

## IV. Protection of EPA Personnel and Infrastructure

### *Strategic Objectives, Tactical Action Initiatives, and Benchmarks*

In order for EPA to meet all of the objectives established in this Strategy, the Agency must ensure the security of its own personnel and infrastructure and be able to provide continuity of operations in an emergency. The Agency's strategic objectives for protecting EPA personnel and infrastructure cover the protection of EPA's personnel, continuity of operations, and the protection of EPA's information infrastructure and other physical assets.

#### **OBJECTIVE 1 ⇒ EPA will safeguard its personnel.**

EPA is committed to safeguarding its personnel by providing a safe workplace that is as secure from physical or cyber attacks as possible.

The Agency will maintain up-to-date Occupant Emergency Plans (OEP) for EPA facilities to respond to terrorist attacks and other emergencies. In addition, all Agency personnel will be trained on the OEPs, and the OEP exercise program will be continued and revitalized to ensure that Agency personnel are able to effectively implement the plans when needed.

The Agency will also help develop and effectively utilize a unified federal response group of safety and health experts and capabilities, including representatives from HHS and FEMA. EPA will also work with local emergency planners to ensure that EPA facilities are included in local contingency planning activities.

#### **TACTICS**

##### **1.1 EPA will actively manage and maintain a robust and vibrant Occupant Emergency Plan (OEP) Program to safeguard personnel.**

#### **RESULTS**

*EPA personnel will be familiar with evacuation and shelter-in-place procedures at EPA's facilities nationwide in the event of an emergency or national incident.*

- 1.1.1 Maintain up-to-date OEPs for EPA facilities.
- 1.1.2 Conduct frequent evacuation and shelter-in-place drills.
- 1.1.3 Fully implement the revised HQ OEP program to include AA-ship management responsibilities and accountability. (FY2004)
- 1.1.4 Provide continuing education and training to personnel, managers and supervisors, security guards, and OEP Team representatives. (As needed basis)

## 1.2 EPA will utilize a unified federal response group of safety and health experts.

### **RESULTS**

*EPA safety and health professionals will be properly equipped, properly trained, and an integral part of a unified network of federal partners ready to respond in the event of an emergency.*

- 1.2.1 EPA will pursue a strengthening of field proficiencies of safety and health professionals, as well as establish an internal capability for unified support.
- 1.2.2 EPA will strengthen and maintain a network with other federal partners such as: CDC, National Institute for Occupational Safety and Health (NIOSH), ATSDR, National Institutes of Health (NIH), U.S. Public Health Service (USPHS), HHS, and U.S. Army Medical Research Institute for Infectious Diseases (USAMRIID) to stay current and involved in the cutting edge of medical and protective applications relative to biological, chemical radiation exposures, and/or other terrorist related risks.
- 1.2.3 EPA will integrate a core training program to include emergency response and safety and health personnel to improve consistency, communication and support capabilities.

**OBJECTIVE 2 ⇒ EPA will ensure the continuation of the Agency's essential functions and operations.**

EPA is committed to ensuring that it is prepared to continue essential functions during an emergency. The primary vehicles to accomplish this task are the Continuity of Operations (COOP) Plans. The Agency will continue to enhance these plans at the Headquarters and regional levels to ensure that it can quickly deploy key personnel to alternative locations and expeditiously resume essential functions. EPA is working to enhance access to critical records and databases and improve communications with field offices in order to support this effort. A prescribed exercise program will also assist in the improvement of implementation of the plans. Finally, EPA will develop memoranda of understanding and interagency agreements as needed to ensure that EPA can secure goods and services to support continued EPA operations.

### **TACTICS**

- 2.1 **EPA will maintain current COOP Plans and ensure organizations are prepared to implement them.**

### **RESULTS**

*EPA will have the capability to ensure the continuation of essential functions in the event of an emergency or threat of emergency as demonstrated through exercises.*

- 2.1.1 Update planning documents. Completed.
- 2.1.2 Prepare an alternate facility. Completed.
- 2.1.3 Establish capability to communicate, coordinate operations, and access requisite records and databases from that alternate facility. (FY2004)
- 2.1.4 Conduct regular training activities and exercises.
- 2.1.5 Participate in interagency COOP exercise (Forward Challenge). (FY2004)

**2.2 EPA will ensure the quick identification of technical and scientific expertise.**

**RESULTS**

*EPA will have the technical and scientific expertise it needs, where and when it is needed, to respond to and recover from a national emergency. To ensure the quick identification of technical and scientific expertise, EPA will implement a Workforce Planning methodology in a phased-in approach.*

- 2.2.1 Pilot the Workforce Planning methodology and information management tools to identify competencies in at least six program offices and three regions. Begin to address the mission critical skill and competency gaps/surpluses in those offices. (FY2004)
- 2.2.2 Complete an Agency-wide implementation of the Workforce Planning methodology for all areas of the pilot offices (approximately 9,000 personnel). (FY2004)
- 2.2.3 Complete an Agency-wide Workforce Planning System competency inventory. (FY2005)

**OBJECTIVE 3 ⇒ EPA will maintain a secure technology infrastructure capable of supporting lab data transport and analysis functions, 24x7 telecommunications to all EPA locations, and management of critical Agency data and information.**

EPA is committed to analyzing and aligning the Agency's technical (IT and labs) capabilities to meet expectations and strategic objectives. EPA will provide a "hot" site for critical Agency data with redundant telecommunications capability and will support an emergency response center with the necessary information technology infrastructure to ensure data and voice communication throughout at all times. EPA will also provide wireless and hardwired technologies to all emergency response personnel for voice, email, and internet access.

