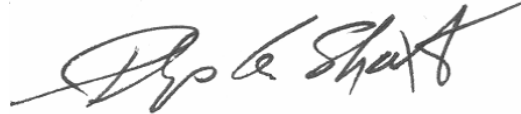


**For:** State and County Offices

**Field Office Emergency Operations Plan (EOP)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Notice AO-1339, issued on August 25, 2005, set forth guidelines for developing and implementing EOP for State and County Offices.

EOP:

- enhances the safety of our employees and ensures the continued coordinated delivery of FSA programs in the event of a natural disaster, national security event, or other emergencies
- format is based on 4 emergency levels modeled from the Continuity of Operations Plan (COOP)

**Note:** Every FSA employee should become familiar with each emergency level and the required EOP response.

- pre-identifies emergency levels, contact information, designated personnel, delegations of authority, supplies, materials, equipment, and media contact tools.

**B Purpose**

This notice provides:

- headquarters' emergency specialists' contact information
- guidance on State and County Office action if an emergency event occurs
- guidelines for annually reviewing and updating EOP's for State and County Offices
- definitions of terms related to EOP in Exhibit 1.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2010	State Offices; State Offices relay to County Offices

## Notice AO-1461

### 2 In the Event of an Emergency

#### A Action

If an event occurs that does or has the potential to disrupt normal Field Office operations, all personnel shall be immediately accounted for, whether or not they were scheduled to work. CED or Acting CED shall account for all FSA County Office personnel (CO and GS) for their respective county and report to DD. DD shall ensure that all FSA County Office personnel (CO and GS) are accounted for in their district and report to the State Emergency Preparedness Coordinator (SEPC). CED or Acting CED shall contact SEPC directly if unable to contact DD. SED shall account for all FSA personnel in the State and contact the Emergency Preparedness Division (EPD) according to subparagraph B.

In the event of an emergency, SED, DD's, and CED's in the affected areas shall work jointly in determining whether FSA-781 or EOP shall be activated and for which Service Centers and for what duration.

**Note:** In the event that an emergency occurs in Washington, DC, EPD and staff cannot be reached, and the National Office has activated COOP and relocated, contact the Virginia State Office at 804-287-1503 to submit a report.

#### B National Office Contact Information

State Offices shall report activation of EOP's and account of personnel to either of the following:

- David Tidwell, Emergency Preparedness Specialist, EPD, by 1 of the following:
  - e-mail at **david.tidwell@wdc.usda.gov**
  - telephone at 202-720-4542
  - cell phone at 202-579-6216
- Josh Bornstein, Deputy Director, EPD, by 1 of the following:
  - e-mail at **josh.bornstein@wdc.usda.gov**
  - telephone at 202-720-7696
  - cell phone at 202-380-5010.

In the event that the State Office is unable to reach EPD, contact the USDA Emergency Operations Center (EOC) at 877-677-2369 or 202-720-5711.

**Note:** EOC is available 24 hours a day, 7 days a week.

## Notice AO-1461

### 2 In the Event of an Emergency (Continued)

#### C EPD Action

EPD shall:

- provide situation reports to EOC and DAFO
- provide guidance to State and County Offices about activating EOP
- report FSA-781 activation to EOC
- review and maintain FSA-781.

#### D Issuing Press Releases When an Emergency Occurs

See Exhibit 2 for sample press releases for use during an actual event that requires an office to relocate. These press releases can be used for either the State or County Office. Select and customize the release to meet the individual needs of the event.

### 3 Action

#### A SED Action

SED shall:

- review the names of primary and backup SEPC's

**Note:** If SEPC information changes, SED shall notify and provide EPD with new contact information. The new contact information shall include State, SEPC name, location (State Office, County Office, etc.), job title, office telephone number, office FAX number, e-mail address, home telephone number, and cell phone number. Provide information to the EPD contacts in subparagraph 2 B.

- together with SEPC, review and update FSA-781 as necessary and submit any changes on FSA-781 by e-mail to **FSA.EPD@wdc.usda.gov** for review and approval by February 1 of each year

**Notes:** The State Office shall follow standard encryption protocols when e-mailing forms. See Exhibit 3 for an example of FSA-781.

For this year, submit updated FSA-781 changes to EPD by the later of March 30, 2010, or 10 calendar days after STC is appointed.

Include a completed FSA-783 with FSA-781. See Exhibit 4 for an example of FSA-783.

