

General Manual
Title 130 – Agency General

Part 403 – Crisis Responsibilities
Subpart B – USDA Organization for Crises

KS403.13 State level.

The Kansas USDA-SEB headquarters and the State of Kansas Division of Emergency Management are located at 2800 S.W. Topeka Blvd., Topeka, Kansas 66611-1287, Phone (785) 271-1409 or (785) 296-3176 (24-hour number).

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KS403.14 County level.

In the absence of the district conservationist, the highest-grade NRCS employee may serve as the acting NRCS member of the county board.

The FSA County Executive Director is chairperson of all county emergency boards.

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Part 403 – Homeland Security/Crisis Responsibilities
Subpart C – NRCS Operations In A National Emergency

KS403.28 Disaster Assistance

The Natural Resources Conservation Service (NRCS) is a good neighbor and active member of the communities we serve. Employees will provide whatever assistance and relief is practicable in response to recognized emergencies.

(a) Definitions

- (1) Assistance - Support provided to individuals and communities, directly, through the coordination of state, county, and municipal organizations, or through/in conjunction with other federal agencies. Assistance may include:
 - (i) Use of federal resources such as facilities, vehicles, and supplies
 - (ii) Employee duty time as determined by the assistant state conservationist responsible for field operations
 - (iii) Federal funds as authorized by the state conservationist (STC)
- (2) Emergency - Any situation resulting from a natural disaster, accident, or act of terrorism identified as an emergency by the President, the Secretary, or the STC.
- (3) Partner organizations - State, county, municipal, non-profit, and other organizations that have committed staff, materials, or funds to emergency relief. Partner organizations may support NRCS-led actions as well as direct the use of NRCS resources.

(b) Practice

- (1) Each district conservationist (DC) and resource conservation and development (RC&D) coordinator will establish and maintain an emergency contact directory for his/her office. At a minimum this will include the name, position, and telephone number of the individuals with primary responsibility for responding to natural disasters in the area.

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KS403.28 Disaster Assistance (continued)

- (2) When an emergency is declared, the DC and RC&D coordinator will contact the appropriate official and offer emergency assistance. In coordination with partner organizations, the DC and RC&D coordinator will respond with any and all reasonable assistance possible to save lives, alleviate hardship, and otherwise minimize the impact of the emergency situation. This may include, but is not limited to:
 - (i) The use of NRCS buildings as temporary shelters
 - (ii) The use of NRCS vehicles for rescue, emergency transportation, salvage, and hauling
 - (iii) The use of NRCS equipment in support or replacement of emergency response equipment of partner organizations
 - (iv) Requesting assistance from other NRCS elements

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Subpart D – SCS Plan for a National Emergency

KS403.30 Succession of line officers.

(b) NTC, state, area, and field offices.

(1) Order of Succession to State Conservationist (STC)

- (i) Assistant State Conservationist for Operations
- (ii) Assistant State Conservationist for Water Resources
- (iii) Assistant State Conservationist for Programs
- (iv) State Administrative Officer
- (v) State Conservation Engineer
- (vi) State Soil Scientist/MO Leader
- (vii) State Resource Conservationist

(2) Management Team members will keep the STC informed of their current order of succession.

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KS403.31 Alternate headquarters sites.

(c) NTC and state offices.

Alternate headquarters for the state office as identified in the Kansas Continuity of Operations Plan:

- (1) Natural Resources Conservation Service Conference Center –
747 Duvall, Salina, Kansas
- (2) Emporia Area Office
- (3) Hays Area Office