

**UNITED STATES DEPARTMENT OF AGRICULTURE**

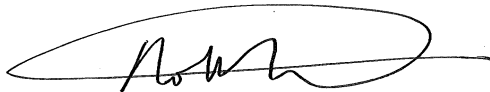
Farm Service Agency  
Washington, DC 20250

**Notice AS-2270**

**For:** State and County Offices

**Discontinued Use of the Emergency Evacuation Plan (MS-588R)**

**Approved by:** Acting Deputy Administrator for Management



**1 Report MS-588R No Longer Required**

**A Background**

In the past, and in accordance with 33-AS, subparagraph 130 E, county offices were required to prepare an emergency evacuation plan (MS-588R), which provided a description of how FSA would notify employees and members of the public in an emergency. The plan also required a list of equipment that would be utilized to notify and remove individuals with disabilities and the names of individuals that would serve as the office marshal during emergencies. Once the MS-588R was complete it was to be sent to the state office to be kept on file. The state offices were then required to prepare and submit a letter to Management Services Division (MSD) certifying the MS-588R had been prepared and was on file for each county office within the state.

**B Purpose**

This notice eliminates the requirement for:

- County offices to submit the MS-588R report to state offices, and
- State offices to submit a certified letter to MSD confirming the filing status for the county office.

Disposal Date	Distribution
March 1, 2015 7-23-14	State Offices; State Offices relay to County Offices

## **Notice AS-2270**

### **1 Report MS-588R No Longer Required (Continued)**

#### **C Contact Information**

For questions regarding this notice contact either of the following:

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