliance with time recording policies.
- (2) Participate in planning meetings, as required.
- (3) Provide incident cost analysis.
- (4) Identify equipment and personnel requiring payment.
- (5) Maintain records of cost data.
- (6) Prepare incident cost estimates.
- (7) Develop incident cost summaries.
- (8) Participate in planning meetings, as required.

d. Insurance & Risk Management

- (1) Manage financial and administrative activities related to insurance claims.

6. Unit Emergency Operations Center (UEOC)

- a. The purpose of the UEOC is to provide support to tactical operations at the unit level and serve as the focal point for internal and external coordination.
- b. UEOC Responsibilities:
 - (1) Unit-level incident management support to tactical operations.
 - (2) Establish unit priorities, strategy, goals, and objectives.
 - (3) Coordination between unit offices.
 - (4) Primary interface between the Unit and SI EOC.
 - (5) Adjudication of unit resources.
- c. Roles and Responsibilities of UEOC staff mirror those of SI EOC staff; see the descriptions in the section above for position-specific information.
- d. List of Smithsonian Museums and Public Sites (next page):

SMITHSONIAN SITES	
Washington, D.C.	Outside Washington, D.C.
<p>ON THE NATIONAL MALL</p> <ul style="list-style-type: none"> - National Museum of African American History and Culture (NMAAHC) - National Museum of American History (NMAH) - National Museum of Natural History (NMNH) - National Museum of the American Indian (NMAI-DC) - National Air and Space Museum (NASM) - Hirshhorn Museum and Sculpture Garden (HMSG) - Arts and Industries Building (AIB) - National Museum of African Art (NMAfA) - Freer Gallery of Art & Arthur M. Sackler Gallery (FSG) - S. Dillon Ripley Center - Smithsonian Institution Building (The Castle) - Center for Folklife & Cultural Heritage (CFCH) <p>OFF THE NATIONAL MALL</p> <ul style="list-style-type: none"> - National Postal Museum (NPM) - National Portrait Gallery (NPG) - Smithsonian American Art Museum (SAAM) - Renwick Gallery - Anacostia Community Museum (ACM) - National Zoological Park (NZP) 	<ul style="list-style-type: none"> - Cultural Resource Center (NMAI-CRC) – Suitland, MD - Museum Conservation Institute (MCI) – Suitland, MD - Museum Support Center (MSC) – Suitland, MD - Paul E. Garber Facility (NASM) – Suitland, MD - Pennsy Collections and Support Center – Landover, MD - Environmental Research Center (SERC) – Edgewater, MD - Conservation Biology Institute (SCBI) – Front Royal, VA - Steven F. Udvar-Hazy Center (UHC) – Chantilly, VA - Herndon Data Center – Herndon, VA - Cooper-Hewitt Smithsonian Design Museum (CHSDM) – NYC - NMAI George Gustave Heye Center (NMAI-NY) – NYC - NMNH Smithsonian Marine Center – Fort Pierce, FL - Smithsonian Astrophysical Observatory (SAO) Cambridge, MA - SAO Hilo, HI - SAO Amado, AZ - Smithsonian Tropical Research Institute (STRI) – Panama City, Republic of Panama

7. **Operational Period** - The operational period will be established at the beginning of each event to facilitate the coordination and synchronization of Smithsonian emergency operations efforts, and provide all supporting elements predictability and deadlines. The standard Smithsonian operational period is 24 hours; however, the operational period can be adjusted to provide a more practical operational rhythm, as necessary. An example of a 24-hour Operational Period, based on the typical winter weather response, is at **Annex B**.

8. **Situation Reports (SITREP)** - SITREPs will be produced to capture operational status and critical event information, using the template at **Annex D**. The operational period established for the event will determine the frequency of SITREPs. Smithsonian units will assess and report their overall status as Green, Yellow, or Red, based on institutional Primary Indicators of Response (PIR).
 - a. **Status Definitions:**
 - (1) **Green** – Normal operations. Adequate staffing and equipment are available to support the operation. All equipment and systems are functional. No issues of shortfalls.
 - (2) **Yellow** – Minor/moderate impact(s) on operations. Some equipment or staffing shortfalls noted, but able to continue the operation. Operations require close monitoring.
 - (3) **Red** – Significant operational impact or shut down of service. Additional staff and/or equipment required to maintain operations.

