



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

April 5, 2010

IOWA INTRAOFFICE INSTRUCTION 130–181 APPENDIX A – IOWA NRCS STATE OFFICE RELOCATION  
PLAN

IA181.0

PURPOSE

This Iowa Intraoffice Instruction provides the Standard Operation Procedure for the evacuation and/or relocation of the Iowa NRCS State Office.

IA181.1

SCOPE

These instructions will be followed by all Iowa NRCS State Office Employees.

IA181.2

FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed by <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

IA181.3

EXHIBITS

See the attachment.

/s/Richard Sims  
State Conservationist

Attachment

SOE

(IA Intraoffice Instruction 130–181 First Edition – April 2010)

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PLAN

1. PURPOSE:

This Iowa Intraoffice Instruction provides the Standard Operation Procedure for the evacuation and/or relocation of the Iowa NRCS State Office.

2. ROLES AND RESPONSIBILITIES:

See the attached exhibits.

3. EXPLANATION:

This Iowa Intraoffice Instruction provides the Standard Operation Procedure for the evacuation and/or relocation of the Iowa NRCS State Office.

Approved By:

Date: April 5, 2010

/s/Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

## **STATE OFFICE RELOCATION DUE TO BUILDING CLOSURE**

In the event that the Neal Smith Federal Building is closed in Des Moines for a flood, fire, or power outage event, etc. the following plan will be put in motion. This plan is not to be executed until it is directed by the State Conservationist or designee. The State Conservationist will designate in writing, an incident commander who will have sole decision making authority for the duration of the event.

State Office Leadership Team (LT) Alternative Site: Ankeny Field Office (regular hours 8 a.m. – 4:30 p.m.)  
State Office LT will report Day 1. All other staff will be placed on administrative leave, until notified by their supervisor where and when to report for duty.

### **During Preparation for a Closure and Evacuation of the Neal Smith Federal Building:**

Under the direction of the State Conservationist or designee:

- The State Office LT phone tree will be utilized if the building closure occurs outside of normal working hours which are 8 a.m. – 4:30 p.m., Monday-Friday.
- All employees with a laptop computer should take it home on a daily basis. Make sure current information is backed up.
- All employees with a government phone / blackberry should take it home on a daily basis and ensure that it is always on and its battery is charged.
- Employees with Continuity of Operation Plan (COOP) responsibilities will obtain a current copy of the COOP plan and revisit their COOP duties. A copy should be taken home for reference. If you have questions about your COOP responsibilities, please contact your supervisor. The current copy of the Iowa COOP plan is located at:  
S:\Service\_Center\NRCS\_statewide\_shared\330\_MGT\_Operations\_Management\COOP.
- The State Office Leadership Team will report to the Ankeny Field Office, 1513 North Ankeny Boulevard, Suite 3, Ankeny, IA 50023. *(The Ankeny Field Office can accommodate up to 10 people even if the conference room is not available – per discussion with Paul Miller.)*
- The State Administrative Officer will coordinate with OCIO to ensure that a network router is available in Ankeny to allow for more computer connections to the network.
- The State Office LT will notify their staff which ones can work from home (using laptops and virtual private network [VPN]), and which ones will be on administrative leave for the first day. Within the first day of enactment, decisions will be made as to which staff will be relocating to other surrounding offices.
- The Administrative Staff will obtain current backups of vital information in case of the State Office enacts the COOP.
- All materials in basement storage will be moved off the floor or to temporary storage areas in conference rooms.
- Movement of vehicles, see next page.
- Employees should ensure that all non essential electrical items, power strips and lights are turned off in their area before leaving.

## STATE OFFICE VEHICLE FLEET INFORMATION

The 11 passenger van will be moved by the ADS staff to Euclid. The van CANNOT be parked in the parking ramp and must be moved off-site.

Vehicles denoted in green must either be moved above the first level of the parking garage or be relocated, by the "Responsible Person." The alternate location for these vehicles is the Ankeny Field Office.

All other vehicles can be left in their assigned parking location. In the event that a vehicle has been reserved, the person that has reserved the vehicle is responsible for its removal and relocation to the Ankeny Field Office. If the person who reserved the vehicle no longer needs it, it can remain in the parking garage.

