

August 31, 2006

Revised FSA Information April 27, 2009

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Kansas

USDA State Offices

(FSA-NRCS-RD)

OPERATIONS PLAN

FOR

**EMPLOYEE HEALTH AND SAFETY
AND CONTINUITY OF OPERATIONS
In a Human Pandemic**

(August 31, 2006)

FSA Information Revised April 27, 2009

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FOREWORD

Development of Local Human Pandemic Operations Plans

The following template is provided as a guide for local human pandemic coordinators in the development of local plans. Because of the diversity of mission area and agency missions and facilities throughout the country, no single plan will meet all needs. Some facilities have multiple buildings, multiple missions, specialized equipment, and significant staffs. Others are single occupancy leased spaces. Therefore, the size and scope of the local plans will vary widely. While large facilities may develop sizeable plans, small entities may be able to reduce their plans to 10 pages or less in length. The enclosed template was tailored for a medium sized facility. It may be expanded or contracted as required.

The objective of this effort is not to make work developing plans. It is to ensure that all USDA facilities document their planning efforts and incorporate that data into an executable plan to help ensure the safety and health of our employees, their families, and our customers, and increase the likelihood that all facilities can continue to perform their critical missions. The local plan should not be a static plan. After the initial plan is developed, it should continue to be refined and expanded as resources allow.

This template for the development of a plan is intended to be used in conjunction with the *USDA Human Pandemic Planning Guidance for Employee Health and Safety and Continuity of Operations*, which provides detailed planning guidance and considerations.

The template contains suggested content and organizational structure. Local coordinators may modify the structure and content to meet local conditions and reflect additional guidance from their Human Pandemic Action Officer(s).

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DEFINITIONS

Avian Influenza (or “bird flu”) - an influenza virus subtype that infects birds. Avian viruses played a role in the last three human influenza pandemics in 1918, 1957, and 1968. They are considered a likely reservoir for emerging viruses that could trigger a pandemic.

Continuity of Operations Plans – plans to assure that essential operations can be performed in all-hazards scenarios. The term COOP evolved in the mid-1980s from a national security mission to ensure survivability and sustaining of the United States against all-hazards threats from enemy nation states. In 1998, Federal agencies were for the first time, required to develop COOP plans for essential operations for an all-hazards event from an alternate facility. The assumption in this generation of COOP plans is that agencies would move essential operations from the locale of the hazard to a safe place to operate.

Under a pandemic influenza scenario, a non-traditional approach to COOP planning is required. Both approaches require the identification of essential functions, succession plans, delegations of authority, communications protocols, and preserving vital records. However, with pandemic influenza COOP planning, alternate facilities will not be the answer, given the possibility that the pandemic is likely to be all across the country. Rather, techniques such as social distancing in the workplace and/or telecommuting need to be employed to maintain sufficient staff for service delivery during periods of high absenteeism. All USDA offices that deliver essential services are required to develop continuity plans to assure essential services can be delivered throughout the pandemic.

Epidemic – a pronounced clustering of cases of a disease within a short period of time.

Essential Employees – those employees identified as being necessary for the continued performance of essential functions and services. Agencies must inform employees identified as essential in advance, so that they can be prepared to support and sustain essential USDA functions and services during a pandemic. Essential employees are expected to remain in contact with their agencies during any emergency.

Essential Functions and Services – those critical functions that enable USDA, at each organizational level, to provide vital services; maintain the safety and well being of the general public; sustain the agricultural economic base; protect the nations' food supply; deliver federal nutrition assistance programs; support social order and well-being; and meet national and international responsibilities in a national emergency. When identifying essential functions and services, program managers should take into account collaborative relationships with state and local governments, industry partners, stakeholders, and other Federal departments. Program managers should take into account the time of the year that a discrete service must be provided, or a discrete function performed, to support overall program delivery requirements.

Implementation Plan for the National Strategy for Pandemic Influenza – a plan published by the White House Homeland Security Council that provides comprehensive guidance for Federal, State, local and tribal governments, and private sector planning and response. Among other things, the *Implementation Plan* directs that each Federal Department and agency must prepare its own operational plans focused on employee health and safety and preserving USDA’s capability to perform its mission during a human pandemic.