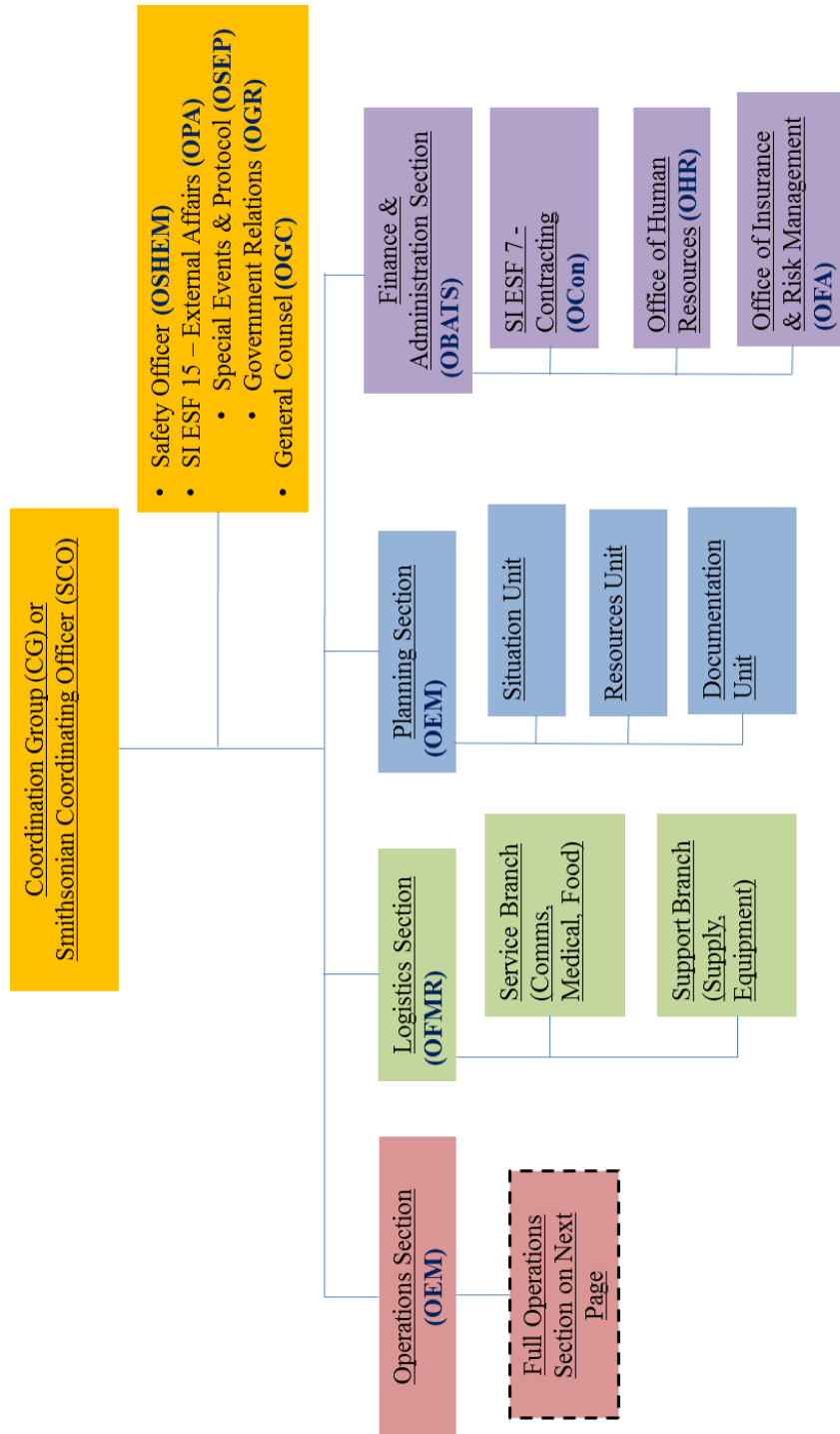


- b. **Primary Indicators of Response (PIR)** - The assessment of a unit's overall status will be based on the evaluation of 10 PIR: Communications, Power, Collections, Security, Facilities Support, Emergency Systems, Weather Conditions, Water, Building Conditions, and Hazardous Materials. Each PIR will be assessed as Green, Yellow, or Red, based on the definitions found at **Annex E** of this plan.

