

For: State and County Offices

Updating Emergency Preparedness Reporting Guidelines

Approved by: Deputy Administrator, Management



1 Overview

A Background

Every year, unforeseen weather events (tornadoes, flash floods, etc.) occur that affect FSA operations. Procedures for reporting any emergency event that affects FSA operations to the National Office have been previously published in SEM notices and 1-SEM. However, because these events are infrequent by nature and EPD contacts have changed, employees are sometimes unaware of what/how/who 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 (including break-ins and other criminal activity) and affects the operations of State Offices and Service Centers shall prepare and forward Situation Reports (SITREP's) to EPD (which provides high level details of the event) 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, subcabinet members, and other Department and Agency leadership.

B Purpose

This notice informs State and County Office employees:

- of emergency event reporting contacts in EPD
- that additional reporting procedures for emergency events are in 1-SEM, Part 5
- that State Emergency Operations Plans (EOP's) shall be updated, as applicable.

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| Disposal Date | Distribution |
| October 1, 2013 | State Offices; State Offices relay to County Offices |

Notice SEM-24

2 Situational Reporting Guidelines

A FSA Emergency Preparedness Specialist POC's

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

- Robert Haughton, EPD Acting Director, by either of the following:
 - e-mail to **robert.haughton@wdc.usda.gov**
 - telephone at 202-720-0135
- Jerry Epting, Special Assistant to the EPD Director, by either of the following:
 - e-mail to **jerry.epting@wdc.usda.gov**
 - telephone at 202-720-7696
- David Tidwell, EPD, by either of the following:
 - e-mail to **david.tidwell@wdc.usda.gov**
 - telephone at 202-720-4542.

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 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.

C Updating State EOP's

State Emergency Coordinators shall continue to review and update their EOP's (including phone tree) on a yearly basis and place the update plan on EPD's SharePoint web site in the appropriate State folder. EPD's SharePoint web site for State EOP's can be found at **<https://fsa.sc.egov.usda.gov/camd/ep/State%20EOPs/Forms/AllItems.aspx>**.