Influenza (human) – a viral respiratory disease spread mainly by tiny droplets that are released when an infected person sneezes or coughs. Seasonal flu outbreaks occur most often in late fall and winter. Once people have been infected by a certain strain of flu, they develop immunity. However, with many different types of flu virus circulating around the world, each year the world may be faced with new strains causing seasonal flu. The flu virus continually changes, mutates, and evolves into new forms.

Human Capital Plan – a plan required by the President’s Management Agenda, this plan guides USDA towards improvements in human capital. As part of the development of this plan, USDA human resources staffs have determined mission critical job series and evaluated flexibilities.

Local Human Pandemic Operations Plan – a plan prepared by each USDA location outlining local preparedness, response and recovery in accordance with the *Implementation Plan for the National Strategy for Pandemic Influenza*.

Mission Critical Facility – a designation given to certain USDA facilities based on a mission review and other security evaluations.

Mission Critical Position – a designation given to certain job series requiring increased attention to staffing and recruiting as part of the Human Capital Plan development under the President’s Management Agenda.

National Response Plan – this plan, developed under the leadership of the Federal Emergency Management Agency, establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. USDA has both lead and support responsibilities under this plan. Should an “Incident of National Significance” be declared during a pandemic, USDA would take on responsibilities that support the broader federal response (<http://www.dhs.gov/interweb/assetlibrary/NRPbaseplan.pdf>)

National Strategy for Pandemic Influenza – a plan developed by the Homeland Security Council outlines the approach the Federal Government will take to prepare for and respond to a pandemic (www.pandemicflu.gov).

Pandemic – a worldwide epidemic.

Pandemic Influenza – a worldwide outbreak of a new influenza virus that infects and can be transmitted between humans, and to which humans have little or no immunity.

Phase – as defined by the World Health Organization (WHO), is defined as periods before and during a pandemic that are linked to characteristics of a new influenza virus and its spread through the population. The six WHO phases represent a starting point for discussion of Government action.

Quarantine – an action placed in effect by local health authorities that places restrictions on people and their movement in and out of a home, a neighborhood, a community, or other geographical designation. During a human pandemic influenza, a quarantine could be a tool used by local officials to prevent further spreading of a disease.

Social Distancing – an infection control strategy that reduces the duration, frequency, or intimacy of social contacts in order to limit the transmission of influenza. Social distancing may include, for example, increased use of telework, placing employees on shifts, use of face masks, closing offices or buildings, and canceling of large gatherings.

Stage – as defined in the *Implementation Plan for the National Strategy for Pandemic Influenza*, are periods before and during a pandemic that are linked to actions that should be taken during pandemic planning, response and recovery. There are seven Federal government response “Stages” (0 to 6) of an outbreak in terms of the immediate and specific threat to the U.S. population. Progressively higher stages trigger specific actions.

Telework – working at locations other than the workplace, such as an employee’s home or at a telework center, using telecommunications.

Wave – a period during which an outbreak of pandemic influenza occurs within a specific community or a larger geographic area. Waves include periods of time of rapid increase of disease occurrence, peak occurrence, and decline toward more normal levels. Waves can last several weeks to several months. An influenza pandemic would be expected to occur in several waves.

1. PURPOSE

The purpose of this plan is to define planning responsibilities and actions required for continuing and re-establishing essential functions during and after a pandemic.

The specific purposes of this plan are to:

- a. Ensure health and safety of USDA employees and their families, USDA customers, and contractors within USDA facilities supporting the USDA mission through:
 - education and timely dissemination of information, and
 - facility preparation and procedures
- b. Provide organization and operational continuity and stability during a pandemic.
- c. Ensure continuous oversight of State and field operations.
- d. Minimize interruptions to the performance of the agency's essential functions in support of the Department's mission.
- e. Minimize loss of life.
- f. Achieve an orderly recovery and the ability to resume full service to our customers after the outbreak has subsided.

2. SITUATION

USDA has an obligation to provide a safe and secure workplace for its employees. Faced with global uncertainty, the challenge of employers is to put plans in place that address the possible consequences of a wide-spread outbreak of influenza pandemic.

USDA leadership is cognizant of the fact that the workforce is its greatest asset; and recent developments relating to the flu pandemic have placed a greater emphasis on the vital link between the success of the agency and the staff. As a result, Federal agencies and departments are now faced with the crucial role of addressing the well-being and health of their staffs and ensuring that Agency operations can continue beyond 30 days.