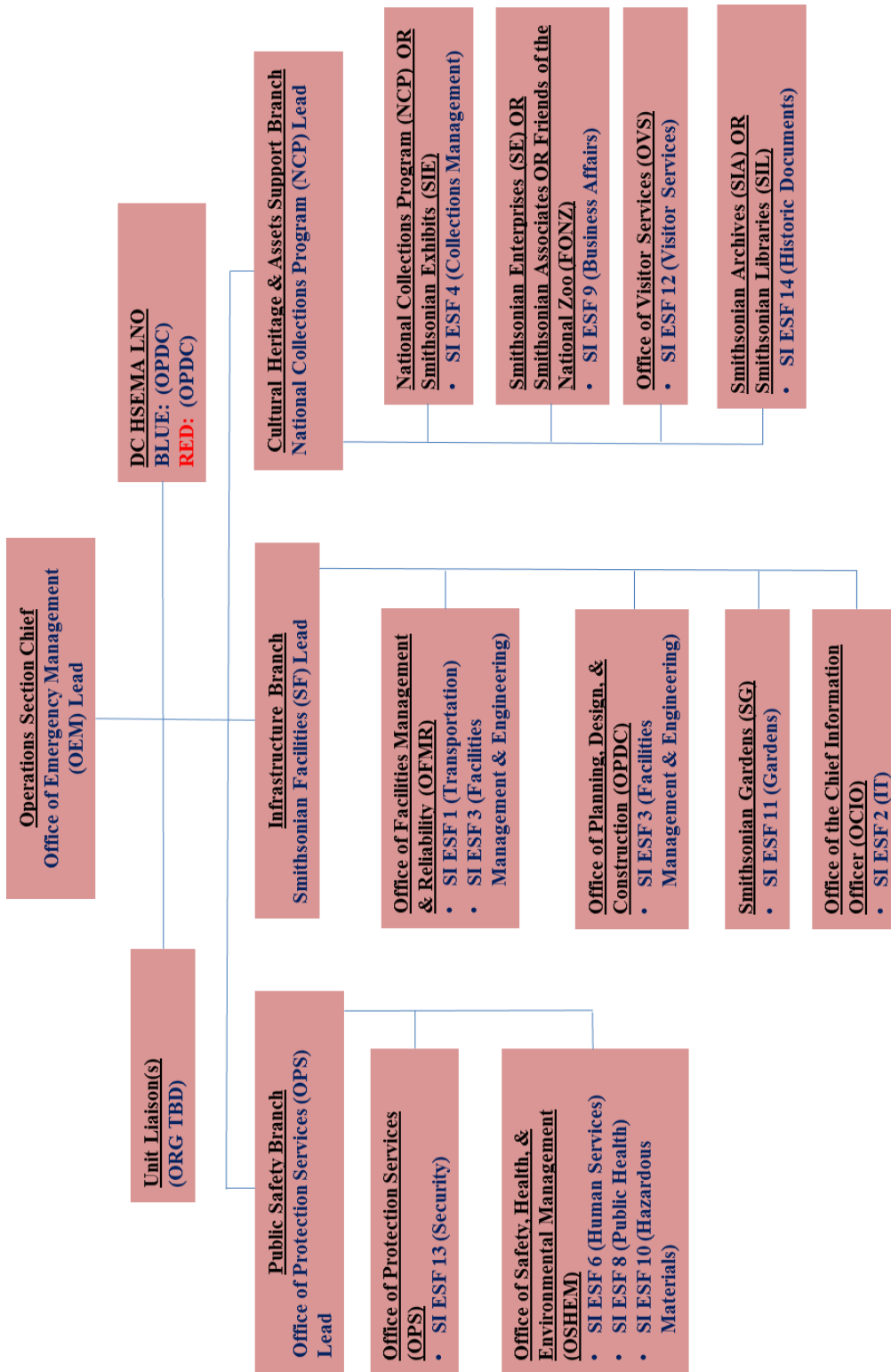
IV. DIRECTION, CONTROL AND COORDINATION

A. Direction and Control – The organizational structure of the SI EOC is as follows:

1. SI EOC Command & General Staff

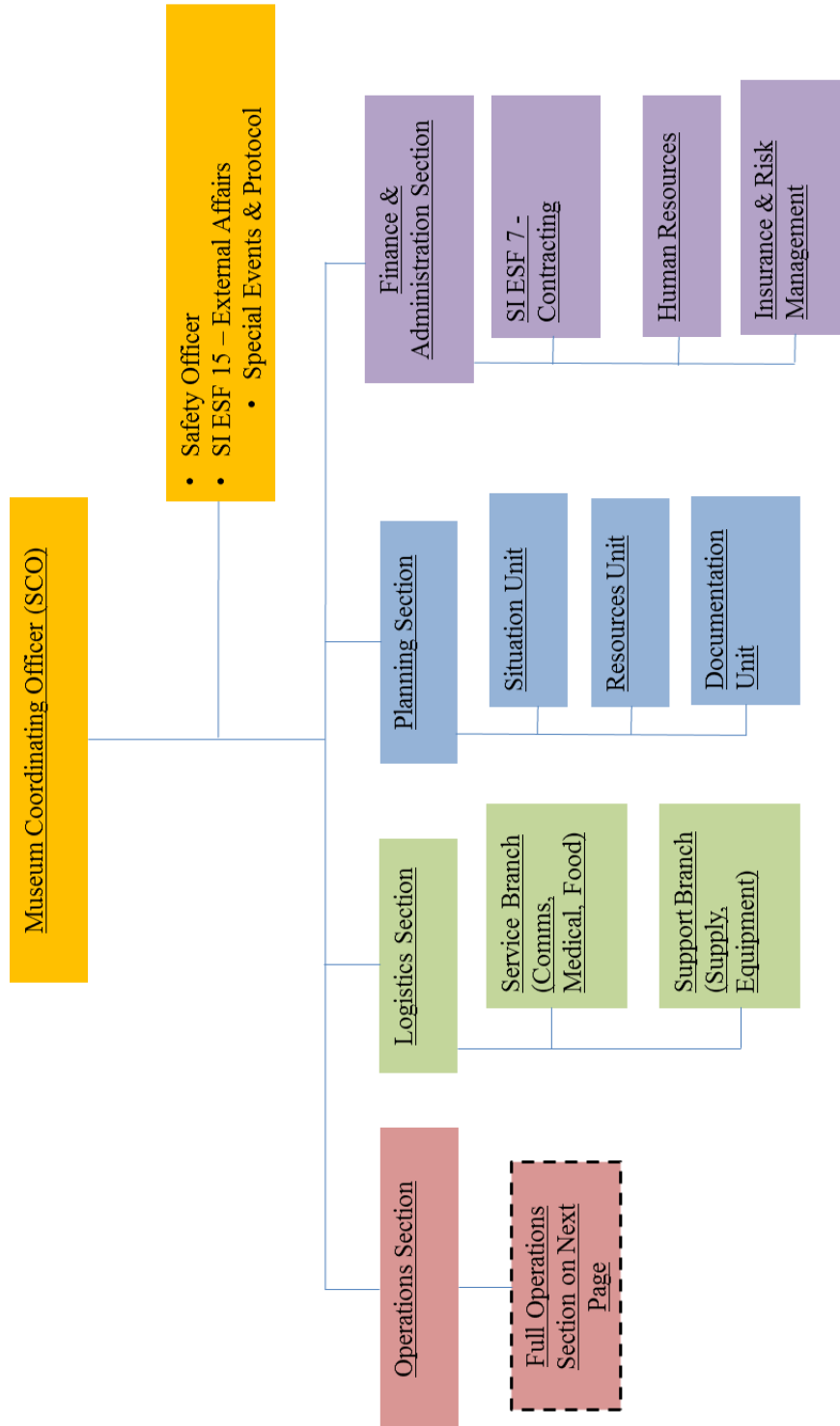


2. SI EOC Operations Section

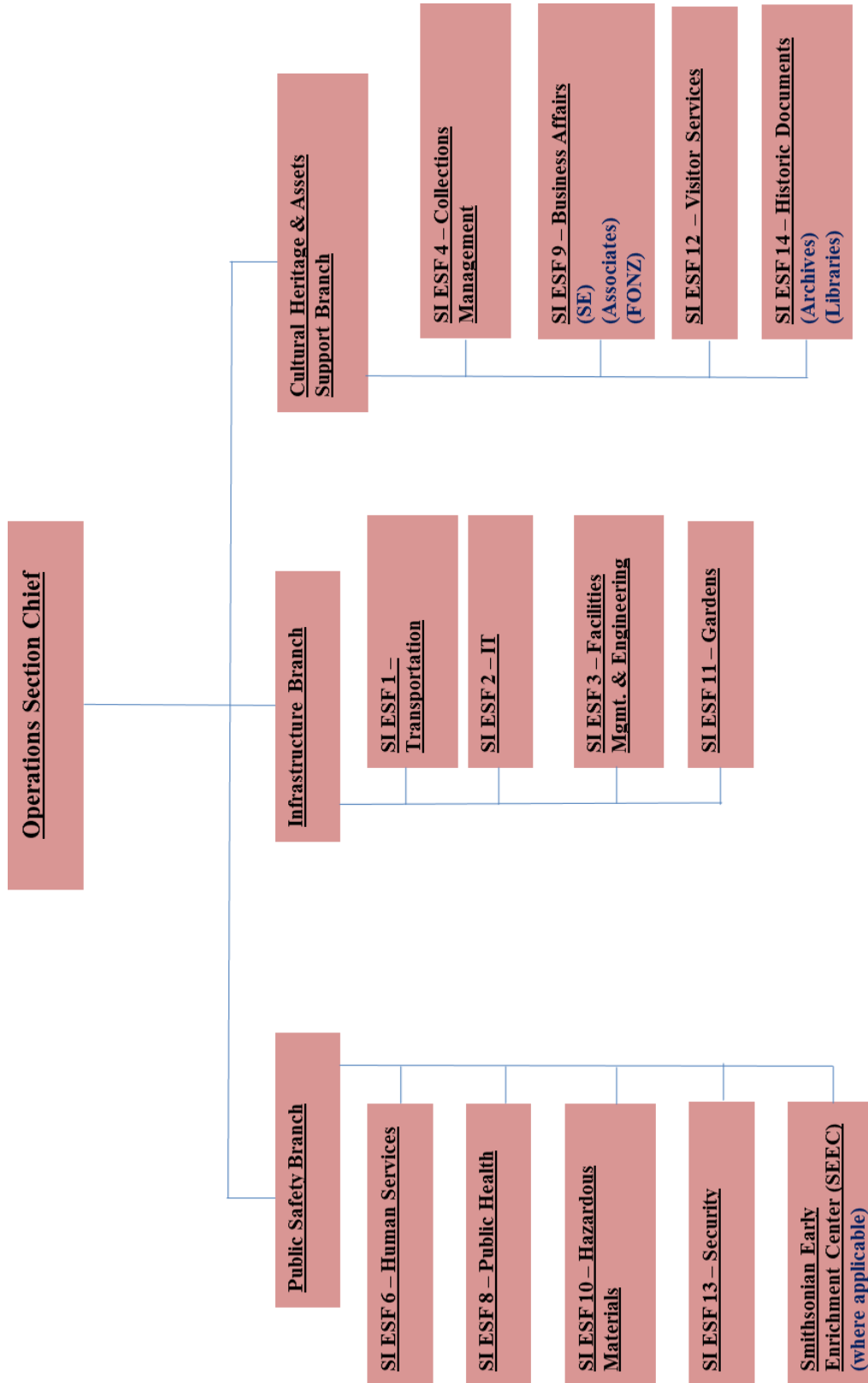


B. Unit EOC (UEOC): Units will determine their UEOC structure based on incident needs. The following organizational structure, in addition to the SI EOC structure above, may serve as a template for deciding how to organize at the unit level.

