



DR 1800-1

# Departmental Emergency Programs Responsibilities

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| <b>DEPARTMENTAL REGULATION</b>   |   | <b>NUMBER:</b><br>1800-1 |
| <b>SUBJECT:</b><br><br>Departmental Emergency Programs<br>Responsibilities | <b>DATE:</b><br><br>March 28, 2001                      |                          |
|  | <b>OPI:</b> Office of Crisis Planning and<br>Management |                          |

**1 PURPOSE**

This regulation outlines the domestic emergency programs responsibilities of the Department of Agriculture (USDA), and designates the USDA Agencies for carrying out these responsibilities at the national, State, and county levels.

**2 CANCELLATION**

Departmental Regulation 1800-1, Departmental Emergency Programs Responsibilities, dated March 5, 1993, is superseded by this regulation.

**3 POLICY**

It is the policy of USDA to be prepared to respond swiftly in the event of natural disaster, technological, national security, and other emergencies at the national, regional, State, and county levels in order to provide support and comfort to the people of the United States. Further:

- a All USDA Agencies will comply with this policy and support a coordinated emergency response structure within USDA to handle all types of emergencies; and
- b The appointed participants will be trained and ready to respond.

**4 DEFINITIONS**

a Category "I" Agencies. Those USDA Agencies with essential functions that must have a continuous emergency operational capability during national security emergencies. They are:

- (1) Agricultural Marketing Service
- (2) Agricultural Research Service
- (3) Animal and Plant Health Inspection Service

- (4) Cooperative State Research, Education, and Extension Service
- (5) Farm Service Agency
- (6) Food and Nutrition Service
- (7) Food Safety and Inspection Service
- (8) Foreign Agricultural Service
- (9) Forest Service
- (10) National Agricultural Statistics Service
- (11) Natural Resources Conservation Service

b Category "II" Agencies. Those USDA Agencies with functions that are essential and required to establish an emergency operating capability. However, that capability may not require continuous operation during extreme national security emergencies. They are:

- (1) Economic Research Service
- (2) Rural Business-Cooperative Service
- (3) Rural Housing Service
- (4) Rural Utilities Service

c Category "III" Agencies and Staff Offices. Those USDA Agencies and staff offices with emergency functions other than Category "I" or Category "II." There is no requirement to establish an emergency operating capability.

d County. For the purpose of this regulation, county means a county, parish or borough.

- e Emergency. A sudden, generally unexpected event which does or could do harm to people, the environment, resources, property, or institutions. Emergencies range from relatively local events to regional and national events and may be caused by natural or technological factors, national security-related events or other emergencies.
- (1) Natural Disaster. Any natural catastrophe, including hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, or other catastrophe in any part of the United States which requires Federal emergency assistance to supplement State and local efforts to save lives, protect property, and alleviate damage, hardship and suffering caused by the event.
  - (2) Technological Emergency. Any events which are primarily unintentional acts of humans such as radiological accidents, hazardous materials accidents, biological emergencies, including the introduction and spread of animal and plant pest diseases, explosions, fires, dam failures, pollution, or any other incidents where Federal action is needed to minimize the effects of the event.
  - (3) National Security Emergency. Any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously degrades or seriously threatens the national security of the United States.
  - (4) Other Emergencies. Any events which are intentional acts of humans such as arson, civil disorder, crime, insurrection, riots, sabotage, terrorism including cyber terrorism, or any other incidents where Federal action is needed to minimize the effects of the event.
- f Emergency Programs. For the purpose of this regulation, emergency programs will include all programs of USDA essential to meet the needs of the nation for any one or a combination of

emergencies as defined above. Nothing herein should be construed as limiting USDA Agencies in carrying out disaster assistance program as may be authorized by law.

- g Federal Response Plan. The Federal Response Plan (FRP) is based on the fundamental assumption that a significant disaster will overwhelm the capability of State and local governments to carry out the extensive emergency response operations that will be necessary to save lives and protect property. Consequently, resources of Federal Departments and Agencies will be used to provide assistance to the State. Under the Federal Response Plan, Federal Departments and Agencies having various authorities and resources have been assigned primary and support (Agency) responsibilities.
- h Federal Radiological Emergency Response Plan. The Federal Radiological Emergency Response Plan (FRERP) dated May 1, 1996, is a current response document and is separate from the Federal Response Plan. The FRERP may be activated as a separate plan and may or may not relate to the FRP depending on the nature of the overall situation.
- i Chemical Stockpile Emergency Preparedness Plan. This plan establishes a coordinated response by USDA agencies and offices to a peacetime emergency involving chemical warfare agents and, provides for assistance to State and local governments, and other Federal agencies, in protecting human, plant and animal life and welfare, the environment and property from the effects of chemical warfare agents. This Plan applies to peacetime accidents or incidents occurring in the Continental United States (CONUS) where chemical warfare agents under civilian or Department of Defense jurisdiction cause extensive or serious contamination.
- j Continuity Of Operations. Continuity of Operations (COOP) is a policy of the United States Government to have in place a comprehensive and effective program to ensure continuity of essential Federal functions under all circumstances. A viable COOP Plan should be maintained at a high level of readiness;

operational within 12 hours after activation; sustainable for 30 days; and, take maximum advantage of existing agency field offices for emergency relocation sites.

- k Emergency Operations Center. The Emergency Operations Center (EOC) is the USDA focal point for all emergency management and coordination at the national headquarters, and is managed by the Director, Office of Crisis Planning and Management also known as the USDA Emergency Coordinator.