**TACTICS**

- 3.1 **EPA will analyze and align technical capabilities to meet expectations and strategic objectives.**

**RESULTS**

*EPA's technical infrastructure will continuously and reliably support decision-makers and staff in carrying out the Agency's responsibilities during and after incidents and threats.*

**3.1.1** Conduct analysis of OEI technical capabilities.

**3.2 EPA will provide a "hot" site for critical data with redundant telecommunications capability.** Completed.

**RESULTS**

*EPA operates a "hot" site with redundant telecommunications for critical data.*

**3.2.1** Develop specifications and create a "hot" site for critical operations. Completed.

**3.3 EPA will support an emergency response center with needed IT infrastructure.** Completed.

**RESULTS**

*The emergency response center has the necessary IT infrastructure.*

**3.3.1** Coordinate with the Office of Solid Waste and Emergency Response (OSWER) to ensure continuous service. Completed.

**3.4 EPA will provide wireless and hardwired technologies to all emergency response personnel for voice, email, and internet access.**

**RESULTS**

*All emergency response personnel have wireless and hardwired technologies for voice, email and internet access.*

**3.4.1** Develop specifications and provide wireless and hardwired technologies to emergency response personnel. (FY2004)

**OBJECTIVE 4 ⇒ EPA will ensure that the Agency's physical structures and assets are secure and operational.**

EPA is committed to an on-going program of assessing, mitigating, and auditing and upgrading EPA's physical infrastructures and assets to ensure they meet minimum physical security requirements as outlined in DOJ's USMS Vulnerability Assessment of Federal Facilities, June 28, 1995. Additionally, the Agency will design, construct, and lease new buildings and major additions that reflect contemporary security features in accordance with the Interagency Security

Committee's (ISC) Security Design Criteria, dated May 28, 2001; and GSA's new Security Leasing Standards (Draft Dated February 3, 2003).

EPA will also protect technical assets, both fixed and mobile, such as monitors, scanner vans, mobile sample prep trucks, trailers, etc., so that equipment will be accessible and functioning in the event of an emergency.

## **TACTICS**

### **4.1 EPA will safeguard and protect its EPA personnel and buildings/facilities by continually assessing and improving physical security.**

#### **RESULTS**

*EPA personnel will be able to work in safe and secure facilities, which are continually being assessed and upgraded, as appropriate, to meet contemporary security standards, including leveraging and optimizing new technology.*

- 4.1.1** EPA will complete physical security vulnerability risk assessments for all of EPA's Security Level 4 and 3 facilities. (FY2003) Completed.
- 4.1.2** In accordance with Federal Protective Service guidance, EPA will conduct physical security vulnerability risk assessments of its Security Level 4 facilities every two years, Security Level 3 facilities every three years, and Security Level 2 facilities every four years.
- 4.1.3** EPA will mitigate critical and high physical security vulnerabilities and risks at EPA's Security Level 4, 3, and 2 facilities, where appropriate. These mitigation efforts will be ongoing for multiple years.
- 4.1.4** EPA will conduct reviews/audits at Security Level 3 and 4 facilities to ensure that funded mitigation efforts were completed properly and identify new findings. (FY2004)
- 4.1.5** EPA will complete window vulnerability assessments at its Security Level 3 and 4 facilities. (FY2004)
- 4.1.6** EPA will initiate window mitigation efforts at three of its Security Level 3 and 4 facilities. (FY2004)
- 4.1.7** EPA will develop and implement new physical security standards through assistance from the Interagency Security Committee, the U.S. DOJ's USMS Vulnerability Assessment of Federal Facilities (June 28, 1995), and other relevant guidance. (FY2005)
- 4.1.8** EPA will determine, select and provide the appropriate protective equipment and level of protection, as well as appropriate training, for safety, health, and security personnel involved in response and remediation. (FY2003)
- 4.1.9** EPA will coordinate and provide medical consultation, monitoring, and treatment for personnel who may experience hazardous exposures to threatening agents while engaged in terrorist act response and remediation activities and/or support.

**4.1.10** Design, construct, and lease buildings that reflect contemporary security features in accordance with applicable criteria. EPA will incorporate Interagency Security Committee's Design Criteria and GSA's Public Building Services' Facilities Standard into design and construction. Additionally, EPA will implement GSA's new Security Leasing Standards (Draft dated February 3, 2003) on all leases from this point forward.

**4.2 EPA will protect technical assets, both fixed and mobile (e.g., monitoring and testing equipment), so equipment will be accessible and functioning in the event of an emergency.**

**RESULTS**

*EPA will have the equipment it needs, where and when it needs it, and technical assets will be adequately protected, accessible, and functioning.*

**4.2.1** Standardize methods for conducting technical procedures so staff from various labs and HQ offices are interchangeable in deploying to the field and operating equipment. EPA will develop two standardized methods in FY2003 and three methods in FY2004 for conducting technical procedures for deploying field and operating equipment. (FY2003 and FY2004)

**4.2.2** Security services will be acquired from commercial providers or local law enforcement entities, as needed, to protect fixed and mobile assets.