	OFFICE OF MARINE AND AVIATION OPERATIONS National Oceanic and Atmospheric Administration	POLICY 0501	VERSION 1.0
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		RESPONSIBLE POSITION FSO Chief	

CATEGORY 0500 – EMERGENCY READINESS

1. Purpose

1.1 This policy provides the Office of Marine and Aviation Operations requirement that all documents regarding emergency readiness are to be maintained within 'Category 0500 – Emergency Readiness' of the Document Management System (DMS).

2. Scope

2.1 This policy applies to all documents regarding emergency readiness policies, procedures, instructions, and other relevant information.

3. Definitions

Policy	Overarching direction or principle of action to be followed by all departments of an organization when performing any function. (Policies are considered the top level (1) in the document hierarchy.)
Procedure	Specified way to carry out an activity or a process. (Procedures are level two (2) in the document hierarchy.)
Instructions	Detailed, often step-by-step, documentation which describes how to perform a specific task. (Instructions are level three (3) in the document hierarchy.)

4. Policy

4.1 All emergency readiness policies, procedures, instructions, and other relevant information shall be maintained within 'Category 0500 – Emergency Readiness' of the DMS to ensure valid documents are controlled and available, changes to documents are reviewed and approved by authorized personnel, and obsolete documents are removed.

4.2 All information/documents regarding preparing the agency for natural/man-created disasters that disrupts the normal Office of Marine and Aviation Operations (OMAO) operations shall be included in this category. They shall include but are not limited to OMAO's Continuity of Operations Plan, Occupant Emergency Plan, and OMAO's Mishap Plan, as well as Marine and Aviation Operations Centers' plans for vessels and aircraft.

5. Guidance

Associated documents will provide guidance.

6. Responsibilities

Associated documents will provide responsibilities.

7. References

No references associated with this policy.

8. Authority

OMAO Policy 0101 – Document Management System

9. Effect on Other Documents

None.