## 5 AUTHORITIES AND REFERENCES

- a National Security Act of 1947, as amended.
- b Military Selective Service Act, 50 U.S.C. App. 451 et seq.
- c Defense Production Act of 1950, as amended (50 U.S.C. App. 2061 et seq.).
- d Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law No. 93-288, as amended (42 U.S.C. 5121 et seq.).
- e Agricultural Credit Act of 1978, (7 U.S.C. 1921. et seq.).
- f Strategic and Critical Materials Stockpile Act, as amended (50 U.S.C. 98f).
- g Commodity Credit Corporation Charter Act, as amended (15 U. S.C. 714, et seq.)
- h Executive Order 12148, Federal Emergency Management, July 20, 1979, as amended by Executive Order 12673, Delegation of Disaster Relief and Emergency Assistance Functions, March 23, 1989.



- i Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984.
- j Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, November 18, 1988.
- k Executive Order 12657, Federal Emergency Management Agency Assistance in Emergency Preparedness Planning at Commercial Nuclear Power Plants, November 18, 1988.
- l Executive Order 12742, National Security Industrial Responsiveness, January 8, 1991.
- m Executive Order 12919, National Defense Industrial Resources Preparedness, June 7, 1994.
- n Defense Priorities and Allocation System, 15 CFR Part 700.
- o Federal Response Plan, (For Public Law 93-288, as amended), April 1998.
- p Federal Radiological Emergency Response Plan, May 1, 1996.
- q Presidential Decision Directive (PDD) 56, Managing Complex Contingency Plans, dated May 1997.
- r Presidential Decision Directive (PDD) 62, Protection Against Unconventional Threats to the Homeland and Americans Overseas, dated May 22, 1998.
- s Presidential Decision Directive (PDD) 63, Critical Infrastructure Protection (CIP), dated May 22, 1998.
- t Presidential Decision Directive (PDD) 67, Enduring Constitutional Government and Continuity of Government Operations, dated October 21, 1998.

## 6 ORGANIZATION

Responses to all emergencies are handled by key personnel in existing, nationwide structures. For clarification purposes, this section is divided into a structure for natural disaster, technological and other emergencies, and a structure for national security emergencies.

### a Natural Disaster, Technological, and Other Emergencies Structure

#### (1) **USDA Emergency Operations Center**

- (a) The Emergency Operations Center (EOC) will be managed by the Director, Office of Crisis Planning and Management (OCPM), at the national headquarters with support from the Chief Economist, USDA Agencies and the Agency Emergency Programs Contacts. Agency personnel will be temporarily assigned to the Emergency Operations Center during and after a disaster or until the situation is under control. In addition, Agencies will provide information, as required, to the Emergency Operations Center in order for status reports to be prepared for the Secretary of Agriculture and senior staff.
- (b) The Emergency Operations Center will provide support to USDA agency representatives as appropriate to effectively respond to an emergency.
- (c) Emergency Response Teams are a part of the Federal Response Plan at the regional level. It is the principal interagency group that supports and coordinates the Federal response. USDA is represented on the Emergency Response Teams by the Forest Service and Food and Nutrition Service.

- (2) **USDA State Emergency Boards.** The Farm Service Agency State Executive Directors serve as Chairpersons, USDA State Emergency Boards. The 9 USDA Agencies providing primary and alternate personnel to the USDA, State Emergency Boards are: Farm Service Agency, Animal and Plant Health Inspection Service, Cooperative State Research, Education and Extension Service, Food and Nutrition Service, Food Safety and Inspection Service, Forest Service, National Agricultural Statistics Service, Natural Resources Conservation Service, and the Rural Development mission area agencies. The USDA State Emergency Board members are usually located within the State in which they serve. In the event of an emergency, the Chairpersons, USDA State Emergency Boards, will be responsible for providing leadership at the State level.
- (a) Chairpersons, USDA State Emergency Boards, will:
- Maintain liaison and coordination with State government officials on emergency programs.
  - Keep the Senior USDA Emergency Coordinator, OCPM, advised of the emergency situation and USDA response activities.
  - Support the USDA representatives on the Emergency Response Teams.
  - Provide emergency programs guidance to County Emergency Boards.
- (b) Members, USDA State Emergency Boards, will:
- Assist the Chairpersons, USDA State Emergency Boards, in carrying out USDA emergency programs responsibilities.

- Provide USDA services and coordinate assigned responsibilities to meet the emergency situation.
- Support the USDA representatives on the Emergency Response Teams.

(3) **USDA County Emergency Boards.** County Emergency Boards are composed of USDA Agency representatives operating within their respective jurisdiction. The Farm Service Agency County Executive Directors serve as the Chairpersons, USDA County Emergency Boards. The three USDA Agencies providing personnel to the USDA County Emergency Boards are: Farm Service Agency, Cooperative State Research, Education & Extension Service and Natural Resources Conservation Service. If there is a U.S. Forest in the county, Forest Service would also serve on the County Emergency Board. Generally, USDA County Emergency Board members are located within the county in which they serve; however, there are exceptions. For example, a board member may also be assigned responsibility for an adjacent county.

(a) Chairpersons, USDA County Emergency Boards. will:

- Maintain liaison and coordination with county government officials on USDA emergency programs.
- Keep the USDA State Emergency Boards advised of the emergency situation and USDA response activities.
- Support the USDA State Emergency Boards.

