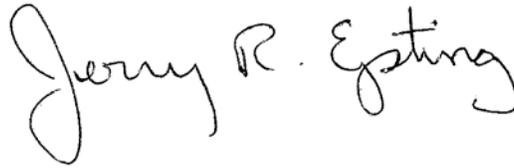


**For:** State and County Offices

**Reminder of Emergency Event Reporting Procedures**

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



**1 Overview**

**A Background**

Every year, unforeseen weather events (tornadoes, flash floods, etc.) occur that affect State and County Office operations. Procedures for reporting these impacts on FSA operations to the National Office have been previously published in SEM notices and 1-SEM. However, because these events are infrequent by nature, employees are sometimes unaware of what and how to report on the impacts when weather or other natural disaster occurs.

State Offices that have areas within their State impacted by a disaster or emergency event and affects the operations of Service Centers shall prepare and forward Situation Reports (SITREP's) to EPD to be consolidated into a single FSA report that is forwarded to the USDA Operations Center (OpsCenter). The USDA OpsCenter uses the consolidated SITREP's to incorporate into the report for the USDA Office of the Secretary, sub-cabinet members, and other Department and Agency leadership.

**Note:** These reporting requirements do **not** replace Systematic Tracking for Optimal Risk Management (STORM) reporting requirements.

**B Purpose**

This notice reminds State and County Office employees:

- of emergency event reporting requirements in Notice SEM-6
- that additional reporting procedures for emergency events are in 1-SEM, Part 5.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2012	State Offices; State Offices relay to County Offices

## Notice SEM-12

### 2 Situation Reporting Information

#### A FSA Emergency Preparedness Specialist POC's

The following individuals are the FSA Emergency Preparedness points-of-contacts and recipients of State SITREP's:

- Jerry Epting, EPD Director, by either of the following:
  - e-mail to **jerry.epting@wdc.usda.gov**
  - telephone at 202-720-7696
- Steve Severns, EPD Deputy Director, by either of the following:
  - e-mail to **steve.severns@wdc.usda.gov**
  - telephone at 202-690-4770
- David Tidwell, EPD Emergency Preparedness Specialist, by either of the following:
  - e-mail to **david.tidwell@wdc.usda.gov**
  - telephone at 202-720-4542
- David Porter, EPD Emergency Preparedness Specialist, by either of the following:
  - e-mail to **david.porter@wdc.usda.gov**
  - telephone at 202-720-9865.

#### B Retrieving SITREP Templates

SITREP templates are located on the EPD SharePoint web site at **<https://fsa.sc.egov.usda.gov/camd/ep/State%20Emergency%20Boards/Forms/AllItems.aspx>**.

**Note:** For those SED's, Executive Officers, and Administrative Officers or State Emergency Coordinators, who do not have access to the EPD SharePoint web site, contact any of the EPD staff for permissions in subparagraph A.