UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250 Notice AO-1461

For: State and County Offices

Field Office Emergency Operations Plan (EOP)

Algo le Sheet

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.

Disposal Date	Distribution
July 1, 2010	State Offices; State Offices relay to County Offices

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.

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

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.

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

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 <u>alternate designated site</u> 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

<u>Designated personnel</u> 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)

<u>EOP</u> 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)

<u>SEPC</u> 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

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 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:

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

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

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

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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 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:

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

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

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.

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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). 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.

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.

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FSA-781, State Emergency Operations Plan

The following is an example of FSA-781.

This form	m is available electronically.	MENT OF ACRICIII TURE
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		ICY OPERATIONS PLAN
Sensiti NOTE:	ive - For Official Use Only.	
NOTE.	form is National Security Presidential Directive-51 (NSPD-51), Homeland (HSPD-8), Homeland Security Presidential Directive-20 (HSPD-20), Fed information will be used to enable the Agency to contact employees and Recovery event and used to enable the Agency to quickly, efficiently, an information collected on this form is For Official Use Only and shall be di	974 (6 USC 552a - as amended). The authority for requesting the information identified on this I security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 eral Continuity Directive-1 (FCD-1), and Federal Continuity Directive-2 (FCD-2). The eemergency board members in a timely manner concerning a Contingency and/or Disaster d effectively respond concerning a Contingency and/or Disaster Recovery event. The isclosed only to those individuals that have been properly designated by the Agency as having information is voluntary. However, failure to furnish the requested information may result in the ly manner of a Contingency and/or Disaster Recovery event.
1. Name	and Address of State Office (Include Zip Code)	2A. Name of State Executive Director
		2B. Telephone Number of State Executive Director (Include Area Code)
3A. The	following USDA agencies are located at the current site:	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):
Purpose	: The State Office Emergency Operations Plan (SEOP) will ensu USDA-FSA programs and services. Items to consider when de	re the safety of FSA employees and the continued coordinated delivery of veloping the plan:
•	All attachments should be labeled with the State name and the n The SEOP will require the following attachments:	name and phone number of the CED.
	a. Contact list of all State Emergency Board Members. Part A b. Designated personnel for the SEOP. Identified personnel for c. Delegations of authority within the FSA State Office. Part C d. Alternate site locations, directions and contact information. P e. Supplies, equipment (including automation equipment), vital r alternate location. Please refer to the ITS Contingency/Disas f. FSA-774, Field Office ADP Security Plan (6-IRM, Exhibit 21). g. FSA-774A, Annual IT Security Review and Risk Assessment h. Media contact list. Part F	rart D records and FSA directives needed to operate the FSA State Office at an eter Recovery Plan for computer related needs. Part E
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	<u>Building Housing State Office Functions Affected</u> . The building is affected surrounding buildings, utilities, or transportation systems	s closed for normal business activities, but the cause of the disruption has not
	Building Housing County Office Functions and Surrounding Area business activities.	Affected. The building and surrounding buildings/area close for normal

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Level 4: (<u>City, State</u>) <u>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.

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Vame of Information Technology Team St. Name of SED Secretary St. Anytime the SEOP is activated the SED or designee determines which employees will be designated to report to the alternate site. The SED may assign as many people as necessary to the designated personnel should have their AD-53 identification on hand at all times. In addition, the SED and Chief Administrative Officer should have a photocopy of the USDA Official Government ID car in an analyses located both on and off-site. This would assist responders in the identification of injured or missing employees. IT.C. DELECATION OF AUTHORITY de the name and title of person(s) delegated authority. If only specific authorities are granted, please provide. SC. Function(s) (Enter "All" if all authorities are granted)		s computer and telephone hardware supp		Secretary: Provides comm	unications support for the essential personnel team.
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nated personnel should have their AD-53 identification on hand at all times. In addition, the SED and Chief Administrative Officer should have a photocopy of the USDA Official Government ID car CADELECATION OF AUTHORITY T.C.—DELECATION OF AUTHORITY THE CATION OF AUTHORITY The name and title of person(s) delegated authority. If only specific authorities are granted, please provide. SC. Function(s) (Enter "All" if all authorities are granted, please provide.	s: Anytime the SEOP is activated the SED or designated personnel team to provide FSA progr	gnee determines which employees will be ram delivery during the time of the event.	designated to rep	oort to the alternate site. The ersonnel may not be activat.	e SED may assign as many people as necessary to the ed.
de the name and title of person(s) delegated authority. If only specific authorities are granted, please provide.	nated personnel should have their AD-53 identifica (3) of all employees located both on and off-site. TI C DIF FEAVION OF AUTHORITY	ition on hand at all times. In addition, the his would assist responders in the identific	SED and Chief A cation of injured o	dministrative Officer should r missing employees.	have a photocopy of the USDA Official Government ID card
	de the name and title of person(s) delegated author	riy. If only specific authorities are grantec	d, please provide.	n/s) /Enter "All" if all author	itias ara arantadi
	0		3	נייניטן (בוונפן יטון זו מון ממנונטן	ניסט מיס שי מונסע)