- b) Members, USDA County Emergency Boards, will:
- Assist the Chairpersons, USDA County Emergency Boards, in carrying out the USDA emergency programs responsibilities.
  - Provide USDA services and coordinate assigned responsibilities to meet the emergency situation.
  - Provide support to the USDA State Emergency Boards.

**b National Security Emergency Structure**

- (1) **USDA National Emergency Management Team.** Agency personnel from selected Category 'I' Agencies are designated for assignment to the National Emergency Management Team, that functions at the headquarters level during a national security emergency.
- (2) **USDA State Emergency Boards.** A USDA State Emergency Board (SEB) has been established in each State, Puerto Rico and the Virgin Islands. The SEB's were established as a result of Executive Orders 10480 and 11490, the Defense Production Act of 1950, the Federal Civil Defense Act of 1950, Federal Preparedness Circulars 11 and 14, and Departmental Regulations. The responsibilities include coordination of USDA emergency activities at the State level. In a national security emergency, they would relocate to their designated State Emergency Operations Center, if available, otherwise to the Farm Service Agency State office.
- (3) **USDA County Emergency Boards.** A USDA County Emergency Board has been established to cover every county in the United States, Puerto Rico and the Virgin Islands. In a national security emergency, they would

relocate to their designated county Emergency operations Center, if available, otherwise to the Farm Service Agency County office.

**7 OFFICE OF THE SECRETARY**

- a Natural Disaster, Technological, and Other Emergencies (Except National Security Emergencies). The Secretary of Agriculture will:
- (1) Provide emergency food stamp allotment benefits in officially designated disaster areas upon request by the State agency. The State's request must demonstrate need for the program and grocery stores must be open and operating.
  - (2) Assist in reallocation of donated food and supplies from USDA and Commodity Credit Corporation stocks in leased State warehouses, local schools and other outlets to emergency care centers eligible to receive donated commodities.
  - (3) Assist Rural Utilities Service-financed rural electric and telecommunications cooperatives and companies with technical assistance or loan assistance when necessary for restoration of service.
  - (4) Provide disaster assistance through authorized USDA programs.
  - (5) Make payments to farmers for crops covered by insurance through the Risk Management Agency.
  - (6) Assist farmers and others to develop disaster recovery plans.
  - (7) Control and eradicate diseases and arthropod pests of plants, livestock, and poultry.

- (8) Provide fire protection on or adjacent to national forests, and assist in the suppression of fires in other rural areas.
- (9) Assure the safety and wholesomeness of meat and meat products, poultry and poultry products, and egg products.
- (10) Procure food for emergency use.
- (11) Mobilize USDA-controlled emergency food, feed and water safety testing facilities throughout the country by temporary diversion of people and equipment from research laboratories.
- (12) Support the following federal response plans as appropriate: Federal Response Plan, Federal Radiological Emergency Response Plan, Chemical Stockpile Emergency Preparedness Plan and the Continuity of Operations Plan.
- (13) Make payments to producers not covered by catastrophic risk protection for losses caused by a natural disaster under the Noninsured Crop Disaster Assistance Program.

b National Security Emergencies. The Secretary of Agriculture is assigned responsibilities under Executive Order 12656. The following is quoted from Part 3, Executive order 12656:

The Secretary of Agriculture shall:

- (1) Develop plans to provide for the continuation of agricultural production, food processing, storage, and distribution through the wholesale level in national security emergencies, and to provide for the domestic distribution of seed, fertilizer, and farm equipment to agricultural producers;
- (2) Develop plans to provide food and agricultural products to meet international responsibilities in national security emergencies.

- (3) Develop plans and procedures for administration and use of Commodity Credit Corporation inventories of food and fiber resources in national security emergencies;
- (4) Develop plans for the use of resources under the jurisdiction of the Secretary of Agriculture and, in cooperation with the Secretaries of Commerce, Defense, and the Interior, the Board of Directors of the Tennessee Valley Authority, and the heads of other Government entities, plan for the national security emergency management, production, and processing of forest products;
- (5) Develop, in coordination with the Secretary of Defense, plans and programs for water to be used in agricultural production and food processing in national security emergencies;
- (6) In cooperation with Federal, State, and local agencies, develop plans for a national program relating to the prevention and control of fires in rural areas of the United States caused by the effects of enemy attack or other national security emergency;
- (7) Develop plans to help provide the Nation's farmers with production resources, including national security emergency financing capabilities;
- (8) Develop plans, in consonance with those of the Department of Health and Human Services, the Department of the Interior, and the Environmental Protection Agency, for national security emergency agricultural health services and forestry, including:
  - (a) Diagnosis and control or eradication of diseases, pests, or hazardous agents (biological, chemical, or radiological) against animals, crops, timber, or products thereof;



- (b) Protection, treatment, and handling of livestock and poultry, or products thereof, that have been exposed to or affected by hazardous agents;
  - (c) Use and handling of crops, agricultural commodities, timber, and agricultural lands that have been exposed to or affected by hazardous agents; and
  - (d) Assuring the safety and wholesomeness, and minimizing losses from hazards, of animals and animal products and agricultural commodities and products subject to continuous inspection by the Department of Agriculture or owned by the Commodity Credit Corporation or by the Department of Agriculture;
- (9) In consultation with the Secretary of State and the Director, Federal Emergency Management Agency, represent the United States in agriculture-related international civil emergency preparedness planning and related activities.

Support Responsibility. The Secretary of Agriculture shall assist the Secretary of Defense in formulating and carrying out plans for stockpiling strategic and critical agricultural materials.

