

U.S. Department of Labor Employment and Training Administration Washington, D.C. 20210	Classification UI
	Correspondence Symbol DUIO/OWS
	Date:

DIRECTIVE: FIELD MEMORANDUM NO. XX-07

TO: ALL REGIONAL ADMINISTRATORS

FROM:

SUBJECT: National Disaster Preparedness Planning

1. **Purpose:** To announce the implementation of a National Disaster Preparedness Planning Effort for the Unemployment Insurance (UI) program and request contact information to be used in during times of national emergency or disaster.
2. **References:** Unemployment Insurance Program Letter No. XX-XX *[The program letter announcing the ITSC report and recommendations]*
3. **Background:** The Unemployment Insurance (UI) program is a major source of financial assistance to unemployed American workers. When a disaster strikes or a major emergency disrupts services, the UI program provides financial assistance to residents of the affected areas who are unemployed as a result of the disaster. In order to properly administer the UI programs, State UI agencies must not only be prepared to recover from damage to their own agency resources but also be ready to respond to a rapid increase in UI claims resulting from the disaster.

It is the policy of the United States Department of Labor (USDOL) to insure the continuity of operations of essential UI programs. The primary objectives of the UI National Disaster Preparedness Planning Effort is to establish the protocols, methods, and organizations to materially assist and augment a state UI agency whose UI claims processing capacity has been rendered insufficient from:

- A reduction in a state UI agency’s UI claims processing capacity resulting from an adverse event or emergency of any origin, or
- The onset of a mass unemployment event (MUE) of any origin.

Because the type and nature of threats to the UI systems are diverse; encompassing adversity due to weather, volcanic action, terrorism, war, nuclear accident, earthquakes, disease, and man-made structure failures; the plan must:

- Be maintained at a high level of readiness
- Be capable of implementation both with and without warning
- Be operational no later than 24 hours after activation

4. Mass Unemployment Event, Emergency Contact list:

As a first step in this disaster preparedness planning process and in an attempt to assist the state UI agencies in developing the necessary capabilities to facilitate the continued processing of claims by an affected UI agency in response to a MUE or other major emergency that may accompany a disaster, the USDOL is compiling contact information to develop an emergency contact directory. This directory will provide essential contact information to state and federal staff in the event of an MUE or other major emergency that requires state-to-state cooperation and/or resource sharing.

The contact information should identify the individual(s) who will have the responsibility and authority to take necessary action during an MUE or other major emergency.

This contact list will be maintained by the USDOL and will only be shared in the event of an MUE other major emergency.

5. Additional Information Forthcoming

Additional guidance and tools will be provided to states in the near future to be used in the event of an emergency or MUE. These tools are being developed by a federal/state workgroup in conjunction with the Information Technology Support Center (ITSC). The purpose of this workgroup is to provide states with recommended actions the states should undertake to ensure each state is prepared to continue operations during an MUE or national emergency. Further, the workgroup will be preparing a toolbox, containing forms, documents, and other items the state can use during an MUE.

6. Action Required: Regional Administrators are requested to obtain the information from the states to complete the attached form and provide the information to Candace Edens at edens.candace@dol.gov. Regional offices are also asked to identify Regional contacts in the event of an MUE.

7. Inquires: Questions should be addressed to Candace Edens at (202) 693-2637 or via e-mail at edens.candace@dol.gov.

8. Attachments: National Disaster Preparedness Contact List

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Attachment

National Disaster Preparedness Planning Contact List

State Signature Authority Contacts

This contact information should identify the individual(s) who will have the responsibility and authority to take necessary action impacting the unemployment insurance (UI) program during an MUE or other major emergency.

Please provide the following information for the primary emergency contact as well as an alternate and second alternate (if desired). This contact list will be maintained by the USDOL and will only be shared in the event of an MUE or other major emergency

State: _____

	Name	Title	Emergency Contact Numbers	E-mail	Other Contact Information (please specify type)
Primary Contact			Work: Cell: Other:	Work: Other:	
Alternate Contact			Work: Cell: Other:	Work: Other:	
Second Alternate			Work: Cell: Other:	Work: Other:	

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USDOL Regional and Alternate Contact List

In addition to the contact information from the states, please forward the Regional contact information.

Region: _____

	Name	Title	Emergency Contact Numbers	E-mail	Other Contact Information (please specify type)
Primary Contact			Work: Cell: Other:	Work: Other:	
Alternate Contact			Work: Cell: Other:	Work: Other:	
Second Alternate			Work: Cell: Other:	Work: Other:	

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