- provide guidance to Field Offices for reviewing FSA-780

## Notice AO-1461

### 3 Action (Continued)

#### A SED Action (Continued)

- ensure that County Offices submit revisions to their FSA-780 to include FSA-783 to DD and then to SEPC for review and approval

**Note:** SED shall maintain the most current version in a secure location in the State Office. A copy of FSA-780's and FSA-781's to include FSA-783's shall also be maintained offsite by at least SED and SEPC. County Office FSA-780's will be submitted to the State Office by February 1 of each year, if revisions are applicable. For calendar year 2010, submit FSA-780 and FSA-783 to the State Office by March 30, 2010, if the plan is revised.

- ensure that evacuation plans, Information Technology Services (ITS) Contingency/ Disaster Recovery Plan, and other preparedness and response plans are developed according to 30-AS and 6-IRM

**Note:** These documents shall be maintained together.

- ensure that personnel contact lists are reviewed and updated with applicable contact information for all designated personnel and Field Office personnel in the event of an emergency situation
- ensure that all State and Field Office employees are fully aware of contingency plans in effect to ensure that emergency situations are dealt with in a consistent manner
- account for personnel according to subparagraph 2 A
- ensure timely activation of the plans according to the guidelines in this notice
- continue to test plans based on budget availability, but at least once every 3 years.

#### B DD Action

DD shall:

- ensure that plans are updated as changes are made
- review FSA-780 revisions and FSA-783 and submit to SEPC for review and approval by February 1 of each year

**Note:** For calendar year 2010, submit by March 30, 2010.

## Notice AO-1461

### 3 Action (Continued)

#### B DD Action (Continued)

- ensure that all State and Field Office employees are fully aware of all contingency plans in effect to ensure that emergency situations are dealt with in a consistent manner
- ensure that the County Office activates the plan according to the guidelines in this notice
- account for all personnel according to subparagraph 2 A.

#### C CED Action

CED shall:

- in consultation with the Farm Loan Manager, review FSA-780 and FSA-783 and submit to DD for review and approval by February 1 of each year if revised

**Notes:** For calendar year 2010, submit revised FSA-780 and FSA-783 to DD by March 30, 2010.

See Exhibit 5 for an example of FSA-780.

- maintain:
  - the most current version of FSA-780 and FSA-783 in a secure location in the County Office
  - a copy offsite by at least CED and designee
- ensure that evacuation plans, ITS Contingency/Disaster Recovery Plan, and other preparedness and response plans are developed according to 31-AS and 6-IRM

**Note:** These documents, including AD-1184, shall be maintained together.

- ensure that personnel contact lists are reviewed and updated with applicable contact information for all designated personnel and Field Office personnel
- ensure that all employees in the county are fully aware of all contingency plans to ensure that emergency situations are dealt with in a consistent manner
- ensure timely activation of the plans according to the guidelines in this notice
- account for all personnel according to subparagraph 2 A

## Notice AO-1461

### 3 Action (Continued)

#### C CED Action (Continued)

- e-mail all employees status of situation and reporting requirements
- leave a message on the office voice mail system with location and contact information for producers
- continue to test plans to identify strengths and weaknesses and share results within the State to improve overall planning.

**Note:** Plans shall be tested within existing budget allocations at least once within a 3-year period.

## Definitions

### Alternate Designated Sites

An alternate designated site is a site that will enable the State or County Office to maintain office functions. For Emergency Level No. 2, the designated alternate site can be a neighboring office or in the same geographic area. For Emergency Levels No. 3 and 4, the alternate site should be at least 50 and 100 miles respectively from the normal office location or outside the danger zone as identified by appropriate State or Federal authorities, respectively.

### Designated Personnel

Designated personnel are personnel with certain skills and abilities needed at the alternate work site; such as, emergency management, administrative functions, information technology, Geographical Information System, contracting authority, communications (both internal and external), ability to issue payments, and any other functions that are necessary to continue operations in the event of an emergency. The list of designated personnel should be attached to EOP and updated as changes are required. Each plan will have a person designated as primary and secondary for each functional area. SED, DD, or CED, as applicable, will determine the skills necessary to continue functions.

### Emergency Levels

The following are emergency levels defined in EOP.

- **Level No. 1** – Portion of building housing the State or County Office has been affected. Normal operations will continue in that location.
- **Level No. 2** – The building housing the State or County Office has been severely affected. The building will be closed for normal business operations.
- **Level No. 3** – The building housing the State or County Office and the surrounding area have been severely affected. The building and surrounding area will be closed for normal business activities.
- **Level No. 4** – A large geographic area has been closed to normal business activities as a result of actual or threatened terrorist attacks or a severe natural disaster.