1. UEOC Command and General Staff (Example)



2. UEOC Operations Section (Example)



V. COMMUNICATIONS (as of 10/20/2017)

A. Communications Capabilities

1. Communications Systems – The following communications are available to facilitate communications into and out of the SI EOC.

a.Data

- (1) Email (traditional SI Outlook via Global Address List)
- (2) Email, Push Notification, and/or Text Messaging (via LiveSafe)
- (3) NCR Dashboard (account required)
- (4) DC HSEMA WebEOC (account required)
- (5) HSIN (account required)

b.Radio

- (1) None

c.Telephone

- (1) Landline (VOIP)
- (2) Landline (Analog)
- (3) Cellular
- (4) Fax

d.Mass Notification Tools

- (1) Email (traditional SI Outlook via Global Address List)
- (2) Email, Push Notification, and/or Text Messaging (via LiveSafe)
- (3) Telephone (Send Word Now)
- (4) Red Screen
- (5) VOIP Phone Broadcast
- (6) Facilities-Specific Capabilities

- B. The Smithsonian does not possess capabilities to receive or store information above the level of For Official Use Only (FOUO).

VI. ADMINISTRATION, FINANCE AND LOGISTICS/RESOURCE MANAGEMENT

A. Administration

1. This Emergency Operations Plan (EMOP) was developed in compliance with Smithsonian policy and federal guidelines that govern emergency management activities.
2. The EMOP will be maintained by the Smithsonian Office of Emergency Management (OEM).

B. Finance

1. Financial management of institutional emergency operations is the responsibility of the SI EOC Finance/Administration Section Chief.
2. Expenditure of funds during emergency operations is governed by Smithsonian Directive (SD) 323.

C. Logistics

1. SI EOC Access – During activation, SI EOC access will be granted to all Smithsonian affiliated personnel with a role in managing the incident. Smithsonian badge holders will display their SI badge at all times in the SI EOC. Non-SI personnel will be identified to the Planning Section for record and will display the badge of their home/owning agency.
2. The Logistics function will stage assets and ensure their availability. The Operations function will maintain tactical control of assets that are placed in service and will maintain control of those assets until they are no longer needed and can be released by Operations.

VII. PLAN MAINTENANCE

A. Plan Review and Update – The EMOP will be reviewed and updated, as follows:

1. Annually during the month of November.
2. Following activation of the SI EOC, as part of the After Action Review (AAR) process.
3. When there is a change in related Smithsonian policy or capabilities.
4. As deemed necessary by the Associate Director of Emergency Management.

B. Training and Exercises

1. Training

- a. SI EOC staff will be trained using a combination of training methods, including seminars, workshops, and independent study courses, based on the most appropriate type for meeting training objectives.
- b. Training of SI EOC staff by external entities will be coordinated with OEM.
- c. Completion of the following FEMA Independent Study Courses is highly recommended for SI staff with emergency operations roles:
 - (1) IS 100 – Introduction to the Incident Command System (ICS)
 - (2) IS 200 – ICS for Single Resources and Initial Action Incidents
 - (3) IS 700 – NIMS: An Introduction

2. Exercises

- a. The EOC will be exercised at least twice annually; however, real-world activations of the EOC may satisfy the annual exercise requirements.
- b. A variety of exercises will be used to test emergency operations capabilities, including tabletop exercises, functional exercises, and/or full-scale exercises.

VIII. REFERENCES AND AUTHORITIES

A. Smithsonian Institution (SI)

1. Smithsonian Directive (SD) 109, Emergency Management Program
2. SD 323 HB, Use of Funds Handbook
3. SD 600, Collections Management

B. Federal

1. Homeland Security Presidential Directive (HSPD) 5
2. National Incident Management System (NIMS)
3. HSPD 8

ANNEXES:

A - SI Emergency Support Functions (SI ESF) Overview

B - Standard Operational Period Template

C - Operations & Planning Call Template

D - Situation Report (SITREP) Template

E - Smithsonian Primary Indicators of Response

F - Process for Determining Public Operations During Winter Weather Events

G - Smithsonian State of Emergency Declaration (Template)

ANNEX A: SI EMERGENCY SUPPORT FUNCTIONS (SI ESF) OVERVIEW

The following excerpt from the [National Response Framework \(link\)](#) explains the ESF construct and its purpose.

“The Federal Government and many state governments organize their response resources and capabilities under the ESF construct. ESFs have proven to be an effective way to bundle and manage resources to deliver core capabilities. The Federal ESFs are the primary, but not exclusive, Federal coordinating structures for building, sustaining, and delivering the response core capabilities. The ESFs are vital structures for responding to Stafford Act incidents; however, they may also be used for other incidents. Most Federal ESFs support a number of the response core capabilities. In addition, there are responsibilities and actions associated with Federal ESFs that extend beyond the core capabilities and support other response activities, as well as department and agency responsibilities.

The Federal ESFs bring together the capabilities of Federal departments and agencies and other national-level assets. ESFs are not based on the capabilities of a single department or agency, and the functions for which they are responsible cannot be accomplished by any single department or agency. Instead, Federal ESFs are groups of organizations that work together to deliver core capabilities and support an effective response.

