

For: State and County Offices

FSA Emergency Response Reporting and Contacts

Approved by: Administrator



1 Overview

A Background

FSA has instituted emergency notification guidelines in preparation for responding timely and adequately to all types of national emergencies. Coordination between the National Office and State Offices before or immediately following an emergency ensures that the National Office is able to help support a rapid and effective transition from routine to emergency operations.

Swift and adequate incident communication measures will allow the National Office to identify actions needed to lessen the impact of emergencies and significantly reduce the lead time associated with full emergency action implementation.

B Purpose

This notice:

- provides guidelines for reporting disaster related information immediately following a no-notice or before a probable emergency
- provides National Office Emergency Preparedness Specialist contact names, telephone numbers, and a description of their responsibilities and activities
- does **not** remove or supersede State or County Office requirements for maintaining and submitting annual FSA-780's according to established procedures.

Disposal Date	Distribution
December 1, 2007	State Offices; State Offices relay to County Offices

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2 Types of Emergencies and Initial Notification Guidelines

A Types of Emergencies

The 3 types of emergencies covered by this notice are:

- no-notice
- probable
- other.

B No-Notice Emergencies

No-notice emergencies:

- are emergencies that occur without warning or adequate advance warning for emergency preparations and include, but are not limited to, earthquakes, tornados, and terrorist attacks
- shall be reported immediately following the event to USDA's Emergency Operations Center (EOC) at **877-677-2369**
- reporting guidelines are in 1-DP, paragraph 307.

Note: State Offices shall report incidents through Systematic Tracking for Optimal Risk Management (STORM) as soon as possible after initial notification to EOC.

C Probable Emergencies

Probable emergencies; such as, but not limited to, hurricanes and tropical storms, occur with enough advance warning to provide emergency preparations. The National Office will work closely with State Offices to ensure that **all** possible preparations are taken to minimize impact on USDA State and County Office personnel, operations, and facilities, as well as community services and functions.

When an emergency is probable and the projected impact areas are identified, Emergency Preparedness Specialists, DAFO staff, and the Administrator's Office will contact the appropriate SED's (or designees) by conference call before the event makes landfall. During the conference calls, National Office staff will discuss, at a minimum, the following:

- projected path of the eminent disaster
- readiness of impact areas
- number of employees in the projected path
- State and County FSA-780 operations
- crops, facilities, and food supplies in impact areas
- potential resources and equipment required for response and recovery.

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2 Types of Emergencies and Initial Notification Guidelines (Continued)

C Probable Emergencies (Continued)

Conference calls will be held daily until routine operations have been restored and it is determined that daily situation reports are no longer needed.

D Reporting Other Emergencies

For reporting guidelines on emergencies other than no-notice or probable; such as, but not limited to, freeze, drought, flood, etc. follow guidance in the appropriate in FSA handbooks.

3 Contact Information

A FSA Emergency Preparedness Contacts

This table provides FSA emergency preparedness contacts.

Note: Although specific areas/responsibilities are listed with each contact, **any** individual may be contacted for **any** subject.

Subject Area/Responsibilities	Contact
<ul style="list-style-type: none"> • Emergency Preparedness and Homeland Security • Federal Emergency Management Agency Liaison • USDA’s Homeland Security Office Coordinator 	<p>Jerry Epting, Emergency Preparedness Specialist by any of the following:</p> <ul style="list-style-type: none"> • e-mail at jerry.epting@wdc.usda.gov • office telephone at 202-720-7696 • cell phone at 202-380-5010.
<ul style="list-style-type: none"> • Emergency Preparedness and Homeland Security • National Incident Management System Training • SEB/CEB Liaison 	<p>David Tidwell, Emergency Preparedness Specialist by any of the following:</p> <ul style="list-style-type: none"> • e-mail at david.tidwell@wdc.usda.gov • office telephone at 202-720-4542 • cell phone at 301-751-2033.
<ul style="list-style-type: none"> • Emergency Operation Plan Coordinator • SEB/CEB Liaison • State and County Office Emergency Operations Preparedness Coordinator 	<p>DAFO by either of the following:</p> <ul style="list-style-type: none"> • Trina Brake, DAFO by <ul style="list-style-type: none"> • e-mail at trina.brake@wdc.usda.gov • office telephone at 202-720-0258 • Rick Pinkston, DAFO by: <ul style="list-style-type: none"> • e-mail to rick.pinkston@wdc.usda.gov • office telephone at 202-720-1857.