

For: State and County Offices

FSA's Emergency Notification System – Designating State Office MIR3 Initiators

Approved by: Deputy Administrator, Management



1 Designating State Office MIR3 Initiators

A Background

FSA is implementing the MIR3 Emergency Notification System to promote effective and efficient notification and accountability of employees. MIR3:

- is invaluable for providing quick notifications about natural or man-made disasters, severe weather, or building closures by quickly launching a mass notification
- allows recipients to respond by voice or text.

B Purpose

This notice requires that State Offices designate 2 or more MIR3 initiators according to subparagraph D.

Notes: State Office MIR3 initiators will collect State and County Office employee's contact information on FSA-783. Once MIR3 is implemented, State Office MIR3 initiators will be able to initiate messages to all State employees or by a specific area.

Employee contact information will include the following:

- work phone number
- work e-mail address
- Government mobile phone number
- personal mobile phone number
- home telephone number
- personal e-mail address.

Disposal Date

February 1, 2015

8-5-14

Distribution

State Offices; State Offices relay to County Offices

Notice SEM-36

1 Designating State Office MIR3 Initiators (Continued)

C Contact

For questions about this notice, contact Nicole Steele, Emergency Preparedness Division (EPD) by either of the following:

- e-mail to **nicole.steele@wdc.usda.gov**
- telephone at 202-720-4542.

D State Office Action

Each State Office shall designate 2 or more FSA employees to act as State Office MIR3 initiators. State Offices shall send an e-mail with the designated employee's telephone number and e-mail address to **ra.dcwashing3.FSA.EPD no later than COB August 22, 2014**. In the e-mail "Subject" line, ENTER "MIR3 Initiator". State Office MIR3 initiators will be contacted by EPD with further information about MIR3 training, submitting FSA-783's, etc.

State Office MIR3 initiators will be responsible for the following:

- collecting State and County Office employee's contact information on the **revised** FSA-783, dated "08-06-14"
- submitting the revised FSA-783's to EPD for entry into the MIR3 Emergency Notification System
- conducting quarterly MIR3 tests
- composing and sending MIR3 messages during emergency situations, office closures, etc.

Important: EPD will enter **all** State and County Office FSA-783's into the MIR3 Emergency Notification System.

Note: A forthcoming notice will provide instructions on when to start collecting employee information on the revised FSA-783.