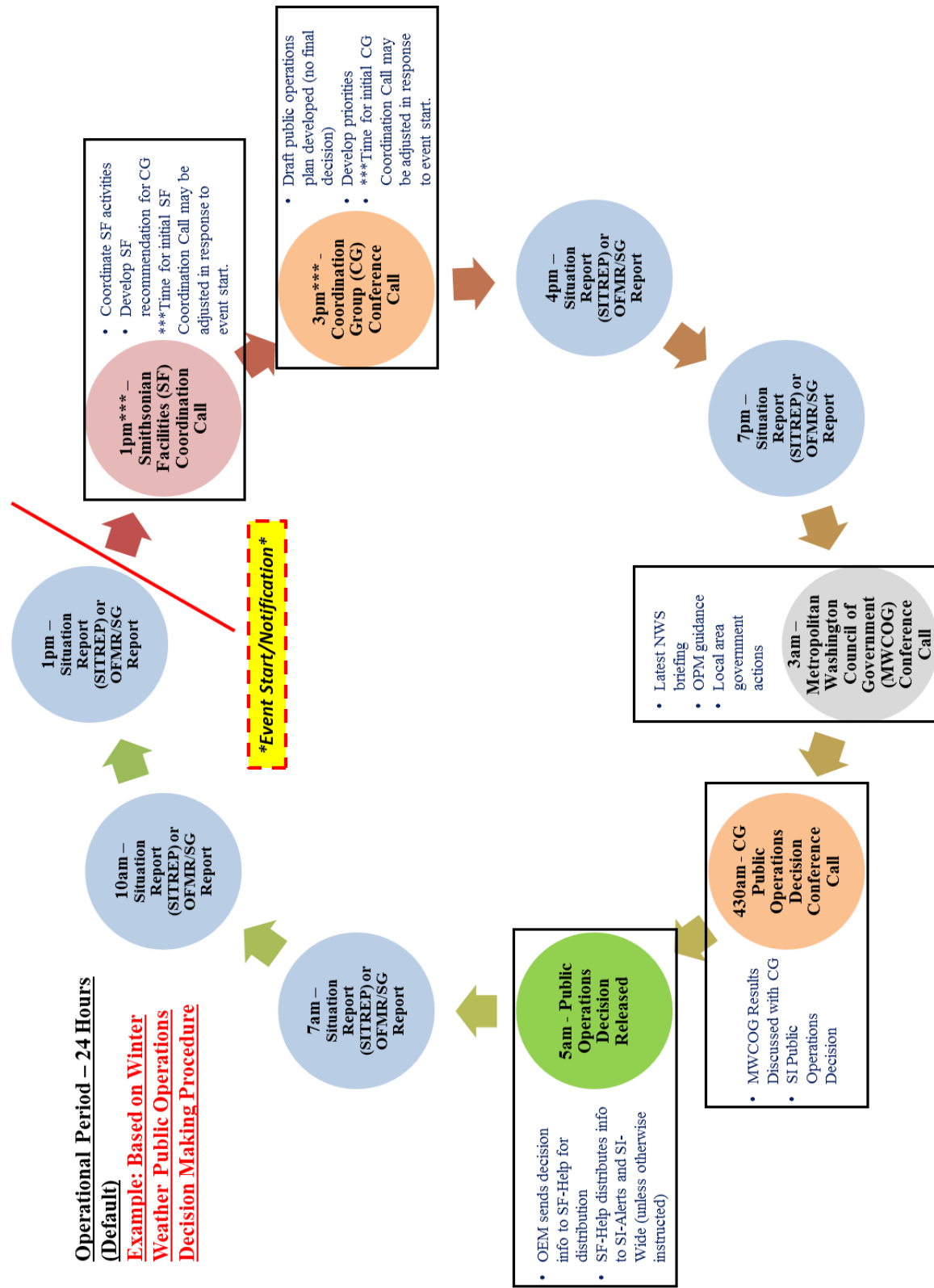
As noted above, many state and local jurisdictions have adopted and tailored the ESF construct. Because state and local jurisdictions establish ESFs based on their specific risks and requirements, there is no mandatory or direct linkage to the Federal ESFs. State and local governments are encouraged to engage members of the whole community as part of whatever coordinating processes they use.” (p. 31, *National Response Framework (NRF)*, May 2013)

SMITHSONIAN EMERGENCY SUPPORT FUNCTIONS

The Office of Emergency Management (OEM) has developed a Smithsonian-specific ESF construct for the Smithsonian Institution (SI). Where possible, the SI ESFs will align with the federal ESF structure. The table on the following page lists the ESFs, their federal and SI titles, the lead office (or “Primary”) for each SI ESF, and basic information on the role of each SI ESF. A full description of each ESF can be found in the National Response Framework (NRF), pages 32 – 35. The NRF can be accessed at the following link: https://www.fema.gov/media-library-data/20130726-1914-25045-1246/final_national_response_framework_20130501.pdf

SI ESF	FEDERAL TITLE	SI TITLE	SI ESF Primary	ROLE
SI ESF 1	<i>TRANSPORTATION</i>	Transportation	OFMR	<ul style="list-style-type: none"> • Management of the SI fleet.
SI ESF 2	<i>TELECOM.</i>	Information Technology (IT)	OCIO	<ul style="list-style-type: none"> • Protection, restoration/repair, and sustainment of cyber and IT resources. • Assist with all IT related issues (e.g. network access, software installation)
SI ESF 3	<i>PUBLIC WORKS & ENGINEERING</i>	Facilities Management & Engineering	OFMR & OPDC	<ul style="list-style-type: none"> • Infrastructure and facility management, protection and emergency repair. • Engineering services; construction management
SI ESF 4	<i>FIREFIGHTING SERVICES</i>	Collections Management	NCP (SIE, NZP)	<ul style="list-style-type: none"> • Protection of SI collections. • Animal/veterinary support.
SI ESF 5	<i>EMERGENCY MANAGEMENT</i>	Emergency Management	OEM	<ul style="list-style-type: none"> • Coordination and implementation of incident management efforts. • Incident action planning.
SI ESF 6	<i>MASS CARE, HOUSING, & HUMAN SERVICES</i>	Human Services	OSHEM	<ul style="list-style-type: none"> • Care and sheltering of SI personnel and patrons.
SI ESF 7	<i>RESOURCES SUPPORT</i>	Contracting	OCon	<ul style="list-style-type: none"> • Acquisition of resources and services to support SI emergency operations.
SI ESF 8	<i>PUBLIC HEALTH & MEDICAL SERVICES</i>	Public Health	OSHEM	<ul style="list-style-type: none"> • Development of public health strategies. • Provision of medical care to SI personnel and patrons.
SI ESF 9	<i>URBAN SEARCH & RESCUE</i>	Consumer Affairs	SE (FONZ, Associates)	<ul style="list-style-type: none"> • Management of commercial activities.
SI ESF 10	<i>OIL & HAZARDOUS MATERIALS (HAZMAT) RESPONSE</i>	Hazardous Materials	OSHEM	<ul style="list-style-type: none"> • Hazardous Materials (chemical, biological, radiological) response.
SI ESF 11	<i>AGRICULTURAL & NATURAL RESOURCES</i>	Gardens	SG	<ul style="list-style-type: none"> • Grounds management. • Horticulture
SI ESF 12	<i>ENERGY</i>	Visitor Services	OVS	<ul style="list-style-type: none"> • Visitor and volunteer management.
SI ESF 13	<i>PUBLIC SAFETY & SECURITY</i>	Security	OPS	<ul style="list-style-type: none"> • Security for SI affiliated personnel, visitors, collections and resources.
SI ESF 14	<i>LONG-TERM COMMUNITY RECOVERY, MITIGATION, & ECONOMIC STABILIZATION</i>	Historic Documentation	SIA & SIL	<ul style="list-style-type: none"> • Protection of SI archives and library resources.
SI ESF 15	<i>EXTERNAL AFFAIRS</i>	External Affairs	OPA	<ul style="list-style-type: none"> • Public information. • Media and community relations. • Congressional and international affairs.

