

**For:** State and County Offices

**Updating Field Office Emergency Operation Plans (EOP's)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Notice AO-1461, issued on March 3, 2010, provided guidelines for developing and implementing EOP's for State and County Offices.

EOP's:

- enhance the safety of FSA 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 emergency levels modeled from the Continuity of Operations Plan (COOP)
- pre-identify emergency levels, contact information, designated personnel, delegations of authority, supplies, materials, equipment, and media contact tools.

**B Purpose**

This notice provides State and County Offices with:

- National Office 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.

<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2011	State Offices; State Offices relay to County Offices

## Notice AO-1493

### 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 immediately be 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 Kansas City COOP Coordinator at 816-926-1714 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 to **david.tidwell@wdc.usda.gov**
  - telephone at 202-720-4542
  - Government cell phone at 202-579-6216
- Josh Bornstein, Deputy Director, EPD, by 1 of the following:
  - e-mail to **josh.bornstein@wdc.usda.gov**
  - telephone at 202-690-4770
  - Government cell phone at 202-396-3419.

In the event that the State Office is unable to reach EPD, contact the USDA Emergency Operations (EOC) at 877-677-2369 or 202-720-5711. The EOC is available 24 hours a day, 7 days a week.

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

#### C EPD Action

EPD shall:

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

### 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 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 March 30

**Note:** The State Office shall follow standard encryption protocols when e-mailing forms.

Include a completed FSA-783 with FSA-781.

- provide guidance to Field Offices for reviewing FSA-780
- 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 March 30, **if** revisions are applicable.

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### 3 Action (Continued)

#### A SED Action (Continued)

- ensure that evacuation plans, Information Technology Services (ITS) security plans as outlined in 6-IRM, and other preparedness and response plans are developed and maintained as applicable

**Note:** All documents/plans shall be maintained together.

- ensure that personnel contact lists are reviewed and updated with applicable contact information for all designed 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 of 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's and submit to SEPC for review and approval by March 30
- 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 plans according to the guidelines of this notice
- account for all personnel according to subparagraph 2 A.

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### 3 Action (Continued)

#### C CED Action

CED shall:

- ensure the current EOP has been reviewed and notify DD of results of review
- in consultation with FLM, revise FSA-780 and FSA-783, as applicable, and submit to DD for review and approval by March 30
- 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 security plans as outlined in 6-IRM, and other preparedness and response plans are develop and maintained as applicable

**Note:** All documents/plans, 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 plans according to the guidelines of this notice
- account for all personnel according to subparagraph 2A
- 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.