

THE NATIONAL PLAN
for
Civil Defense and Defense Mobilization

Annex 6

FEDERAL EMERGENCY
PLANS AND PROCEDURES



Executive Office of the President
OFFICE OF CIVIL AND DEFENSE MOBILIZATION



Preface

This annex supports and amplifies the National Plan for Civil Defense and Defense Mobilization, particularly Part III, **Responsibilities**, and Part IV, **Organization**, as they pertain to the Federal Government. It states the responsibilities, objectives, and actions required for the development of complete Federal emergency plans and procedures for civil defense and defense mobilization.

While the annex is concerned solely with the Federal Government, *it is of value to the States and their political subdivisions not only as indicative of Federal emergency Standard Operating Procedure (SOP) but also as applicable to similar State and local planning.*

Auxiliary documents will be issued as necessary and will be subordinate to and compatible with this annex and the National Plan. These will include emergency action documents for implementing such plans and procedures. Although certain of the plans and procedures developed pursuant to this annex will be classified, the annex and its appendixes will be maintained in an unclassified form.

The annex is published in looseleaf form in order that pages may be added or replaced easily whenever revisions are made.



Director
Office of Civil and Defense Mobilization

Issued June 1960

Contents

	Page
PREFACE	iii
I. DEFINITION	1
II. ASSUMPTION	1
III. GENERAL RESPONSIBILITIES	2
IV. FUNCTIONS	3
A. <i>Personnel Protection and Relocation</i>	3
B. <i>Operational Readiness Planning</i>	5
C. <i>Organization, Staffing, Training, and Equipment</i>	6
D. <i>Assignment of Personnel and Resources to Other Functions</i>	6
V. EXECUTION	8
A. <i>Office of Civil and Defense Mobilization</i>	8
B. <i>Other Federal Agencies</i>	8

ANNEX 6

FEDERAL EMERGENCY PLANS AND PROCEDURES

I. Definition

For the purpose of this annex, the term "Federal emergency plans and procedures" refers to those detailed plans and standard operating procedures which must be developed by each Federal agency in order to carry out, during an emergency, its responsibilities as set forth in the National Plan for Civil Defense and Defense Mobilization. These plans and procedures include those pertaining to the alerting, movement, and emergency use of the employees of each Federal agency, as well as plans for the emergency use of the agency's resources. They also cover the substantive actions to be taken by each agency in carrying out its emergency functions, including the necessary implementing documents and orders.

II. Assumption

This annex is based on the assumption that all possible emergency actions should be planned in advance, and that the decisions required at the time of emergency to implement plans and procedures should be kept to a minimum.

III. General Responsibilities

The Federal Government is responsible for developing Federal emergency plans and procedures for all of its agencies, employees, and material resources, wherever located. This responsibility must be carried out not only to achieve Federal operational readiness, but to provide example to State and local governments, nongovernmental organizations, and individuals.

A. The Director, Office of Civil and Defense Mobilization, is responsible for:

1. Developing overall Federal plans covering the three principal contingencies cited in the Preface to the National Plan—international tension, limited war, and general war.
2. Providing guidance and assistance to the Federal agencies in developing their emergency plans and in preparing implementing documents and procedures.
3. Coordinating the emergency plans, procedures, and documents for the entire Federal establishment.
4. Developing OCDM plans, procedures, and documents.

B. The heads of Federal agencies are responsible for:

1. Developing plans, consistent with overall plans developed by OCDM and with governing policies and regulations, for their agencies' inherent and assigned defense functions.
2. Developing standard operating procedures and implementing documents where necessary.

3. Specifically assigning all of their agencies' resources for emergency use. This applies to all agencies.

IV. Functions

The essential elements or functions of Federal readiness in civil defense and defense mobilization are the following: (a) Each agency's readiness for alerting employees, its measures for its own self-protection, and its provision of guidance for the self-protection of families of employees with emergency assignments; (b) operational plans for carrying out the agency's emergency responsibilities; (c) organization, staffing, training, and equipment necessary for the execution of plans; and (d) assignment, to other Federal or to State and local emergency functions, of agency personnel and resources not needed under the agency's plans.

A. Personnel Protection and Relocation

1. Objective

To assure readiness by each agency for the warning and protection of its employees and their movement, as appropriate, to relocation sites.

2. Actions Required

Each Federal agency will:

- a. Provide for warning its employees. (Under a tactical or a strategic warning situation, Federal employees generally would be alerted through their command channels or through a general warning issued to the public,¹ and would take

¹See Annex 7, Role of the Military, for contingency planning by the military for use of available resources in nonmilitary emergency assignments.

action as so directed. Some essential personnel, however, would remain on duty after tactical warning or would relocate as soon as feasible. All Federal facilities must be so organized that each employee knows what he is to do upon warning.)