ANNEX B: STANDARD OPERATIONAL PERIOD



ANNEX C: OPERATIONS & PLANNING CALL TEMPLATE

Conference Call Info: 877-446-3914, passcode 624153

Event:

SI EOC Status:

Command Staff

- Smithsonian Coordinating Officer (SCO) (if appointed)
- Coordination Group (CG): Under Secretary for Finance & Administration (**OUSFA**) -- **Provost**/Under Secretary for Museums & Research (**OUSMRP**) -- Chief of Staff, Office of the Secretary -- Assistant Secretary for Communications and External Affairs -- Director, Office of Protection Services (**OPS**) -- Director, Smithsonian Facilities (**SF**) -- Director, Office of Facilities Management and Reliability (**OFMR**) -- President, Smithsonian Enterprises (**SE**) -- Associate Director, Office of Emergency Management (**OEM**)
- Office of Public Affairs (OPA) - SI ESF 15 (*External Affairs*)
- Special Events & Protocol (OSEP)
- Government Relations (OGR)
- General Counsel (OGC)

General Staff

- Finance & Administration Section
 - Office of Business Administration & Technical Services (OBATS)
 - Office of Human Resources (OHR)
 - Office of Contracting (OCon) - SI ESF 7 (*Contracting*)
 - Office of Insurance & Risk Management (OFA)
- Logistics Section – Office of Facilities Management & Reliability (OFMR)
 - Also SI ESF 1 (*Transportation*) & SI ESF 3 (*Facilities Management & Engineering*)
- Planning Section – Office of Emergency Management (OEM)
- Operations Section (**OEM**)
 - Public Safety Branch
 - Office of Protection Services (OPS) - SI ESF 13 (*Security*)
 - Office of Safety, Health & Environmental Management (OSHEM)
 - Safety
 - SI ESF 6 (*Human Services*)
 - SI ESF 8 (*Public Health*)
 - SI ESF 10 (*Hazardous Materials/HAZMAT*)
 - Infrastructure Branch
 - Office of the Chief Information Officer (OCIO) - SI ESF 2 (*Information Technology*)
 - Office of Planning, Design & Construction (OPDC)
 - DC HSEMA Emergency Liaison Officer(s)
 - SI ESF 3 (*Facilities Management & Engineering*)
 - Smithsonian Gardens (SG) - SI ESF 11 (*Gardens*)

- Cultural Heritage & Assets Support Branch
 - National Collections Program (NCP) - SI ESF 4 (*Collections Management*)
 - Smithsonian Exhibits (SIE) - SI ESF 4 (*Collections Management*)
 - Smithsonian Enterprises (SE) – SI ESF 9 (*Business Affairs*)
 - Smithsonian Associates (Associates) – SI ESF 9 (*Business Affairs*)
 - Office of Visitor Services (OVS) – SI ESF 12 (*Visitor Services*)
 - Smithsonian Archives (SIA) – SI ESF 14 (*Historic Documentation*)
 - Smithsonian Libraries (SIL) – SI ESF 14 (*Historic Documentation*)
- **Public Operations Units**
 - **National Mall**
 - National Museum of African American History and Culture (NMAAHC)
 - National Museum of American History (NMAH)
 - National Museum of Natural History (NMNH)
 - National Museum of the American Indian (NMAI-DC)
 - National Air and Space Museum (NASM)
 - Hirshhorn Museum and Sculpture Garden (HMSG)
 - Arts and Industries Building (AIB)
 - National Museum of African Art (NMAfA)
 - Freer Gallery of Art & Arthur M. Sackler Gallery (FSG)
 - Smithsonian Institution Building/The Castle (SIB)
 - Center for Folklife and Cultural Heritage (CFCH)
 - **Off-Mall**
 - National Postal Museum (NPM)
 - National Portrait Gallery (NPG)
 - Smithsonian American Art Museum & Renwick Gallery (SAAM-R)
 - Anacostia Community Museum (ACM)
 - National Zoological Park (NZIP)
 - **Outside D.C.**
 - NMAI - Cultural Resource Center (NMAI-CRC) – Suitland, MD
 - Museum Conservation Institute (MCI) – Suitland, MD
 - Museum Support Center (MSC) – Suitland, MD
 - NASM – Paul E. Garber Facility – Suitland, MD
 - Pennsy Collections and Support Center – Landover, MD
 - Environmental Research Center (SERC) – Edgewater, MD
 - Conservation Biology Institute (SCBI) – Front Royal, VA
 - Steven F. Udvar-Hazy Center (UHC) – Chantilly, VA
 - Herndon Data Center – Herndon, VA
 - Cooper Hewitt Smithsonian Design Museum (CHSDM) – New York City
 - National Museum of the American Indian – New York (NMAI-NY)
 - NMNH – Smithsonian Marine Center – Fort Pierce, FL
 - Smithsonian Astrophysical Observatory (SAO) Cambridge, MA
 - SAO Hilo, HI
 - SAO Amado, AZ
 - Smithsonian Tropical Research Institute (STRI) – Republic of Panama

NEXT OPERATIONS & PLANNING CONFERENCE CALL: **Date/Time**

ANNEX D: SITUATION REPORT (SITREP) TEMPLATE

SITREP Instructions:

Next to the unit name below, report overall status as **GREEN**, **YELLOW**, or **RED**.

- **GREEN** = Normal operations. Adequate staffing and equipment to support the operation. All equipment and systems are functional. No issues or shortfalls.
- **YELLOW** = Minor/moderate impact on operations (e.g. moderate overcrowding). Some equipment or staffing shortfalls noted, but able to continue the operation. Operation requires close monitoring.
- **RED** = Significant operational impact or shut down of service. Additional staff and/or equipment required to maintain operations.

Provide concise comment(s) for assessments of Yellow and Red under the unit name.