### Emergency Operations Plan (EOP)

EOP is a written plan to ensure the safety of FSA employees and the continued operation of FSA office functions. The State and each county shall develop EOP.

### State Emergency Preparedness Coordinator (SEPC)

SEPC is the person designated by SED to coordinate FSA emergency preparedness and homeland security issues.

Examples of Press Releases When an Emergency Occurs

Release No. XXXX.XX

XXXXXX XXXXX (XXX) XXX-XXXX

XXXXXX STATE/COUNTY FSA OFFICE CLOSED  
DUE TO (difficulty, disaster, or emergency here)

City, State, Month XX, 200X – The U.S. Department of Agriculture’s Farm Service Agency (FSA) announced that due to (disaster, emergency), the XXXX State/County FSA office will be closed today.

However, XXXX State/County FSA employees should report to work at the XXXX County FSA office, which is serving as a temporary work facility. Barring extreme difficulties, XXXX State/County FSA employees are expected to report for work.

The FSA XXXX State/County staff is operating under the Emergency Operations Plan. This includes checking in with XXXX State/County FSA communications contacts. Employees with questions should contact the following XXXX State/County FSA communications contacts:

- XXXXXX XXXXX      p: XXX-XXX-XXXX      e: xxxx@xxxxx.xxx
- XXXXXX XXXXX      p: XXX-XXX-XXXX      e: xxxx@xxxxx.xxx

The XXXXX State/County FSA office will resume operations at XXXX on XXXX XX, XXXX.

Participants in FSA programs in XXXXX County who have questions should call (XXX-XXX-XXXX) or e-mail (xxxxxx@xxxxx.xxx). **Please leave your name, time of your call, phone number and e-mail address.** XXXX State/County FSA personnel will return calls and e-mail enquiries beginning XXXXX XX, XXXX.

Questions about the location and welfare of USDA employees should be directed to (For County Office provide STO number for STO provide EPD number) (XXX-XXX-XXXX).

The next USDA FSA news release about this (difficulty, disaster, or emergency here) is scheduled for XXXXX XX, XXXX at XX:XX a.m./p.m.

#



Examples of Press Releases When an Emergency Occurs (Continued)

Release No. XXXX.XX

XXXXXX XXXXX (XXX) XXX-XXXX

XXXXXX STATE/COUNTY FSA OFFICE CLOSED  
DUE TO (difficulty, disaster, or emergency here)

City, State, Month XX, 200X – The U.S. Department of Agriculture’s Farm Service Agency (FSA) announced that due to XXXXXX, the XXXX State/County FSA office will be closed today because of (disaster, emergency). The XXXX State/County FSA staff has been placed on administrative leave with pay.

The XXXX State/County FSA office will resume work at XXXXX (address and phone number here to) on XXXXX XX, XXXX. The XXXX State/County FSA office staff is operating under XXXXX rules/directive/emergency plan. FSA employees with emergency operation responsibilities will be contacted immediately by the most practical and available means of communication. Employees with questions should contact the following XXXX County FSA communications contacts:

XXXXXX XXXXX      p: XXX-XXX-XXXX      e: xxxx@xxxxx.xxx

XXXXXX XXXXX      p: XXX-XXX-XXXX      e: xxxx@xxxxx.xxx

Participants in FSA programs within XXXX County who have questions should call (XXX-XXX-XXXX) or e-mail (xxxxxx@xxxxx.xxx). **Please leave your name, the time of call, phone number and e-mail address.** XXXX County FSA personnel will return calls and e-mail inquiries beginning XXXXX XX, XXXX.

Questions about the locations and welfare of USDA employees should be directed to (For County Office provide STO number for STO provide EPD number) (XXX-XXX-XXXX).

The next USDA FSA news release about this (difficulty, disaster, or emergency here) is scheduled for XXXXX XX, XXXX at XX:XX a.m./p.m.

#

Examples of Press Releases When an Emergency Occurs (Continued)

Release No. XXXX.XX

XXXXX XXXXX (XXX) XXX-XXXX

XXXXX STATE/COUNTY FSA OFFICE CLOSED  
DUE TO (difficulty, disaster, or emergency here)

City, State, Month XX, 200X – The U.S. Department of Agriculture’s Farm Service Agency (FSA) announced the XXXX State/County FSA office will be closed today because of (disaster, emergency). FSA staff and the public are advised to avoid a two-block area of the XXXX State/County FSA office located on XXXX Street/Avenue. (See map below)

The XXXX State/County FSA staff has been placed on administrative leave with pay and should not report to work today.