FSA-781 (03	3-08-10)							Page 3 of 5
	LTERNATE SITE LOCA							
at the alternate	rnate site will be another FS e site to ensure the relocate s outside the normal commu	d personnel h	nave the ne	ecessary tools	to complete their work w	ith minimal	disruption to th	e existing office. If
7. Alternate Si	te Location:							
A. Levels	B. Address of Site	Location			C. Site Manager		D. e Phone No. de Area Code)	E. Home Phone No (Include Area Code
Level 1								
_evel 2								
Level 3								
Level 4								
	e include maps with directate site locations must be							evels 3 and 4
8. Supplies, ed Office at an	JPPLIES, MATERIALS, quipment (including automa alternate location please re y/Disaster Recovery Plan).	ition equipme	nt), vital re					
3. List all nece	essary supplies, materials a	nd equipmen	t that are a	vailable and m	aintained at the alternate	e site:		
	olies, materials, equipment, the items identified to the d afety):							
	A. plies, Materials, pment, Vehicles	Desig	B. gnated Per	rsonnel	A. Supplies, Materi Equipment, Vehi		Design	B. ated Personnel

11. List the contact person and	CT LIST			
	d media types:			
A. Name	B. Media Type (TV, Radio, Newspaper, etc.)	C. Phone Number (Include Area Code)	D. Fax Number (Include Area Code)	E. Email Address
ART G - EVENT OF EME	ERGENCY			1
2. In the Event of a Level 1	Emergency:			
	rs during working hours, the SED of s, areas affected and impacts on co s on providing service.			
	ing non-working hours, employees	will report to work at the	beginning of the normal bu	•
assemble in the				(designated location
	n the office complex if this area is u ill be posted at the building and off			given the specific nature of the
3. In the Event of a Level 2	Emergency:			
o. In the Event of a Level 2	Emergency.			
(provide area). Staff sl	s during working hours, the staff sh hall await a briefing from the SED, aff need to relocate to the alternate	designee or Building Mai		ll be made whether designated
whether to report for do	rs during non-working hours, the Suty at an alternative work site. Em		ind the office is not availab	le due to the emergency will
assemble at the and await direction fron	n the SED or designee		(6	emergency Level 2 relocation site)
C. If the SED or designee	determines it is necessary, steps wation is made business cannot be to an alternate work location or to	conducted at the State O		
as to whether to report	or 4 Emergency:			
as to whether to report 4. In the Event of a Level 3	or 4 Emergency: he State Office Calling Tree and re	equire personnel to report	to the alternate site withir	12 hours.
as to whether to report 4. In the Event of a Level 3 A. The SED will activate the	0		to the alternate site within	12 hours.
as to whether to report 4. In the Event of a Level 3 A. The SED will activate the B. The SED or designee whether the second of	he State Office Calling Tree and re	er to prepare the site.	to the alternate site within	12 hours.
as to whether to report 4. In the Event of a Level 3 A. The SED will activate the B. The SED or designee whether the second of	he State Office Calling Tree and rewill notify the alternate site manage	er to prepare the site.	to the alternate site within	12 hours.
as to whether to report 4. In the Event of a Level 3 A. The SED will activate the B. The SED or designee with the control of	he State Office Calling Tree and rewill notify the alternate site manage	er to prepare the site. s: ng alternatives. Contact i	nformation, maps, and oth	(designate