Command Staff

- Smithsonian Coordinating Officer (**SCO**) (if appointed) or Coordination Group (**CG**)
- Safety - Office of Safety, Health & Environmental Management (**OSHEM**)
- SI ESF 15 (*External Affairs*) - Office of Public Affairs (**OPA**)
 - Special Events & Protocol (**OSEP**)
 - Government Relations (**OGR**)
- General Counsel (**OGC**)

General Staff

- Finance & Administration Section - Office of Business Administration & Technical Services (**OBATS**)
 - Office of Human Resources (**OHR**)
 - SI ESF 7 (*Contracting*) - Office of Contracting (**OCon**)
 - Office of Insurance & Risk Management (**OFA**)
- Logistics Section – Office of Facilities Management & Reliability (**OFMR**)
- Planning Section – Office of Emergency Management (**OEM**)
- Operations Section (**OEM**)
 - DC HSEMA Emergency Liaison Officer(s) (**OPDC**)
 - Public Safety Branch (**OPS**)
 - SI ESF 6 (*Human Services*) - **OSHEM**
 - SI ESF 8 (*Public Health*) - **OSHEM**
 - SI ESF 10 (*Hazardous Materials/HAZMAT*) - **OSHEM**
 - SI ESF 13 (*Security*) - Office of Protection Services (**OPS**)
 - Infrastructure Branch (**SF**)
 - SI ESF 1 (*Transportation*) - **OFMR**
 - SI ESF 2 (*Information Technology*) - Office of the Chief Information Officer (**OCIO**)
 - SI ESF 3 (*Facilities Management & Engineering*) – **OFMR**
 - Office of Planning, Design & Construction (**OPDC**)
 - SI ESF 11 (*Gardens*) - Smithsonian Gardens (**SG**)

- Cultural Heritage & Assets Support Branch
 - SI ESF 4 (*Collections Management*) - National Collections Program (NCP)
 - Smithsonian Exhibits (SIE)
 - SI ESF 9 (*Business Affairs*) - Smithsonian Enterprises (SE)
 - Smithsonian Associates (Associates)
 - SI ESF 12 (*Visitor Services*) - Office of Visitor Services (OVS)
 - SI ESF 14 (*Historic Documentation*) - Smithsonian Archives (SIA)
 - Smithsonian Libraries (SIL)
- **Public Operations Units**
 - **National Mall**
 - National Museum of African American History and Culture (NMAAHC)
 - National Museum of American History (NMAH)
 - National Museum of Natural History (NMNH)
 - National Museum of the American Indian (NMAI-DC)
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 - Hirshhorn Museum and Sculpture Garden (HMSG)
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 - Freer Gallery of Art & Arthur M. Sackler Gallery (FSG)
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 - NMNH – Smithsonian Marine Center – Fort Pierce, FL
 - Smithsonian Astrophysical Observatory (SAO) Cambridge, MA
 - SAO Hilo, HI
 - SAO Amado, AZ
 - Smithsonian Tropical Research Institute (STRI) – Republic of Panama

ANNEX E: SMITHSONIAN PRIMARY INDICATORS OF RESPONSE (PIR)

SMITHSONIAN PRIMARY INDICATORS OF RESPONSE			
COMMUNICATIONS	Not Operational or on Emergency Power	Non-essential Connectivity Issue	Normal Operations
POWER	Not Operational or on Emergency Power	Isolated Internal Outage Not Affecting Emergency Systems	Normal Operations
COLLECTIONS	Serious Threat or Widespread Damage	Isolated Damage to Collections	No Threat to Collections
SECURITY	Greater than 25% of Security Staff are involved in Emergency Activities	Less than 25% of Security Staff are Devoted to Emergency Activities	Normal/Expected Staffing Level
FACILITIES SUPPORT	Greater than 25% of Facilities Staff are devoted to Emergency Activities	Less than 25% of Facilities Staff are Devoted to Emergency Activities	Normal/Expected Staffing Level
EMERGENCY SYSTEMS	Critical loss or full Activation of Emergency Systems (e.g. Fire Suppression, Fire Alarm, Security Systems)	Partial, Non-Critical Loss of Emergency Systems (e.g. Fire Suppression, Fire Alarm, Security Systems)	Normal Operations
WEATHER CONDITIONS	Severe Weather Warning	Severe Weather Watch	No Advisories
WATER	Critical Loss of Water Supply/Pressure	Localized Loss of Water Supply/Pressure	Normal Water Supply
BUILDING CONDITIONS	Any Damage that Could Result in Serious Injury or Loss of Life OR Damage to Multiple Areas that Exceeds Response Capabilities	Damage to a Single Room or Rooms that is Contained, Does not Present a Threat of Serious Injury or Loss of Life, and is being Proactively Addressed	No Building Damage OR Superficial Damage
HAZARDOUS MATERIALS	Spill/Release of HAZMAT Endangering human life and the Environment Requiring Outside Emergency Services	Spill/Release of HAZMAT that is contained onsite and does not Require Outside Emergency Services	Normal Operations

ANNEX F: PROCEDURE FOR DETERMINING PUBLIC OPERATIONS AT SMITHSONIAN FACILITIES IN THE NATIONAL CAPITAL REGION (NCR) DURING WINTER WEATHER EVENTS (UPDATED 1/7/2018)

Background

Winter weather presents many challenges, ranging from operational impacts to personnel safety, but rarely are we surprised by the onset of winter weather. Complex forecast models make it possible to foresee the potential impacts of winter weather days in advance, in most cases. The challenge for the NCR is that, many times, we are “on the line” between heavy, cold rain or heavy snow or ice. A few degrees make all the difference. For these reasons, decisions over the status of public operations will be made as late as possible, to ensure the most accurate forecast information is considered, while still allowing for the appropriate notification period required to adequately staff facilities and prepare for public opening. For the purposes of this procedure, “public operations” refers to the decision to open or close Smithsonian facilities to the public, to include delayed openings and early closings. This process applies to all Smithsonian facilities located within the NCR, except the National Zoological Park (NZIP), which will determine its public operations status based on its ability to manage local conditions.

Coordination Group (CG) for Winter Weather Public Operations

The CG is a small group of Smithsonian Institution (SI) leadership who will make timely decisions regarding public operations in response to winter weather events using National Weather Service (NWS) forecasts and locally observed conditions. Once the CG makes a decision that alters the normal public operations schedule for public facilities in the NCR, that information will be disseminated to staff and affiliated personnel via SI Email Announcement. The Office of Public Affairs will notify the media and public.

CG Membership (permanent voting members):

- Under Secretary for Finance and Administration (or designee)
- Provost/Under Secretary for Museums & Research (or designee)
- Chief of Staff, Office of the Secretary
- Assistant Secretary for Communications and External Affairs (or designee)
- Director, Office of Protection Services (or designee)
- Director, Smithsonian Facilities (or designee)
- Director, Office of Facilities Management and Reliability (or designee)
- President, Smithsonian Enterprises (or designee)
- Associate Director, Office of Emergency Management (or designee)

**As necessary, the CG may request the support of others to participate in an advisory capacity.*

Winter Weather – Public Operations Decision Procedure and Timeline

Note: Times listed are based on MWCOC standard operating procedures and may change.