- b. Provide for an internal civil defense organization in each Federal facility, consistent, where appropriate, with that of the locality in which the facility is located.²
- c. Develop relocation plans at the field level, consistent with the Federal Relocation Arc program for national headquarters and with plans of the States and localities concerned.
- d. Provide for movement of appropriate personnel to relocation sites under emergency conditions, in cooperation with the States and localities involved.
- e. In accordance with OCDM instructions, provide to employees having emergency assignments guidance on the care of their families during an emergency. (Each employee having an emergency assignment which would prevent his direct assistance to his family during the emergency must indoctrinate his family in the civil defense plans of its community and must take proper preparedness measures for the family's protection

²See the General Services Administration handbook *Building Organization for Self Protection*.

without dependence on his presence in an emergency.) No provision can be made for accommodating dependents in agencies' relocation facilities.

B. Operational Readiness Planning

1. Objective

To assure that each agency is prepared and ready to carry out in emergency its necessary functions.

2. Actions Required

Each Federal Agency³ will:

- a. Determine its nonmilitary defense emergency functions and those of its field establishments, in accordance with the the National Plan and its annexes and implementing plans and programs.
- b. Develop Standard Operating Procedures (SOP's) for carrying out these emergency functions. (These procedures should be integrated with appropriate State and local civil defense plans.)
- c. Develop emergency documents for implementing the emergency plans. These include:
 - (1) Emergency Executive orders.
 - (2) Presidential proclamations.
 - (3) Delegations of authority.
 - (4) Regulations.
 - (5) Directives.
 - (6) Emergency appointments.
 - (7) Draft legislation.

³See Annex 7, Role of the Military, for contingency planning by the military for use of available resources in nonmilitary emergency assignments.

- d. Test periodically its readiness, at headquarters and in the field, to carry out its emergency functions.⁴
- e. Adjust plans, programs, and procedures, on the basis of test results, to improve operational capability.

C. Organization, Staffing, Training, and Equipment

1. Objective

To assure that Federal agencies, both at headquarters level and in the field, are capable of executing their emergency plans.

2. Actions Required

Each agency will:

- a. Determine, to the extent possible pre-emergency, the personnel and resources required to perform its emergency mission.
- b. Arrange for the assignment to it of additionally needed personnel and resources from other Federal agencies.
- c. Advise each unit, facility, and employee of the emergency functions assigned or actions to be taken.
- d. Train personnel, including Executive Reservists, as required.

D. Assignment of Personnel and Resources to Other Functions

1. Objective

To assure that all Federal personnel and resources are assigned for specific emergency functions.

⁴See Annex 39, Review, Tests, and Inspection.

2. Actions Required

Each Federal agency, in accordance with pertinent policies and regulations, will:

- a. Determine, in cooperation with OCDM and to the extent possible preemergency, which of its personnel and resources are *not* needed to carry out its own emergency functions.
- b. To the extent possible preemergency, assign those personnel and resources to emergency service with other Federal agencies as appropriate or, if not needed or usable at the Federal level, assign them to emergency service with State or local civil defense organizations which request such assistance. (In the field, such assignments will be determined by the OCDM Regional Director or the field representative of the appropriate agency, in accordance with the agency's policies and plans, and will be coordinated by the Regional Director through the Regional Civil and Defense Mobilization Board and other appropriate agencies. Assignment of personnel or resources to a local government must also be coordinated with the State government.)
- c. In emergency, reevaluate these assignments in light of then existing conditions and needs. Personnel without specific assignments should make their services available to State or local civil defense.

V. Execution

A. Office of Civil and Defense Mobilization

The Office of Civil and Defense Mobilization, in collaboration with other Federal agencies, shall prepare and issue, as appropriate, Federal plans which outline the principal Federal actions to be taken under varying emergency conditions. The Director will issue guidance to other Federal agencies in accordance with Part III, Section A, and Part IV, Section A, of the National Plan, and Parts III and IV of this annex. Guidance regarding the movement of Executive Branch personnel to relocation sites has been issued to each Federal agency and is summarized in Part IV, Section A, of this annex.

B. Other Federal Agencies

Each Federal agency shall, in accordance with Part IV, Section A, of the National Plan and with this annex, develop plans, programs, and procedures to carry out its functions in an emergency and to assure full use of its personnel under emergency conditions. It shall make these plans available to State and local governments as appropriate.

1. The General Services Administration will provide guidance and assistance to appropriate Federal agencies regarding their plans for facility and personnel protection.⁵
2. The Civil Service Commission will coordinate the reassignment of Federal personnel to emergency duties outside their own agencies.

⁵See also Annex 8, Preparations for Continuity of Government, and Annex 11, Protection of Essential Facilities.