- c Delegation of Office of Crisis Planning and Management Authority and Responsibility. The Assistant Secretary for Administration has been designated the senior preparedness officer for USDA by the Secretary of Agriculture, to direct and name emergency programs under natural disaster, technological national security and other emergencies. The Secretary of Agriculture has designated the Director, Office of Crisis Planning and Management (formerly Director, Disaster Management and Coordination Staff), as the Senior USDA Emergency Coordinator to centralize the planning and coordination of all USDA emergency preparedness programs.

**8 GENERAL RESPONSIBILITIES**

The heads of Category "I" and Category "II" Agencies will:

- a Coordinate emergency program actions, correspondence and participation in emergency-related activities, exercises, and conferences. Communication and coordination should be maintained with the Director, Office of Crisis Planning and Management, when representing USDA on natural disaster, technological, national security and other emergencies.
- b Designate an Agency Emergency Programs Contact and provide the name to the Director, Office of Crisis Planning and Management. The Agency Emergency Programs Contact will serve as liaison between the Agency head and the Director, Office of Crisis Planning and Management. Each Agency Emergency Programs Contact must hold a Top Secret security clearance.
- c Provide personnel support to the Director, Office of Crisis Planning and Management, in the management and operation of the Emergency Operations Center during and after emergencies, as required.
- d Assist the Director, Office of Crisis Planning and Management, in the development and preparation of reports, regulations, handbooks, directories, and related activities.
- e Develop standby emergency plans to respond to any type of emergency. Plans will be developed in accordance with assigned USDA emergency programs responsibilities.
- f Coordinate all emergency plans and programs with the Director, Office of Crisis Planning and Management and with other USDA Agencies having related responsibilities.
- g Provide copies of all emergency-related plans and programs for review and concurrence by the Director, Office of Crisis Planning and Management, before implementation.

- h Assist the Director, Office of Crisis Planning and Management, in developing and manning an adequate emergency operating records system to support emergency assignments at the national, regional, State, and county levels.
- i Implement and administer emergency plans after a declaration by the President of a major natural disaster, technological emergency, or other emergency; a proclamation by the President of a national security emergency; or an enactment of legislation by the Congress declaring a national security emergency.
- j Establish and document a line of succession to include one or more field officials. Provide the original document to the Director, Office of Crisis Planning and Management, for prepositioning at the headquarters and Emergency Operating Facilities.
- k Designate, when requested, personnel to serve on the National Emergency Management Team, ensuring that each has an appropriate security clearance. Provide a list to the Director, Office of Crisis Planning and Management.
- l Designate, when requested, personnel to serve on the Emergency Response Teams, USDA State and County Emergency Boards, and participate in conferences, training sessions, and exercises.
- m Provide support and assistance to the Director, Office of Crisis Planning and Management in the preparation and conduct of training programs and exercises associated with natural disaster, technological, national security and other emergencies.
- n Provide funds, develop plans, and train personnel to implement emergency programs in accordance with assignments.

## **9 UNDER SECRETARY FOR FARM AND FOREIGN AGRICULTURAL SERVICES**

The Under Secretary for Farm and Foreign Agricultural Services will administer functions to meet both domestic and international needs relating to agricultural production, food processing, storage, and wholesale distribution; water to be used for agricultural production and food processing; distribution of seed, livestock and poultry feed, fertilizer, and farm equipment; rehabilitation and use of food resources, agricultural and related agribusiness facilities; farm credit and financial assistance programs, Commodity Credit Corporation resources, foreign agricultural intelligence; and other foreign agricultural matters in an emergency, to the extent specifically authorized by law.

a Farm Service Agency will:

- (1) Develop and administer, when authorized by law, plans for controlling agricultural production through adjustment, acreage control, or incentive payment programs to meet both domestic and international responsibilities in an emergency.
- (2) Develop and, when authorized by law, administer emergency plans and controls covering:
  - (a) Food processing, storage, and wholesale distribution.
  - (b) Distribution and use of seed.
  - (c) Manufacture, distribution, and use of livestock and poultry feed.
  - (d) Domestic mixing, distribution, and use of fertilizer.
  - (e) Domestic distribution of farm equipment and repair parts.

- (f) Defense Emergency Loans.
- (3) Develop and administer plans, with the Forest Service and Natural Resources Conservation Service, for the Priority use of water for agricultural production and food processing within the emergency water plans developed by the Department of Defense, United States Army Corps of Engineers.
- (4) Maintain a computerized listing of the primary food, feed, and seed processing, storage, and wholesale distribution facilities, and major fertilizer producers, mixers, blenders, and storage facilities for use in analyzing the capability of those industries to supply food and food requirements.
- (5) Assess the effects of an emergency incident on agricultural production and related production resources, including seed, feed, fertilizer, farm equipment, energy, and labor.
- (6) Assist State and local governments in the development of emergency plans for food and agriculture to assure continuity with Federal guidelines.
- (7) Provide information to food processing, storage, and wholesale distribution industries and agricultural resource industries during a national security emergency.
- (8) Prepare priorities and allocations requirements and handle food claim received by USDA and file claimancy requests for food processors and wholesale distributors, and agricultural production when shortages cannot be corrected at State and local levels.
- (9) Adjust regular program to provide emergency assistance when necessary.
- (10) Provide support, as required, to the Federal Response Plan at the national and regional levels.

