

MS 402 Domestic Continuity of Operations and Occupant Emergency Plan Programs

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Table of Contents

- 1.0 [Authorities](#)
 - 2.0 [Purpose](#)
 - 3.0 [Applicability](#)
 - 4.0 [Definitions](#)
 - 5.0 [Policies](#)
-

1.0 Authorities

PPD-40; Executive Order 12656; Federal Continuity Directive 1; Federal Continuity Directive 2; 41 CFR 102.74-240; National Communications System Directive 3-10

2.0 Purpose

This manual section sets out the policies and general procedures for the Peace Corps' domestic Occupant Emergency Plan and Continuity of Operations programs.

3.0 Applicability

This Manual Section applies to staff at all domestic Peace Corps facilities.

4.0 Definitions

1. The *Continuity of Operations Program* (COOP) ensures that the Peace Corps' essential functions are performed during a wide-range of emergencies.

2. The *Occupant Emergency Plan (OEP)* is a plan and supporting program to protect life and property in an emergency event.
3. *Emergency Relocation Group (ERG)*
ERG members are select personnel assigned to perform essential functions when such functions can no longer be supported from the headquarters facility due to a local, regional or national change in operating status, and the need to operate from an alternate operating facility exists. ERG members return to their homes to establish an operational capability and to perform essential functions within 12 hours of a continuity of operations activation. Work from home in support of the COOP response may last for up to 30 days after an event or until normal operations can be resumed.

5.0 Policies

1. COOP Program
The Associate Director for the Office of Safety and Security (AD/OSS) serves as Peace Corps' Continuity Coordinator. The AD/OSS is authorized to approve and revise the COOP plan as necessary in consultation with the COOP and OEP Advisory Group. The COOP plan identifies the agency's COOP essential functions and supporting activities to be performed in the event of a COOP plan activation. Staff members identified as part of the COOP Emergency Relocation Group are required to continue to support the agency's COOP response from an alternate location until normal operations can be resumed.
2. OEP Program
The AD/OSS serves as headquarters' OEP Coordinator, Designated Official, as well as the Incident Commander and is authorized to approve and revise the OEP as necessary. The Office of Safety and Security/Emergency Management and Physical Security (OSS/EMPS) will develop and implement an OEP program for the headquarters building and will support the creation of office-level components of OEPs at the facilities housing Peace Corps regional offices.
3. COOP and OEP Advisory Group
The COOP and OEP Advisory Group assists the AD/OSS in defining COOP and OEP implementation strategies. The group meets once every six months and includes the AD/OSS (chair) as well as the heads of the offices of Management, Chief Information Officer (OCIO), Chief Financial Officer, and Human Resources.
4. COOP and OEP Working Group
Each Office Director (including all A-Delegates, the Office of the Director, and Office of Inspector General) shall appoint a primary and an alternate representative to the COOP and OEP Working Group. The group will be chaired by the Chief, OSS/EMPS and will meet quarterly to discuss topics related to the COOP and OEP programs including their relationship with other contingency and recovery plans managed by the OCIO. Office representatives will: maintain rosters of office COOP and OEP personnel; develop components of their office's COOP and OEP response plans; develop and evaluate

office-specific components of the emergency response exercises; and implement office-level corrective actions.

5. Building Emergency Response Team

Each Office Director (including all A-Delegates, the Office of the Director, and Office of Inspector General) shall appoint at least one individual to serve as a headquarters Building Emergency Response Team (BERT) member. OSS/EMPS will train BERT members to assist staff in response to emergencies affecting the workplace.

6. Peace Corps Emergency Notification System (PCENS)

PCENS is a multi-modal, comprehensive system that allows OSS/EMPS to alert staff in the event of an emergency. PCENS includes: a web-based system into which staff are requested to input contact information for work and personal text and voice communications devices; a system to broadcast emergency alerts over phones and computers connected to Peace Corps' network; and a system of headquarters alert beacons placed in common areas.

7. Employee Responsibilities

Employees are required to attend all applicable training and exercise events, understand their roles and responsibilities, and respond to emergency events according to the procedures defined in the OEP or COOP Plans. Individuals not following the directions of BERT members may be subject to administrative action. In the event of a life-threatening incident or emergency, staff shall immediately call 911. Staff shall report all incidents or emergencies affecting the safety or security of personnel or property within Peace Corps domestic facilities to OSS/EMPS at extension 1275.

8. Effective date

The effective date is the date of issuance.