The XXXX State/County FSA office staff is operating under XXXXX rules/directive/emergency plan. FSA employees with emergency operation responsibilities will be contacted immediately by the most practical and available means of communication. Employees with questions should contact the following XXXX State/County FSA communications contacts:

- XXXXX XXXXX      p: XXX-XXX-XXXX      e: xxxx@xxxxx.xxx
- XXXXX XXXXX      p: XXX-XXX-XXXX      e: xxxx@xxxxx.xxx

The XXXX State/County FSA office will resume work at XXXXXX (address and phone number here to) on XXXXX XX, XXXX. Participants in FSA programs within XXXXX County who have questions should call (XXX-XXX-XXXX) or e-mail ([xxxxxx@xxxxx.xxx](mailto:xxxxxx@xxxxx.xxx)). **Please leave your name, the time of call, phone number and e-mail address.** XXXX State/County FSA personnel will return calls and e-mail inquiries beginning XXXXX XX, XXXX.

Questions about the location and welfare of USDA employees should be directed to (For County Office provide STO number for STO provide EPD number) (XXX-XXX-XXXX).

The next USDA FSA news release about this (difficulty, disaster, or emergency here) is scheduled for XXXXX XX, XXXX at XX:XX a.m./p.m.

#

FSA-781, State Emergency Operations Plan

The following is an example of FSA-781.

<p><b>This form is available electronically.</b></p>	
<p><b>FSA-781</b> (03-08-10)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency</p>
<p><b>STATE EMERGENCY OPERATIONS PLAN</b></p>	
<p><b>Sensitive - For Official Use Only.</b></p>	
<p><b>NOTE:</b> <i>The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is National Security Presidential Directive-51 (NSPD-51), Homeland Security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 (HSPD-8), Homeland Security Presidential Directive-20 (HSPD-20), Federal Continuity Directive-1 (FCD-1), and Federal Continuity Directive-2 (FCD-2). The information will be used to enable the Agency to contact employees and emergency board members in a timely manner concerning a Contingency and/or Disaster Recovery event and used to enable the Agency to quickly, efficiently, and effectively respond concerning a Contingency and/or Disaster Recovery event. The information collected on this form is For Official Use Only and shall be disclosed only to those individuals that have been properly designated by the Agency as having a demonstrated need to know the information. Providing the requested information is voluntary. However, failure to furnish the requested information may result in the employee and/or emergency board member not being notified in a timely manner of a Contingency and/or Disaster Recovery event.</i></p>	
<p>1. Name and Address of State Office (Include Zip Code)</p>	<p>2A. Name of State Executive Director</p>
	<p>2B. Telephone Number of State Executive Director (Include Area Code)</p>
<p>3A. The following USDA agencies are located at the current site:</p>	<p>3B. The following USDA agencies are relocating to the same site. (If NRCS and RD are not collocating to the same site, please provide their location and contact information if the State office is currently collocated with either of these agencies):</p>
<p><b>Purpose:</b> The State Office Emergency Operations Plan (SEOP) will ensure the safety of FSA employees and the continued coordinated delivery of USDA-FSA programs and services. Items to consider when developing the plan:</p> <ul style="list-style-type: none"> <li>• All attachments should be labeled with the State name and the name and phone number of the CED.</li> <li>• The SEOP will require the following attachments: <ul style="list-style-type: none"> <li>a. Contact list of all State Emergency Board Members. Part A</li> <li>b. Designated personnel for the SEOP. Identified personnel for key functions and responsibilities. Part B</li> <li>c. Delegations of authority within the FSA State Office. Part C</li> <li>d. Alternate site locations, directions and contact information. Part D</li> <li>e. Supplies, equipment (including automation equipment), vital records and FSA directives needed to operate the FSA State Office at an alternate location. Please refer to the ITS Contingency/Disaster Recovery Plan for computer related needs. Part E</li> <li>f. FSA-774, Field Office ADP Security Plan (6-IRM, Exhibit 21).</li> <li>g. FSA-774A, Annual IT Security Review and Risk Assessment Checklist (6-IRM, Exhibit 20).</li> <li>h. Media contact list. Part F</li> <li>i. Sample Press Release.</li> </ul> </li> <li>• Activation of the SEOP by the SED or their designee would require the EPD be contacted immediately.</li> <li>• All personnel shall be accounted for to ensure their safety, whether they were scheduled to work or not. If applicable, CED shall account for all personnel for their respective county and report to the DD. The DD shall ensure that all personnel are accounted for in their district and report to the State Office. The State Office shall contact EPD.</li> </ul>	
<p><b>USDA CONTINUITY OF OPERATIONS PLAN EMERGENCY LEVELS</b></p>	
<p><b>Level 1:</b> <u>Portion of Building Housing County Office Functions Affected.</u> The building housing key State Office functions is operational, but normal business operations are suspended in a room, level, or section due to items such as, but not limited to, fire, explosion, water damage, or other damage.</p>	
<p><b>Level 2:</b> <u>Building Housing State Office Functions Affected.</u> The building is closed for normal business activities, but the cause of the disruption has not affected surrounding buildings, utilities, or transportation systems.</p>	
<p><b>Level 3:</b> <u>Building Housing County Office Functions and Surrounding Area Affected.</u> The building and surrounding buildings/area close for normal business activities.</p>	
<p><b>Level 4:</b> <u>(City, State) Area Affected.</u> The (city, state) geographic area is closed to normal business activities as a result of actual or threatened terrorist attacks using weapons of mass destruction or a severe natural disaster.</p>	