- (11) Develop plans and programs related to mobilization preparedness and, as appropriate, represent USDA at meetings, conferences, and workshops, on mobilization preparedness and related activities.
- (12) Act as the custodian for the emergency operating records for both the USDA State and County Emergency Boards at the Farm Service Agency State and County offices and respective Emergency Operations Centers.
- (13) Provide emergency credit to farmers, ranchers, and aquaculture operators in support of agricultural production programs.
- (14) Assist with technical expertise and support on credit arrangements of all USDA emergency programs, other than agricultural production and CCC loans and guarantees.

b Commodity Credit Corporation will:

- (1) Barter surplus agricultural commodities for strategic and critical materials to the extent such materials are required to meet emergency needs.
- (2) Perform the following services and functions during a national security emergency to the extent specifically authorized:
  - (a) Make reimbursable disbursements for the Farm Service Agency, for emergency agriculture production loans when mail services or other disbursing activities are disrupted.
  - (b) Guarantee payment or make emergency loans, through the Farm Service Agency, to critical firms to continue:

- Processing, storage, and distribution of food through the wholesale level.
- Processing and distribution of seed.,
- Manufacturing and distribution of livestock and poultry feed.
- Mixing and distribution of fertilizer.
- Distributing farm-equipment and repair parts.
- Distributing other supplies essential for agricultural production.
- Providing related services necessary to meet food and agricultural needs.

c Foreign Agricultural Service will:

- (1) Acquire and analyze information related to food and agricultural commodities in foreign countries.
- (2) Assemble and prepare analyses, in cooperation with the Department of State, of food availabilities and requirements for allies and make recommendations regarding allocations.
- (3) Assemble and present Canadian food availabilities and requirements, in cooperation with the Canadian Government whenever food allocations are made.
- (4) Assist in carrying out any foreign trade controls that may be assigned.
- (5) Support the activities of international emergency organizations.

d Risk Management Agency will:

- (1) Provide for indemnity payments to farmers through reinsured companies for crops affected by a natural disaster and were also insured under the Federal Crop Insurance Program.

**10 UNDER SECRETARY FOR FOOD NUTRITION AND CONSUMER SERVICES**

The Under Secretary for Food, Nutrition, and Consumer Services will administer the function of distributing agricultural commodities and food stamp benefits.

a The Food and Nutrition Service will:

- (1) Provide emergency food stamp allotments and/or commodity assistance to households in officially designated disaster areas upon receipt of a request from the State agency that demonstrates need for the program. Emergency food stamp allotment issuance may not be authorized until grocery stores are open and operating.
- (2) Authorize the use of USDA-donated foods for emergency mass feeding during domestic emergency and repatriation activities.
- (3) Provide liaison with the Agricultural Marketing Service and Farm Service Agency on procurement of food.
- (4) Maintain a record of current inventories of USDA-donated food held in State-owned or commercial warehouses.
- (5) Provide leadership to the Federal Response Plan under Emergency Support Function #11, Food, and support to other Emergency Support Functions, as required, at the national and regional levels.



- (6) Furnish Chairpersons, USDA State Emergency Boards, two copies of records and procedures for operating Food and Nutrition Service emergency programs. Emergency records will be filed at the State Farm Service Agency office and Emergency Operations Center.

## **11 UNDER SECRETARY FOR FOOD SAFETY**

The Under Secretary for Food Safety will administer the functions relating to the inspection for the safety and wholesomeness of meat and meat products, poultry and poultry products and egg products.

a Food Safety and Inspection Service will:

- (1) Inspect meat and meat products and poultry and poultry products and egg products in slaughtering and processing plants, subject to continuous inspection by the Food Safety and Inspection Service to assure their safety and wholesomeness.
- (2) Assist the Food and Drug Administration in the inspection of other food products to assure their safety and wholesomeness.
- (3) Develop plans and procedures for radiological emergency response in accordance with the FRERP.
- (4) Provide support as required, to the Federal Response Plan at the national and regional levels.
- (5) Furnish Chairpersons, USDA State Emergency Boards two copies of records and procedures for operating Food Safety and Inspection Service emergency programs. Emergency records will be filed at the State Farm Service Agency Office and Emergency Operations Centers.
- (6) FSIS is the Lead Agency for nuclear emergencies.

## 12 UNDER SECRETARY FOR NATURAL RESOURCES AND ENVIRONMENT

The Assistant Secretary for Natural Resources and Environment will administer functions concerning agricultural lands, water (except for agricultural production and food processing, which is assigned to the Under Secretary for Farm and Foreign Agricultural Services), national forest system and other forests, forest products, State and private forestry, and rural fire prevention.

a Forest Service will:

- (1) Prevent and control fires in rural areas in cooperation with State, local and native governments and appropriate Federal Departments and Agencies.
- (2) Determine damage to national forests and other forests resulting from an emergency.
- (3) Plan and implement, when necessary, emergency protection and utilization of national forest timber, range, water (except as noted under the Farm Service Agency and Natural Resources Conservation Service), and related resources.
- (4) Plan and implement emergency production and utilization of timber and timber products in cooperation with other Federal Departments and Agencies and State forestry organizations.
- (5) Determine and report requirements for equipment, personnel, fuels, chemicals, and other materials needed for carrying out assigned activities.
- (6) Conduct research in support of emergency operations relating to the management and utilization of forest resources and rural fire protection.