· ·	781 (03-08-10)	Page 5 of 5
ART	G – EVENT OF EMERGENCY (Continuation)	
. Le	vel 3:	
Α.	If the event is localized to the vicinity of the State Office, essential personnel will drive to L	evel 3 alternate site (1)
	(building name) located at (2) (street address, city, and state). Specific directions to this site are attached.	
В.	To the degree that time safely permits, designated personnel will gather cell phones and chaback-up tapes, and essential papers needed for continuity of operations prior to driving to the responsible for what items).	
C.	If the event jeopardizes continued operations at the Level 3 (1)	(alternate site)
	located at (2) , then es	ssential personnel will follow guidance in Level 4.
_		
D.	Other staff should remain at their residence and await contact by essential personnel or upo	on activation of the State Office Calling Tree.
S. Le	vel 4:	
Α.	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).	
В.	To the degree that time permits, essential personnel will gather cell phones and chargers, laback-up tapes, and essential papers needed for continuity of operations prior to driving to L	
	(street address, city and state)	
C.	If an emergency occurs during working hours and immediate evacuation is not necessary, e	essential personnel will see to personal safety and
	proceed as best as possible to Level 4 alternate site	
	(street	t 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.	otion medicines or other special needs.
7. All	other employees will attempt to contact the designated personnel located at the alternate off (area). Other	ice for guidance in the event they have evacuated wise, essential personnel will attempt to contact
otl	ner State Office staff via the Calling Tree as permitted by the circumstances of the emergency	y.
OTE:	Levels 3 and 4 alternate sites shall be the same as those listed in Part D.	
ART	H – SIGNATURES	
	WED:	
BA. S	ignature of State Emergency Preparedness Coordinator	18B. Date (MM-DD-YYYY)
ONCI	JRRED:	
	ignature of State Executive Director	19B. Date (MM-DD-YYYY)
PPRO	OVED:	
DA. S	ignature of Director, Emergency Preparedness Division	20B. Date (MM-DD-YYYY)

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

						C. Office Name and Location	
	CONTACT INFO	FORMATION AND PH SA Internal Use Only)	CONTACT INFORMATION AND PHONE TREE (FSA Internal Use Only)		C. Office		
list of pho	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/ream leader in Item D for calling tree numbses.	essential personnel	Verify list quarterly.	S) Sesourboses (S)	 Start with the highest level supervisor	vel 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)	Office Phone Number (Include Area Code)	K. Email Address (Home and Work)
							I
]					W
							I
							W
							H
							W
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FSA-783, Emergency Operations for FSA Employees Contact Information and Phone Tree (Continued)

2 of 2																			
Page 2 of 2	K. Email Address (Home and Work)																		
	(e	エ	3	エ	3	Ι	≥	工	3	工	3	エ	8	エ	≥	工	≯	エ	M
	J. Office Phone Number (Include Area Code)																		
	I. Cell Phone Number (Include Area Code)																		
	Ce (Incluc																		
	H. Home Phone Number (Include Area Code)																		
	G. Title																		
	F. Essential (Check if Employee is Essential)]												
1-10)	E. *Last, First Name and Address (Include Zip Code)																		
FSA-783 (03-08-10)	D. Report To																		

FSA-780, County Emergency Operations Plan

The following is an example of FSA-780.

	ailable electronically.	
FSA-780 (03-08-10)		MENT OF AGRICULTURE Service Agency
0		ICY OPERATIONS PLAN
	For Official Use Only. Blowing statement is made in accordance with the Privacy Act of 19	74 (5 USC 552a - as amended). The authority for requesting the information identified on
(HSPD- informa Recove informa having	-8), Homeland Security Presidential Directive-20 (HSPD-20), Fede ation will be used to enable the Agency to contact employees and e ery event and used to enable the Agency to quickly, efficiently, and ation collected on this form is For Official Use Only and shall be dis a demonstrated need to know the information. Providing the requ	and Security Presidential Directive-5 (HSPD-5), Homeland Security Presidential Directive-8 ral Continuity Directive-1 (FCD-1), and Federal Continuity Directive-2 (FCD-2). The emergency board members in a timely manner concerning a Contingency and/or Disaster effectively respond concerning a Contingency and/or Disaster Recovery event. The closed only to those individuals that have been properly designated by the Agency as ested information is voluntary. However, failure to furnish the requested information may d in a timely manner of a Contingency and/or Disaster Recovery event.
1. Name and Ad	ddress of County Office (Include Zip Code)	2A. Name of County Executive Director
		2B. Telephone Number of County Executive Director (Include Area Code)
3A. The followin	ng USDA agencies are located at the current site:	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):
	County Office Emergency Operations Plan (CEOP) will ens A-FSA programs and services.	sure the safety of FSA employees and the continued coordinated delivery of
Items to consider	r when developing the plan:	
 The CI a. Cor b. Des c. Deled d. Alte 	achments should be labeled with the County name and the EOP will require the following attachments: ntact list of all County Emergency Board Members. Part A signated personnel for the CEOP. Identified personnel for legations of authority within the FSA County Office. Part Cernate site locations, directions and contact information.	key functions and responsibilities. Part B
alte f. FSA g. FSA h. Me	ipplies, equipment (including automation equipment), vital ernate location. Please refer to the ITS Contingency/Disas A-774, Field Office ADP Security Plan (6-IRM, Exhibit 21). A-774A, Annual IT Security Review and Risk Assessment adia contact list. Part F mple Press Release.	,
ActivatSTO sAll pertheir re	tion of the County Office Emergency Operations Plan by the shall immediately notify EPD. If the County Office cannot resonnel shall be accounted for to ensure their safety, whether	ne CED or their designee would require the STO be contacted immediately. The each the State Office then they shall contact EPD directly. her they were scheduled to work or not. CED shall account for all personnel for re that all personnel are accounted for in their district and report to the State
	USDA CONTINUITY OF OPERA	ITIONS PLAN EMERGENCY LEVELS
	ss operations are suspended in a room, level, or section d	ne building housing key County Office functions is operational, but normal ue to items such as, but not limited to, fire, explosion, water damage, or other
	g <u>Housing County Office Functions Affected</u> . The building d surrounding buildings, utilities, or transportation systems	is closed for normal business activities, but the cause of the disruption has not .