FSA-781, State Emergency Operations Plan (Continued)

FSA-781 (03-08-10)				Page 4 of 5
<b>PART F – MEDIA CONTACT LIST</b>				
11. List the contact person and media types:				
A. Name	B. Media Type <i>(TV, Radio, Newspaper, etc.)</i>	C. Phone Number <i>(Include Area Code)</i>	D. Fax Number <i>(Include Area Code)</i>	E. Email Address
<b>PART G – EVENT OF EMERGENCY</b>				
12. In the Event of a Level 1 Emergency:				
A. If the emergency occurs during working hours, the SED or designee will assess the situation and assure employees are notified regarding changes in office hours, areas affected and impacts on conducting business. DD will be notified and will take necessary action to communicate to the field staff impacts on providing service.				
B. If the event occurs during non-working hours, employees will report to work at the beginning of the normal business day. Once on-site, staff will assemble in the _____ <i>(designated location)</i> or alternative site within the office complex if this area is unavailable for a briefing on continuing operations given the specific nature of the emergency. Notices will be posted at the building and office entrances to provide instructions.				
13. In the Event of a Level 2 Emergency:				
A. If the emergency occurs during working hours, the staff shall assemble at the designated area _____ <i>(provide area)</i> . Staff shall await a briefing from the SED, designee or Building Manager. A determination will be made whether designated personnel and other staff need to relocate to the alternate site.				
B. If the emergency occurs during non-working hours, the State Office Calling Tree will be activated. Employees will be directed as to whether to report for duty at an alternative work site. Employees who arrive and find the office is not available due to the emergency will assemble at the _____ <i>(emergency Level 2 relocation site)</i> and await direction from the SED or designee.				
C. If the SED or designee determines it is necessary, steps will be taken to alert the alternate site office to prepare for Designated Personnel to relocate if the determination is made business cannot be conducted at the State Office. SED or designee will provide other staff with direction as to whether to report to an alternate work location or to return to their homes.				
14. In the Event of a Level 3 or 4 Emergency:				
A. The SED will activate the State Office Calling Tree and require personnel to report to the alternate site within 12 hours.				
B. The SED or designee will notify the alternate site manager to prepare the site.				
C. If emergencies occur during work hours, and time permits: Designated Personnel will meet in the FSA (1) _____ <i>(designated area)</i> to assess the transportation situation for the following alternatives. Contact information, maps, and other material will be available in (2) _____ <i>(provide where the information will be maintained)</i> . Employees not identified as designated personnel will await direction from the SED or designee when a Level 3 or 4 Emergency has been determined.				

FSA-781, State Emergency Operations Plan (Continued)