- (7) Detect, evaluate, and suppress forest insect and disease outbreaks on national forests, all other Federal lands and, in cooperation with State Agencies, on State and private lands.
- (8) Install emergency measures for runoff retardation and soil erosion prevention on national forest and safeguard life and property on and downstream from watershed lands suddenly damaged by fire, flood, and other disasters. Assist State Foresters, or other State or local agencies, in installing emergency measures in approved projects on other forest lands.
- (9) Furnish personnel and equipment for search and rescue work and other emergency measures on national forests and on other lands where a temporary lead role, will reduce suffering or loss, of life.
- (10) Determine which Forest Service facilities, including access to sanitation and water supply, are suitable for emergency housing or relocation of evacuees.
- (I 1) Keep the Director, Office of Crisis Planning and Management, apprised of all activities relating to National and Regional Response Teams for Oil and Hazardous Substance Pollution.
- (12) Provide leadership to the Federal Response Plan under Emergency Support Function #4, Firefighting, and support to the Emergency Support Functions, as at the national and regional levels.
- (13) Allocate and assign radio frequencies for use by Agencies and staff offices of USDA. Operate emergency radio communications systems in support of local, regional, and national firefighting teams.

- (14) Develop and administer plans, with the Farm Service Agency and the Natural Resources Conservation Service, for the priority use of water for agricultural production and food processing within the emergency water plans developed by the Department of Defense, United States Army Corps of Engineers.
- (15) Furnish Chairpersons, USDA State Emergency Boards, two copies of records and procedures for operating Forest Service emergency programs. Emergency records will be filed at the State Farm Service Agency offices and Emergency Operations Centers.

b Natural Resources Conservation Service will:

- (1) Provide technical assistance to individuals, communities, and governments relating to:
  - (a) Proper use of land for agricultural production.
  - (b) Application or restoration of conservation practices or measures necessary to control or reduce erosion and runoff and improve water quality.
  - (c) Suitability, conservation, disposal, and control of agricultural water in rural areas including water supply forecasting, emergency flood rehabilitation, and protection for highways.
- (2) Provide assistance in determining the extent of damage to agricultural land and water, estimating the types of emergency work needed.
- (3) Assist local and state sponsors to install emergency measures in approved projects within authorized programs.

- (4) Provide information and materials (soil maps and reports) on watershed projects, river basin studies, and resource conservation and development projects.
- (5) Provide available Agency equipment for use during an emergency.
- (6) Provide support to the Federal Response Plan under Emergency Support Function #3, Public Works and Engineering, at the national and regional levels.
- (7) Develop and administer plans, with the Farm Service Agency and the Forest Service, for the priority use of water for agricultural production and food processing within the emergency water plans developed by the Department of Defense, United States Army Corps of Engineers subject to existing private water rights or allocations for environmental related purposes.
- (8) Furnish Chairpersons, USDA State and County Emergency Boards, two copies of records and procedures for operating Natural Resources Conservation Service emergency programs. Emergency records will be filed at the State and county Farm Service Agency offices and Emergency Operations Centers.

**13 UNDER SECRETARY FOR RESEARCH, EDUCATION AND ECONOMICS**

The Under Secretary for Research, Education and Economics will administer informational and educational services, conduct agricultural research, coordinate research conducted by cooperating State research institutions, administer program to estimate supplies of agricultural commodities and evaluate requirements thereof, coordinate damage assessment, maintain food and agricultural statistics, and coordinate energy programs.

a Agricultural Research Service will:

- (1) Identify the informational requirements that can be obtained through agricultural research and take the steps necessary to satisfy those requirements.
- (2) Develop and carry out all necessary research programs and provide technical support for emergency programs and activities in the areas of planning, prevention, detection, treatment, and management of consequences.
- (3) Conduct market quality and facilities research on matters relating to emergency responsibilities.
- (4) Provide technical support for the development of guidance information on the effects of radiation, biological, and chemical agents on agriculture.
- (5) Develop and maintain a current inventory of Agricultural Research Service controlled laboratories that can be mobilized on short notice for emergency testing of food, feed, and water safety.
- (6) Provide technical support for the development of guidance information on the most efficient procedures for producing, processing, storing, and distributing agricultural commodities under emergency programs.
- (7) Provide biological, chemical, and radiological safety support for USDA.

b Cooperative State Research, Education, and Extension Service will:

- (1) Coordinate use of land-grant and other cooperating State college and university services in carrying out all emergency programs responsibilities.

- (2) Encourage research by these institutions to support all emergency programs responsibilities.
- (3) Administer informational and educational services covering:
  - (a) Farmers, other rural residents, and the food and agricultural industries on emergency needs and conditions.
  - (b) Vulnerability of crops and livestock to the effects of hazardous agents (biological, chemical, and radiological).
  - (c) Technology for emergency agricultural production.
- (4) Maintain a close working relationship with local news media through the Cooperative Extension System.
- (5) Provide guidance on the most efficient procedures to assure continuity and restoration of an agricultural technical information system under emergency conditions.
- (6) Provide support as required to the Federal Response Plan under Emergency Support Function #5, Information and Planning, at the national and regional levels.
- (7) Furnish Chairpersons, USDA State and County Emergency Boards two copies of records and procedures for operating Cooperative State Research, Education and Extension Service emergency programs. Emergency records will be filed at the State and county Farm Service Agency offices and Emergency Operations Centers.

c

Economic Research Service will:

- (1) Evaluate requirements for agricultural commodities in cooperation with appropriate USDA Agencies.