Level 3: Building Housing County Office Functions and Surrounding Area Affected. The building and surrounding buildings/area close for normal business activities.

Level 4: (City, State) Area Affected. 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.

PRATE = DESIGNATED COUNTY EMPGEDIAL OF OPERATIONS PLAN (GEOD) PERSONNEL Its of CEOP Peasanes. Key progen function reprint in the level that the design programs and administration becomes a compact function of the print in the event that the search that the design and personnel should report in the event that they are available to personnel should report in the event that they are available to personnel should report in the event that they are available to personnel should report in the event that they are available to personnel should report in the event that the event that the search and personnel should report in the event that the event that the standard personnel should personnel that the event that the standard personnel should personnel that the event that the event that the standard personnel should personnel that the event that the event that the standard personnel should personnel that the event that the event that the standard personnel that the relocated staff has the county Executive Director or Conditions and implementation. Florides Notes: Anytime the CEOP is advised the CED or designee determines which smptore that the relocated staff has the event of county Executive Director. Notes: Anytime the CEOP is advised the CED or designee determines which smptore that the relocated staff has the event of the standard personnel that the stand
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FSA-780 (03-0 PART D - ALT	8-10) ERNATE SITE LOCA	TION				Page 3 of 5
deally the alterna	ate site will be another FS	SA Service Center. 1	he temporarily re	elocated CED shall work	closely with the designment discussion to	gnated personnel at the
	nsure the relocated pers utside the normal commu					
. Alternate Site	Location:					-
A. Levels	Address of Site	Location		C. Site Manager	D. Office Phone I (Include Area Co	
evel 1						
evel 2						
evel 3						
evel 4						
OTE: Please in	nclude maps with direc	tions. This informa	tion shall be cor	mpleted for each level	and each alternate s	ite. Levels 3 and 4
	Disaster Recovery Plan).	and equipment that a	are available and	maintained at the altern	ate site:	
4 1: 4 5						
	es, materials, equipment, e items identified to the d ety):					
	A. es, Materials, nent, Vehicles	B. Designated	Personnel	A. Supplies, Mater Equipment, Veh		B. Designated Personnel