FSA-781 (03-08-10)	Page 5 of 5
<b>PART G – EVENT OF EMERGENCY (Continuation)</b>	
<p>15. <b>Level 3:</b></p> <p>A. If the event is localized to the vicinity of the State Office, <b>essential personnel</b> will drive to Level 3 alternate site (1) _____                  _____ (building name) located at (2) _____                  _____ (street address, city, and state). Specific directions to this site are attached.</p> <p>B. To the degree that time safely permits, designated personnel will gather cell phones and chargers, laptop computers, State Office servers and back-up tapes, and essential papers needed for continuity of operations prior to driving to the alternate site. (Part E provides who is responsible for what items).</p> <p>C. If the event jeopardizes continued operations at the Level 3 (1) _____ (alternate site)                  located at (2) _____, then essential personnel will follow guidance in Level 4.                  _____ (city, state)</p> <p>D. Other staff should remain at their residence and await contact by essential personnel or upon activation of the State Office Calling Tree.</p> <p>16. <b>Level 4:</b></p> <p>A. Designated personnel will drive to Level 4 alternate site _____ (street address, city, and state). (Address suggested to be more than 100 miles away from office site).</p> <p>B. To the degree that time permits, essential personnel will gather cell phones and chargers, laptop computers, State Office servers and back-up tapes, and essential papers needed for continuity of operations prior to driving to Level 4 alternate site                  _____                  _____ (street address, city and state)</p> <p>C. If an emergency occurs during working hours and immediate evacuation is not necessary, essential personnel will see to personal safety and proceed as best as possible to Level 4 alternate site _____                  _____ (street address, city and state)</p> <p>D. If an emergency occurs during non-working hours, see to your personal safety and proceed to Level 4 alternate site                  _____                  _____ (street address, city and state)                  Individuals must bring sufficient personal items to cover a 5-day stay, especially any prescription medicines or other special needs.</p> <p>17. All other employees will attempt to contact the designated personnel located at the alternate office for guidance in the event they have evacuated _____ (area). Otherwise, essential personnel will attempt to contact other State Office staff via the Calling Tree as permitted by the circumstances of the emergency.</p>	
<b>NOTE: Levels 3 and 4 alternate sites shall be the same as those listed in Part D.</b>	
<b>PART H – SIGNATURES</b>	
<b>REVIEWED:</b>	
18A. Signature of State Emergency Preparedness Coordinator	18B. Date (MM-DD-YYYY)
<b>CONCURRED:</b>	
19A. Signature of State Executive Director	19B. Date (MM-DD-YYYY)
<b>APPROVED:</b>	
20A. Signature of Director, Emergency Preparedness Division	20B. Date (MM-DD-YYYY)

FSA-783, Emergency Operations for FSA Employees Contact Information and Phone Tree

This form is available electronically.  
**FSA-783**  
 (03-08-10)

**U.S. DEPARTMENT OF AGRICULTURE**  
 Farm Service Agency

**EMERGENCY OPERATIONS FOR FSA EMPLOYEES**  
**CONTACT INFORMATION AND PHONE TREE**  
 (FSA Internal Use Only)

A. Date Prepared (MM-DD-YYYY)  
 B. Agency  
 C. Office Name and Location

Develop list of phone numbers of all personnel. Identify essential personnel. Verify list quarterly.  
 \*In Item E, list all employees that report to the same first line supervisor/team leader in Item D for calling tree purposes. (Start with the highest level supervisor)

D. Report To	E. *Last, First Name and Address (Include Zip Code)	F. Essential (Check if Employee is Essential)	G. Title	H. Home Phone Number (Include Area Code)	I. Cell Phone Number (Include Area Code)	J. Office Phone Number (Include Area Code)	K. Email Address (Home and Work)
		<input type="checkbox"/>					H W
		<input type="checkbox"/>					H W
		<input type="checkbox"/>					H W
		<input type="checkbox"/>					H W
		<input type="checkbox"/>					H W
		<input type="checkbox"/>					H W
		<input type="checkbox"/>					H W
		<input type="checkbox"/>					H W

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6736 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.



**FSA-783, Emergency Operations for FSA Employees Contact Information and Phone Tree  
(Continued)**

D Report To	E *Last, First Name and Address (Include Zip Code)	F Essential (Check if Employee is Essential)	G Title	H Home Phone Number (Include Area Code)	I Cell Phone Number (Include Area Code)	J Office Phone Number (Include Area Code)	K Email Address (Home and Work)	
							H	W
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						
		<input type="checkbox"/>						

Page 2 of 2

FSA-783 (03-08-10)

FSA-780, County Emergency Operations Plan

The following is an example of FSA-780.