- Three days in advance of winter weather - The initial prediction for the potential of winter weather that could affect public operations of SI facilities shall be forwarded to the

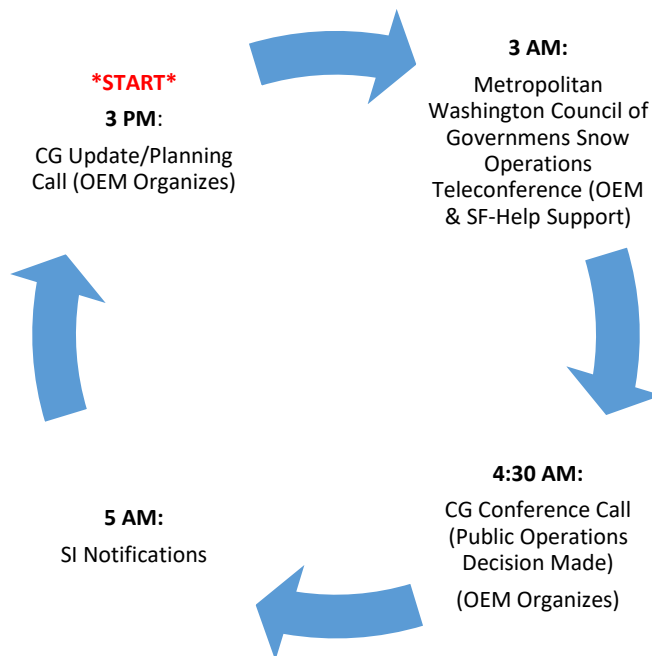
OEM Distribution List three days in advance, when possible. This information will also be included in the “*OEM Situation and Weather Briefing*,” normally distributed by OEM on Monday and Thursday morning, and the information will be highlighted in the email summary of the briefing. If the hazard timeline necessitates a change to this routine, a special briefing shall be created and disseminated by OEM.

- *Daily, in advance of a weather event* - Updated forecast information shall be sent via email to the OEM Distribution List at least once daily, if the forecast includes discussion of winter weather impacts in the NCR.
- *3:00 p.m. on the day before weather event* – OEM will host a CG Conference Call at 3:00 p.m. the day before the forecasted event is expected to begin. The current NWS forecast and appropriate Emergency Operations Plans/Procedures shall be discussed. Although closures and delayed openings may be discussed, no final decisions will be made during this call. If warranted, OEM will activate the SI EOC, likely to Level 3 (*Enhanced Watch*), and notify the *SI Emergency Operations* team (SIEmergencyOperations@si.edu).
- *3:00 a.m. on the morning of event* - OEM and SF-Help shall participate in the Metropolitan Washington Council of Governments (MWCOC) Winter Weather Operations Call, if the call is held, to gain the latest NWS update and the anticipated “Federal Operating Status,” determined by the Office of Personnel Management (OPM). SF-Help shall capture and forward minutes to the “SF-Direct Reports Primary” distribution list (SF-DirectReportsPrimary@si.edu), and courtesy copy (Cc:) SIOEM@si.edu, within one hour of completion of the MWCOC Operations Call.
- *4:30 a.m. on the morning of event* - OEM will host a CG Conference Call to provide a brief overview of the MWCOC Operations Call, and verify/alter the plans for public operations. The final decision regarding SI public operations will be made during this call. If no MWCOC Operations Call is held, but the forecast calls for conditions that could affect public operations, OEM may schedule a CG Conference Call for a time that will allow enough time to assess conditions, determine the appropriate course of action, and make the required notifications. **REMINDER:** *All staff who are not considered essential or “emergency operations” staff for public operations shall follow the instructions released from OPM. The purpose of the OEM conference call is to discuss the potential impacts to public operations at SI facilities.*
- *5:00 a.m. on the morning of event* – If the CG decides to alter public operations within the NCR:
 - OEM will notify SI staff via SI Email Announcement.
 - The Office of Public Affairs will notify the media and public.
- *At three-hour intervals during the event* - Smithsonian Gardens (SG) and the Office of Facilities Management and Reliability (OFMR) shall provide input to SF – Help regarding the conditions of the grounds every 3 hours, unless otherwise directed. SF– Help shall consolidate and forward the information via e-mail to the “SF-Direct Reports

Primary” distribution list (SF-DirectReportsPrimary@si.edu), and courtesy copy (Cc:) SIOEM@si.edu, at three-hour intervals during the day.

- *3:00 p.m. on the afternoon of event* – OEM will host a CG Conference Call to provide updates and discuss plans for the next day. The calls shall continue to be held if the NWS forecast includes any winter weather advisories, watches, or warnings affecting the NCR.
- *Winter weather events beginning while SI Museums are open* – If Smithsonian facilities in the NCR are open and winter weather threatens to make conditions unsafe, a decision to close early at some or all public facilities may be warranted. In such cases, OEM will schedule a CG Conference Call to discuss options and make public operations decisions. If public facilities will be closed early, staff will be notified via SI Email Announcement, and the Office of Public Affairs will notify the media and public.

Figure 1. Conference Call & Notification Cycle



NOTE: Updates may be provided throughout the day to maintain situational awareness and inform discussions on the calls/notifications scheduled above. Depending on the forecast and actions taken by local partners (e.g. MWCOG), the schedule may be adjusted to meet the operational needs of the Smithsonian and jurisdictions in the NCR.

ANNEX G: SMITHSONIAN STATE OF EMERGENCY DECLARATION (TEMPLATE)

A Smithsonian State of Emergency is hereby declared in (**geographic area/s covered**) effective at (**time**) on (**date**).

The declaration is due to the actual or potential impacts of (**situation – reason for declaration**).

The situation described threatens public safety and/or the welfare of Smithsonian interests.

This Smithsonian State of Emergency is declared by (**Secretary/USFA/Provost/CG**), under the authority granted by Smithsonian Directive 109, *Emergency Management*.

The Smithsonian Coordinating Officer (SCO) for this event is (**NAME**).

Under this declaration, the Smithsonian Institution will take the steps necessary to preserve the safety and wellbeing of Smithsonian interests. Smithsonian units are directed to take the actions necessary, in accordance with law and institutional policy, for ensuring the safety, security, and well-being of Smithsonian interests.

Emergency policy waivers, as deemed necessary, are hereby authorized. Resources will be made available to support the institutional response in the interests of the greater Smithsonian. Ultimate tasking authority of SI capabilities, regardless of day-to-day assignment, is hereby granted to the Smithsonian Emergency Operations Center (SI EOC), to better support unit responses.

This declaration is in effect for seven (7) days or until rescinded by a subsequent order. As required, this declaration may be extended.

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