Vehicle Number	Vehicle Type	Responsible Person	Vehicle License	Reserved Parking Spot Number
1	2005 Blue Ford Taurus Sedan	Allen Gehring	A333311	28*
2	2009 Blue Chevy Trail Blazer	Mike Sucik	A335329	27*
3	2004 Blue Ford 8 Pass. Van	ADS	A315794	45***
4	2010 Silver Dodge Caravan	ADS	A351831	44***
5	2004 White Chevy Tahoe 4X4	Lee White	A315797	3**
6	2006 Beige Ford Taurus Sedan	ADS	A336061	4**
7	2005 Blue Ford Taurus Sedan	ADS	A333345	1**
8	2006 Beige Ford Taurus Sedan	John Myers	A336062	29*
9	2007 Silver Chevy Impala Sedan	Barb Stewart	A341736	2**
10	2006 Blue Chevy 11 Pass. Van	ADS	A336102	19 <b>(Dock behind Federal Building)</b>
11	2004 White Ford Taurus Sedan	John Myers	A321467	23* or see the board for current location

## ADDITIONAL STATE OFFICE VEHICLE FLEET LOCATIONS

Vehicle Contact	Vehicle Type	Responsible Person	Vehicle License	Reserved Parking Spot Number
Carolyn	2009 Blue Chevy Malibu HEV	SAO	A349945	32*
Cindy	2007 Silver Chevy Impala Sedan	ASTC	A341737	31*
Shelly	2006 White Ford 500 Sedan	STC-Govt	A336130	30*
Shelly	STC-Personal	STC-Personal		33*

\* Located in the Neal Smith Federal Building Parking Ramp on the right hand side as you exit between level 1 and 2 (before the pay booth).

\*\* Located on Level 2, southeast corner facing the Neal Smith Federal Building

\*\*\* Located in the Neal Smith Federal Building Parking Ramp on the left hand side as you exit (before the pay booth).

Q – How quickly can VPN be given to employees?

A – For those employees with laptops that do not already have VPN, VPN can be requested and given within a day. It can also be removed within a day. This would allow those employees to work from a location NOT on the USDA Backbone provided they have internet access.

Q – Will the State Office Server be available?

A – As long as there is power in the Neal Smith Federal Building, the server will be turned on.

Q – How long would it take to give State Office employees' access to a Field Office Server (in case the State Office servers are powered off)?

A – These permissions once requested can be provided in one day.

Q – There are employees who have unique software on their desktop computers, how will they be able to continue working from another site?

A – A request can be made to provide that employee with extended privileges (remote desktop connection permissions). This allows them to log into any computer on the USDA Backbone and connect remotely to their desktop computer. However, if the Neal Smith Federal Building experiences a loss of power their computer would not be accessible.

Q – What about the computer labs?

A - There are 19 laptop computers in the 'Computer Labs' used for training. These computers could be assigned to any staffs at the State Office that were deemed essential. ITS will need advance notice so that the appropriate permissions can be set on the laptops (ex: Whole Disk Encryption). If this option is being considered the sooner ITS can begin work on the laptops the better. ITS can provide the list of which individuals already have WDE permissions on the computers.

Several things caused confusion in 2008 when the State Office experienced a flood event. Those items are noted here for further consideration:

- Employees relocated before the Neal Smith Federal Building was closed.
- Some employees showed up at sites other than where they were assigned.
- Some staff reported to the assigned alternative sites at their regular duty hours and not the hours of the alternative site.
- Some staff did not have access to their unique software or work files and this caused a disruption to their work and others.
- During the event both the Acting State Conservationist and the ASTC-O, assumed the Incident Commander role, giving conflicting direction which caused confusion. There were no official clearly established lines of communication which resulted in circulation of incorrect rumors and reactions to those rumors.

**Items that would improve the relocation/evacuation:**

- During the event there needs to be an Incident Commander. If this is not the State Conservationist, the person should be given the authority to handle the incident in writing and should be the only person handling the incident. It is critical that the Incident Commander be present at the State Office, when the incident is occurring and if the Neal Smith Federal Building is evacuated, the Incident Commander must be at the alternate site.
- There should also be an Incident Information Officer identified to be the sole person coordinating with GSA, handling all questions from staff and partners about the incident and releasing all information about the incident. This would ensure that all information is consistent. This person should also be present at the incident.
- It should be determined in advance what the best method of communication with staff will be. For example, in person meeting, emails, phone tree, etc...

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