Name Media Type		A.	B.	C.	D.	E.
 3. In the Event of a Level 1 Emergency: 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 communic to the State Office impacts on providing service. If the DD cannot be reached the State Office shall be contacted directly. 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 assemble in the			Media Type	Phone Number	Fax Number	
 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 communic to the State Office impacts on providing service. If the DD cannot be reached the State Office shall be contacted directly. 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 assemble in the						
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assemble in the	chan	ges in office hours,	areas affected and impacts on co	onducting business. DD v	will be notified and will take n	ecessary action to communicate
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. In the Event of a Level 2 Emergency: A. If the emergency occurs during working hours, the staff shall assemble at the designated area (provide area). 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. 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 (emergency level 2 relocation site and await direction from the CED or designee. 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 direct as to whether to report to an alternate work location or to return to their homes. In the Event of a Level 3 or 4 Emergency: A. The CED or designee will activate the County Office Calling Tree and require personnel to report to the alternate site within 12 hours. B. The CED 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) (design	B. If the	event occurs durir	ng non-working hours, employees	will report to work at the	beginning of the normal busing	ness day. Once on-site, staff w
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	B. If the whee asse and a control of the relocation of the second of the	e emergency occurs ther to report for du mble at the await direction from CED or designee of ate if the determina whether to report t vent of a Level 3 of	s during non-working hours, the City at an alternative work site. Em the CED or designee. determines it is necessary, steps attion is made business cannot be on alternate work location or to or 4 Emergency:	will be taken to alert the a conducted at the County return to their homes.	ind the office is not available (em	due to the emergency will ergency level 2 relocation site) for Designated Personnel to provide other staff with direction
area) to access the transportation cituation for the following alternatives. Contact information, many and other meterial will be available in	B. If the whe asse and : C. If the reloc as to 5. In the E A. The B. The C. If en	e emergency occurs ther to report for du mble at the await direction from CED or designee of ate if the determina whether to report t vent of a Level 3 of CED or designee w CED or designee w nergencies occur du	s during non-working hours, the City at an alternative work site. Enter the CED or designee. It the CED or designee. It is necessary, steps at the country of the country	will be taken to alert the a conducted at the County return to their homes. ing Tree and require perser to prepare the site.	ind the office is not available (em	due to the emergency will ergency level 2 relocation site) for Designated Personnel to provide other staff with directions e site within 12 hours.
area) to assess the transportation situation for the following alternatives. Contact information, maps, and other material will be available in (2) (provide where the information will be maintained). Employees	B. If the whe asse and : C. If the reloc as to 5. In the E A. The B. The C. If en	e emergency occurs ther to report for du mble at the await direction from CED or designee of ate if the determina whether to report t vent of a Level 3 of CED or designee w CED or designee w are gencies occur de gnated Personnel v	s during non-working hours, the City at an alternative work site. Enter the CED or designee. It the CED or designee. It is necessary, stepsition is made business cannot be or an alternate work location or to cor 4 Emergency: It is activate the County Office Call will notify the alternate site managering work hours, and time permit will meet in the FSA (1)	will be taken to alert the a conducted at the County return to their homes. ing Tree and require perser to prepare the site.	ind the office is not available (em	due to the emergency will ergency level 2 relocation site) for Designated Personnel to provide other staff with directions e site within 12 hours.
not identified as designated personnel will await direction from the CED or designee when a Level 3 or 4 Emergency has been determined.	B. If the whe asse and : C. If the reloc as to 5. In the E A. The B. The C. If en	e emergency occurs ther to report for du mble at the await direction from CED or designee of ate if the determina whether to report t vent of a Level 3 of CED or designee w CED or designee w are gencies occur de gnated Personnel v	s during non-working hours, the City at an alternative work site. Enter the CED or designee. It the CED or designee. It is necessary, stepsition is made business cannot be or an alternate work location or to cor 4 Emergency: It is activate the County Office Call will notify the alternate site managering work hours, and time permit will meet in the FSA (1)	will be taken to alert the a conducted at the County return to their homes. ing Tree and require perser to prepare the site.	ind the office is not available (em	due to the emergency will ergency level 2 relocation site) for Designated Personnel to provide other staff with direction er site within 12 hours. (designate material will be available in

ART G – EVENT OF EMERGENCY (Continuation)	
S. Level 3:	
A. If the event is localized to the vicinity of the County Office, designated personnel w	vill 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 back-up tapes, and essential papers needed for continuity of operations prior to responsible for what items).	
C. If the event jeopardizes continued operations at the Level 3 (1)	(alternate site)
located at (2), (city, state),	then designated personnel will follow guidance in Level
(city, state)	
D. Other staff should remain at their residence and await contact by designated person	nel or upon activation of the County Office Calling Tree.
7. 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 ch	hargers, laptop computers, County Office servers and
back-up tapes, and essential papers needed for continuity of operations prior to driv	ring to Level 4 alternate site
(about a subject of the control of t	(4)
(street address, city and stat	e)
C. If an emergency occurs during working hours and immediate evacuation is not nece	ssary, designated personnel will see to personal safety a
proceed as best as possible to Level 4 alternate site	(street address, city and state)
	(Street address, city and state)
D. If an emergency occurs during non-working hours, see to your personal safety and p	proceed to Level 4 alternate site
(street address, city and state	a)
Individuals must bring sufficient personal items to cover a 5-day stay, especially any	
All other employees will attempt to contact the designated personnel located at the alter (area)	rnate office for guidance in the event they have evacuated . Otherwise, designated personnel will attempt to contac
State Office staff via the Calling Tree as permitted by the circumstances of the emergen	ncy.
OTE: Levels 3 and 4 alternate sites shall be the same as those listed in Part D.	
ART H – SIGNATURES A. Signature of County Executive Director	19B. Date (MM-DD-YYYY)
A. Signature of Southly Executive Director	135. Bate (MM-55-1111)
EVIEWED:	20D D-1- (MM DD)(/////
A. Signature of District Director	20B. Date (MM-DD-YYYY)
A. Signature of State Emergency Preparedness Coordinator	21B. Date (MM-DD-YYYY)
PPROVED:	
A. Signature of State Executive Director	22B. Date (MM-DD-YYYY)