<p><b>This form is available electronically.</b></p>	
<p><b>FSA-780</b> (03-08-10)</p>	<p><b>U.S. DEPARTMENT OF AGRICULTURE</b> Farm Service Agency</p>
<p><b>COUNTY EMERGENCY OPERATIONS PLAN</b></p>	
<p><b><i>Sensitive - For Official Use Only.</i></b></p>	
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is National Security Presidential Directive-51 (NSPD-51), Homeland Security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 (HSPD-8), Homeland Security Presidential Directive-20 (HSPD-20), Federal Continuity Directive-1 (FCD-1), and Federal Continuity Directive-2 (FCD-2). The information will be used to enable the Agency to contact employees and emergency board members in a timely manner concerning a Contingency and/or Disaster Recovery event and used to enable the Agency to quickly, efficiently, and effectively respond concerning a Contingency and/or Disaster Recovery event. The information collected on this form is For Official Use Only and shall be disclosed only to those individuals that have been properly designated by the Agency as having a demonstrated need to know the information. Providing the requested information is voluntary. However, failure to furnish the requested information may result in the employee and/or emergency board member not being notified in a timely manner of a Contingency and/or Disaster Recovery event.</p>	
<p>1. Name and Address of County Office <i>(Include Zip Code)</i></p>	<p>2A. Name of County Executive Director</p>
	<p>2B. Telephone Number of County Executive Director <i>(Include Area Code)</i></p>
<p>3A. The following USDA agencies are located at the current site:</p>	<p>3B. The following USDA agencies are relocating to the same site. (If NRCS and RD are not collocating to the same site, please provide their location and contact information if the County office is currently collocated with either of these agencies):</p>
<p><b>Purpose:</b> The County Office Emergency Operations Plan (CEOP) will ensure the safety of FSA employees and the continued coordinated delivery of USDA-FSA programs and services.</p>	
<p>Items to consider when developing the plan:</p> <ul style="list-style-type: none"> <li>• All attachments should be labeled with the County name and the name and phone number of the CED.</li> <li>• The CEOP will require the following attachments:             <ul style="list-style-type: none"> <li>a. Contact list of all County Emergency Board Members. Part A</li> <li>b. Designated personnel for the CEOP. Identified personnel for key functions and responsibilities. Part B</li> <li>c. Delegations of authority within the FSA County Office. Part C</li> <li>d. Alternate site locations, directions and contact information. Part D</li> <li>e. Supplies, equipment (including automation equipment), vital records and FSA directives needed to operate the FSA County Office at an alternate location. Please refer to the ITS Contingency/Disaster Recovery Plan for computer related needs. Part E</li> <li>f. FSA-774, Field Office ADP Security Plan (6-IRM, Exhibit 21).</li> <li>g. FSA-774A, Annual IT Security Review and Risk Assessment Checklist (6-IRM, Exhibit 20).</li> <li>h. Media contact list. Part F</li> <li>i. Sample Press Release.</li> </ul> </li> <li>• Activation of the County Office Emergency Operations Plan by the CED or their designee would require the STO be contacted immediately. The STO shall immediately notify EPD. If the County Office cannot reach the State Office then they shall contact EPD directly.</li> <li>• All personnel shall be accounted for to ensure their safety, whether they were scheduled to work or not. CED shall account for all personnel for their respective county and report to the DD. The DD shall ensure that all personnel are accounted for in their district and report to the State Office. The State Office shall contact EPD.</li> </ul>	
<p><b>USDA CONTINUITY OF OPERATIONS PLAN EMERGENCY LEVELS</b></p>	
<p><b>Level 1:</b> <u>Portion of Building Housing County Office Functions Affected.</u> The building housing key County Office functions is operational, but normal business operations are suspended in a room, level, or section due to items such as, but not limited to, fire, explosion, water damage, or other damage.</p>	
<p><b>Level 2:</b> <u>Building Housing County Office Functions Affected.</u> The building is closed for normal business activities, but the cause of the disruption has not affected surrounding buildings, utilities, or transportation systems.</p>	
<p><b>Level 3:</b> <u>Building Housing County Office Functions and Surrounding Area Affected.</u> The building and surrounding buildings/area close for normal business activities.</p>	
<p><b>Level 4:</b> <u>(City, State) Area Affected.</u> The (city, state) geographic area is closed to normal business activities as a result of actual or threatened terrorist attacks using weapons of mass destruction or a severe natural disaster.</p>	





