



United States
Department of
Agriculture

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February 2, 2007

KS FAC NOTICE: 2007-2

TO: All Kansas FSA, NRCS, Rural Development Offices
FROM: Kansas State Administrative Committee (SAC)
SUBJECT: Kansas USDA Service Center Emergency Response Plan

This Notice replaces the memo dated January 20, 2004 issued by FAC which was included in Section 1 of the Kansas USDA Service Center Manual.

A "USDA Service Center Emergency Response Plan" was developed in 2004 for all offices in Kansas to use. Prior to the development of this plan, each agency in the USDA Service Center had a separate "Emergency Response Plan" that covered fire evacuations and weather-related emergencies. There were three specific problems with these plans:

1. USDA employees co-located in the same office were following different guidelines for emergency evacuations.
2. The plans did not provide employees the appropriate actions to take concerning workplace violence threats, bomb threats, suspicious mail handling, terrorism, civil disturbances, Homeland Security Advisory system, emergency code works, etc. These are threats affecting our world and workplace today and employees need to have set guidelines on how to handle the situations.
3. Some agencies had developed emergency code words to use during certain threats. Unfortunately, agencies in the same office established different code words.

"Red Folder" was established as the emergency code word for all offices in Kansas, including the State Offices. All employees are to be made aware of this code.

Each service center was required to complete and provide a copy of its joint "Emergency Response Plan" to their respective area or state offices.

A copy of the "Emergency Response Plan" must be stored off-site locally. A copy of the "Plan" must also be posted in-house (such as: break room, conference room, or area out of public view). The "Employee Contact Information" page MUST NOT be included with the posted in-house copy to comply with the Privacy Act. The "Employee Contact Information" page should include all emergency contacts that an employee would want contacted (such as: spouse, children's day care, cell phones, parents, etc.) in the case of a worst scenario. The contact page should be made accessible and securely stored in a place where those with a "need to know" will be able to access it.

The Plan must be reviewed at least annually at a SCIT meeting and all employees must verify their review date on the verification page of the Plan.

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