- (2) Determine the economics of production capacity and adjustment potentials for agricultural commodities.
- (3) Analyze the economics and background data on needs for and substitution possibilities of domestic and foreign farm production inputs and marketing services.
- (4) Recommend basic food allocations for major food claimants on the basis of estimates of supplies and requirements.
- (5) Review economic stabilization proposals affecting food and agriculture and recommend a USDA position relative to economic stabilization and rationing.
- (6) In cooperation with the Rural Business-Cooperative Service and other Agencies, analyze the rural development problems and opportunities in affected rural regions as part of the process of developing strategies to respond to the effects of an emergency.

d National Agricultural Statistics Service will:

- (1) Obtain and supply official, objective USDA statistics on the condition, production, supply, and inputs relative to agricultural commodities.
- (2) Develop procedures for emergency damage assessment at the State, regional and national levels.
- (3) Coordinate the national level damage assessment on resources for which USDA is responsible.
- (4) Provide for objective review of county and State levels, USDA Damage Assessment Reports in support of the USDA State Emergency Boards.
- (5) Furnish Chairpersons, USDA State Emergency Boards, two copies of records and procedures for operating



National Agriculture Statistics Service emergency programs. Emergency records will be filed at the State Farm Service Agency offices and Emergency Operations Centers.

#### **14 UNDER SECRETARY FOR RURAL DEVELOPMENT**

The under secretary for Rural Development will administer rural credit and financial assistance programs.

a Rural Business-Cooperative Service

The Rural Business-Cooperative Service will, in cooperation with other government Agencies at all levels: promote economic development in affected rural areas by developing strategies that respond to the conditions created by an emergency; provide financial aid for needed community facilities; and provide business development assistance.

b Rural Housing Service

The Rural Housing Service will administer loan and grant programs for housing and community facilities to aid the development of rural communities. The agency will assist the Department of Housing and Urban Development by providing living quarters in unoccupied rural housing in an emergency situation.

c Rural Utilities Service will:

(1) Assist Rural Utilities Service (RUS) financed rural electric and telephone cooperatives and companies with technical assistance or loan assistance when necessary for restoration of service.

(2) Provide guidance and assistance to RUS water and waste disposal borrowers and eligible applicants.

- (3) Provide support to the Federal Response Plan under Emergency Support Function # 1 2, Energy, at the national level.

Note: RUS electric, telecommunications, and water and waste disposal programs are on-going programs, not disaster assistance or emergency programs.

## **15 UNDER SECRETARY FOR MARKETING AND REGULATORY PROGRAMS**

The Under Secretary for Marketing and Regulatory Programs will administer functions relating to the protection of livestock, poultry, crops, and products thereof, from diseases, pests, and hazardous agents (biological, chemical, and radiological); utilization or disposal of livestock and poultry exposed to radiation; grading and certification of food quality; reporting of price and volume information of agricultural commodities on commercial markets; procurement of food; and petitioning for reduced freight rates for the movement of feed and livestock following an emergency.

a Agricultural Marketing Service will:

- (1) Procure food commodities.
- (2) Collect, compile and disseminate price and volume information on agricultural commodities on commercial markets.
- (3) Assure the wholesomeness of agricultural products and commodities owned by the Commodity Credit Corporation.
- (4) Develop specifications, write contracts, and perform acceptance activities of food.
- (5) Grade and certify food commodities for quality.

- (6) Assist in obtaining railroad freight rate reductions to facilitate the movement of feed supplies to areas affected by an emergency, or livestock from such areas to other areas where adequate pasture or forage exists.

b Animal and Plant Health Inspection Service will:

- (1) Protect livestock, poultry, crops, biological resources, and products thereof, from diseases, pests, and hazardous agents (biological, chemical, and radiological). Assess the damage to agriculture of any such introduction.
- (2) Coordinate the utilization and disposal of livestock and poultry exposed to hazardous agents (biological, chemical and radiological).
- (3) Coordinate activities to protect the purity, safety, potency, and effectiveness of veterinary biologics in interstate commerce.
- (4) Regulate interstate movements of imported animals and plants and their products and make inspections at ports of entry.
- (5) Determine the report requirements for equipment, chemical and other materials needed to support assigned programs.
- (6) Cooperate with officials of the U.S. Customs Service and the Immigration and Naturalization Service to facilitate the clearance of returning noncombatant evacuees through ports of entry and the return of military personnel through preclearance or other clearance procedures.
- (7) Provide support, as required, to the Federal Response Plan at the national and regional levels.
- (8) Furnish Chairpersons, USDA State Emergency Boards two copies of records and procedures for operation of Animal and Plant Health Inspection Service emergency programs. Emergency records will be filed at the State Farm Service Agency offices and Emergency Operations Centers.

## 16 ASSISTANT SECRETARY FOR ADMINISTRATION

As noted in Section 7c, the Assistant Secretary for Administration, in addition to directing and coordinating USDA administrative management and support services, also serves as the senior preparedness officer for USDA and has been delegated authority by the Secretary of Agriculture to direct and manage emergency programs for national security, natural disaster, technological, and other emergencies. The Assistant Secretary for Administration has further delegated to the Director, Office of Crisis Planning and Management, authority to direct and manage the emergency programs operations.

a Office of Crisis Planning, and Management will:

- (1) Provide the primary contact to the Federal Emergency Management Agency and all other Federal Departments and Agencies on national security, natural disaster (with the exception of Food and Nutrition Service and the Forest Service), or technological, and other emergencies.
- (2) Provide leadership, guidance, direction, coordination, and support of all USDA emergency programs and related activities.
- (3) Provide guidance to USDA Agencies in carrying out their emergency assignments.
- (4) In accordance with Federal Preparedness Circular (FPC) 65, provide USDA-wide guidance and direction to ensure that the Headquarters USDA maintains a viable COOP Plan to assure continuity of essential departmental functions under all circumstances that may disrupt normal operations. Planning must be maintained at a high level of readiness, with and without warning, operational within