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<b>PART F – MEDIA CONTACT LIST</b>				
12. List the contact person and media types:				
A. Name	B. Media Type <i>(TV, Radio, Newspaper, etc.)</i>	C. Phone Number <i>(Include Area Code)</i>	D. Fax Number <i>(Include Area Code)</i>	E. Email Address
<b>PART G – EVENT OF EMERGENCY</b>				
13. In the Event of a Level 1 Emergency:				
<p>A. If the emergency occurs during working hours, the CED or designee will assess the situation and assure employees are notified regarding changes in office hours, areas affected and impacts on conducting business. DD will be notified and will take necessary action to communicate to the State Office impacts on providing service. If the DD cannot be reached the State Office shall be contacted directly.</p> <p>B. If the event occurs during non-working hours, employees will report to work at the beginning of the normal business day. Once on-site, staff will assemble in the _____ <i>(designated location)</i> or alternative site within the office complex if this area is unavailable for a briefing on continuing operations given the specific nature of the emergency. Notices will be posted at the building and office entrances to provide instructions.</p>				
14. In the Event of a Level 2 Emergency:				
<p>A. If the emergency occurs during working hours, the staff shall assemble at the designated area _____ <i>(provide area)</i>. Staff shall await a briefing from the CED, designee or Building Manager. A determination will be made whether designated personnel and other staff need to relocate to the alternate site.</p> <p>B. If the emergency occurs during non-working hours, the County Office Calling Tree will be activated. Employees will be directed as to whether to report for duty at an alternative work site. Employees who arrive and find the office is not available due to the emergency will assemble at the _____ <i>(emergency level 2 relocation site)</i> and await direction from the CED or designee.</p> <p>C. If the CED or designee determines it is necessary, steps will be taken to alert the alternate site office to prepare for Designated Personnel to relocate if the determination is made business cannot be conducted at the County Office. CED or designee will provide other staff with direction as to whether to report to an alternate work location or to return to their homes.</p>				
15. In the Event of a Level 3 or 4 Emergency:				
<p>A. The CED or designee will activate the County Office Calling Tree and require personnel to report to the alternate site within 12 hours.</p> <p>B. The CED or designee will notify the alternate site manager to prepare the site.</p> <p>C. If emergencies occur during work hours, and time permits:                  Designated Personnel will meet in the FSA (1) _____ <i>(designated area)</i> to assess the transportation situation for the following alternatives. Contact information, maps, and other material will be available in (2) _____ <i>(provide where the information will be maintained)</i>. Employees not identified as designated personnel will await direction from the CED or designee when a Level 3 or 4 Emergency has been determined.</p>				

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**PART G – EVENT OF EMERGENCY (Continuation)**

16. Level 3:

- A. If the event is localized to the vicinity of the County Office, **designated personnel** will drive to Level 3 alternate site (1) \_\_\_\_\_  
 \_\_\_\_\_ (building name) located at (2) \_\_\_\_\_  
 (street address, city, and state). Specific directions to this site are attached.
- B. To the degree that time safely permits, designated personnel will gather cell phones and chargers, laptop computers, County Office servers and back-up tapes, and essential papers needed for continuity of operations prior to driving to the alternate site. (Part E provides who is responsible for what items).
- C. If the event jeopardizes continued operations at the Level 3 (1) \_\_\_\_\_ (alternate site)  
 located at (2) \_\_\_\_\_, then designated personnel will follow guidance in Level 4.  
 (city, state)
- D. Other staff should remain at their residence and await contact by designated personnel or upon activation of the County Office Calling Tree.

17. Level 4:

- A. Designated personnel will drive to Level 4 alternate site \_\_\_\_\_ (street address, city and state). (Address suggested to be more than 100 miles away from office site).
  - B. To the degree that time permits, designated personnel will gather cell phones and chargers, laptop computers, County Office servers and back-up tapes, and essential papers needed for continuity of operations prior to driving to Level 4 alternate site  
 \_\_\_\_\_  
 (street address, city and state)
  - C. If an emergency occurs during working hours and immediate evacuation is not necessary, designated personnel will see to personal safety and proceed as best as possible to Level 4 alternate site \_\_\_\_\_  
 (street address, city and state)
  - D. If an emergency occurs during non-working hours, see to your personal safety and proceed to Level 4 alternate site  
 \_\_\_\_\_  
 (street address, city and state)
- Individuals must bring sufficient personal items to cover a 5-day stay, especially any prescription medicines or other special needs.

18. All other employees will attempt to contact the designated personnel located at the alternate office for guidance in the event they have evacuated \_\_\_\_\_ (area). Otherwise, designated personnel will attempt to contact State Office staff via the Calling Tree as permitted by the circumstances of the emergency.

**NOTE: Levels 3 and 4 alternate sites shall be the same as those listed in Part D.**

**PART H – SIGNATURES**

19A. Signature of County Executive Director	19B. Date (MM-DD-YYYY)
<b>REVIEWED:</b>	
20A. Signature of District Director	20B. Date (MM-DD-YYYY)
21A. Signature of State Emergency Preparedness Coordinator	21B. Date (MM-DD-YYYY)
<b>APPROVED:</b>	
22A. Signature of State Executive Director	22B. Date (MM-DD-YYYY)