12 hours after activation, sustainable up to 30 days, and take maximum advantage of existing agency field infrastructures for emergency relocation sites. Elements of a COOP Plan are: (Refer to FPC 65 for further details)

- a. Essential Functions and the personnel and resources needed to perform them during an emergency.
- b. Delegations of Authority are maintained and prepositioned at designated sites for making policy decisions. Any limitations to authorities are clearly stated. Circumstances under which delegated authorities become effective are clearly indicated as well as when they terminate.
- c. Orders of Succession need to be established and maintained for key leadership positions and geographical dispersion is encouraged. Orders of Succession should be by position title, rather than by name.
- d. Alternate Facilities must be designated and prepared to support operations in a threat-free environment for up to 30 days. Facilities may be part of an agency infrastructure or from external sources.
- e. Interoperable Communications is the key to the success of an agency's operations at an alternate site. It is dependent upon the availability and redundancy of critical communications systems. Agencies should explore the entire spectrum of communications media available to ensure the ability to communicate internally and externally.
- f. Vital Records and Databases must be protected and readily available. Electronic and hard copy documents, references, records, and information

systems needed to support essential functions must be pre-positioned at alternate sites. Agency personnel must have access to and be able to use these records and systems in conducting their essential functions.

- g Tests, Training and Exercises are essential to demonstrating and improving the ability of agencies to execute their COOP Plans. Ensures that effected personnel are trained to perform their emergency duties.
- (5) Provide for the maintenance of emergency operating facilities and emergency operating records, and assurance of their continued state of readiness.
  - (6) Assure that each member of the National Emergency Management Team has an appropriate security clearance.
  - (7) Provide guidance and direction to the Chairpersons, State Emergency Boards, and, as appropriate, the Chairpersons, County Emergency Boards, with regard to emergency programs.
  - (8) Represent USDA in agriculture-related international civil emergency planning and related activities.
  - (9) Provide the primary USDA representation on antiterrorism activities.
  - (10) Assign specific emergency responsibilities and, as appropriate, request USDA Agencies to represent USDA at selected meetings.
  - (11) Manage the Emergency Operations Center.
  - (12) Provide overall leadership and coordination of the USDA emergency response structure in support of the Federal Response Plan at all levels.

- b     Office of Operations will:
- (1)   Provide staff support for space management, supply and property management for emergency office space and fallout shelters.
  - (2)   Provide transportation for the National Emergency Management Team to assigned emergency operating facilities, when required.
  - (3)   Provide physical security at the national headquarters complex.
- c     Office of Human Resources Management will:
- (1)   Provide leadership, policy guidance, program formulation, and management direction relating to personnel matters.
  - (2)   Establish procedures for readiness and postattack actions covering recruitment, appointment, and staffing.
  - (3)   Advise employees, who do not have emergency assignments, of actions to take if their regular duty stations are not in operation due to a national security emergency.

## **17     OFFICE OF THE CHIEF ECONOMIST**

The Chief Economist, in support of the Senior USDA Emergency Coordinator, will execute an internal review process for crop and livestock loss estimates for analytical consistency. Differences among agency assessments will be reconciled by the Chief Economist and the Senior USDA Emergency Coordinator prior to submission to the Secretary.

**18 ASSISTANT SECRETARY FOR CONGRESSIONAL RELATIONS**

The Assistant Secretary for Congressional Relations will provide liaison between USDA and the Congress. The Office of Intergovernmental Affairs will provide liaison between USDA and other federal agencies, with regional, state, and local officials, and will coordinate with congressional relations on matters affecting agriculture.

**19 OFFICE OF THE CHIEF FINANCIAL OFFICER**

The Office of the Chief Financial Officer will provide policy guidance on fiscal matters relating to emergency assignments made to the Secretary of Agriculture, and establish procedures to finance emergency program activities for administrative and project costs. The Chief Financial Officer will:

- a maintain the payroll, administrative payments, financial accounting; and,
- b maintain other administrative functions.

**20 OFFICE OF THE GENERAL COUNSEL**

The Office of the General Counsel will provide legal advice, review, and assistance on emergency programs related actions and elements of proposed legislation relating to emergency program responsibilities.

**21 OFFICE OF INSPECTOR GENERAL**

The Office of Inspector General will, as appropriate, recommend improvements in planning, development, and execution of emergency programs and provide security for designated officials.

**22 OFFICE OF COMMUNICATIONS**

The Office of Communications will provide policy direction, review, and coordination of all information programs; maintain the flow of information, and provide liaison between USDA and the mass communication media, State and local governments, and the public; and participate in the Federal Emergency Management Agency Joint Information Center during emergencies.



**23 OFFICE OF THE CLIEF INFORMATION OFFICER**

- a Provide USDA representation to the National Communications System (NCS) Committee of Principals in support of Executive Order 12472.
- b Coordinate telecommunications priority services which cannot be restored by normal procedures with the NCS.
- c Provide secure telephone communications policy guidance and assistance to USDA Agencies and staff offices nationwide under guidelines identified by the National Security Agency (NSA).
- d Coordinate emergency relocation of USDA's major computer centers.

**24 OFFICE OF BUGET AND PROGRAM ANALYSIS**

The Office of Budget and Program Analysis will provide policy guidance on budget matters covering all emergency program assignments made to the Secretary of Agriculture, including procedures for budgeting and funding of administrative and project costs.

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