USDA is a vital part of the ongoing federal efforts to prepare for the possibility of a human influenza pandemic – a global outbreak of a new influenza virus that infects and can be transmitted between humans, and to which humans have little or no immunity.

There is growing concern that a pandemic may soon strike the United States arising from the unprecedented outbreak of the highly pathogenic H5N1 avian influenza affecting birds in Asia since 1997 and that has continued to spread across bird populations in Asia, Europe, and Africa.

Avian influenza or more colloquially known as “bird flu” is a contagious disease of animals caused by viruses that normally infect only birds and, less commonly, pigs. Most strains pose no threat to human health. One particular strain (H5N1) is extremely infectious and fatal to chickens and ducks, and in some instances, can be transmitted to humans.

Clinical signs and symptoms of avian influenza in humans include fever, sore throat, respiratory distress, pneumonia, conjunctivitis and, in some cases, death. The exact incubation period in humans is not known because there are so few cases, but it is probably a 3-7 day period before symptoms would appear.

While current avian influenza concerns prompted this planning guidance, this operation plans is applicable to any influenza pandemic.

3. PLANNING ASSUMPTIONS

- a. Human pandemic influenza is likely to come in “waves” of several weeks to a few months in duration.
- b. The first wave is likely to be the most severe, as individuals will not have immunity and a targeted vaccine will not yet have been developed; subsequent waves will likely be less severe.
- c. Illness rates will be highest among school-aged children. At the height of the first pandemic wave, up to 40% of school-age children will contract the disease, and about 20% of adults will get sick.
- d. Some persons will become infected but may not develop clinically significant symptoms. Asymptomatic or mildly symptomatic individuals can transmit the infection and develop immunity to subsequent infection.
- e. At the height of the first human pandemic wave, up to 40% of employees may be absent for periods of approximately two weeks, as a result of their own illness, illness within their families, or fear of infection. There will be lower but still significant levels of absenteeism for several weeks on either side of the peak.
- f. Illness among the public and absenteeism in the private sector workforce will have a significant impact on essential functions and services needed by USDA customers, ability of USDA contractors to deliver goods and services, USDA’s ability to procure needed supplies, and distribution systems.
- g. A vaccine will not be available until at least 4 to 6 months after the pandemic virus appears and is isolated. The supply of antiviral drugs will be limited.
- h. Influenza is spread through droplets from an infected person. USDA planning must recognize that viral transmission occurs as much or more through touch (contact with contaminated objects) as through air dispersion (through coughing or sneezing).

- i. Persons contracting the virus will be infectious for a period of time before the onset of symptoms, during the illness, and for a period of time even after symptoms have disappeared. USDA will follow HHS guidance on medical issues and amend its actions as necessary based on new guidance.

4. CONCEPT OF OPERATIONS

The Federal Government has defined seven stages of a human pandemic (See Annex A). The stages represent events which pose an increasing risk of a pandemic in the United States, through an actual pandemic, and into a period of recovery and preparation for potential new waves.

Stages 0 through 2 are considered pre-pandemic. Actions in this stage consist of planning and preparatory activities. At stage 3, actions will escalate and preparatory activities will increase. Stages 4 and 5 will trigger additional activities and execution of steps developed in preceding stages. Stage 6 will consist of actions designed to recover and prepare for any additional waves.

USDA Headquarters will provide broad guidance and announce trigger points that will empower field locations to respond to the pandemic based on local conditions. Special human resources authorities will be delegated to the local level to enable USDA managers to be flexible and creative in managing human capital and ensure continuity of essential functions and services while a pandemic is affecting their geographic area.

The execution of plans in stages 4 through 6 will be undertaken at the direction of the State Emergency Board's (SEB's) chairperson who will keep the next senior level, Deputy Administrator for Field Operations, and other USDA agencies informed.

Note: FSA State Executive Directors (SED's), NRCS State Conservationists and RD State Directors will be responsible for informing their next senior levels at Headquarters in Washington, DC of the execution of their plans.

Key strategies to maintaining a healthy work environment are the application of social distancing, employee education, and facility preparation. Social distancing involves infection control measures that reduce the duration, frequency, or intimacy of social contacts to limit the transmission of influenza. Key strategies to maintaining the ability to perform the mission are maintaining employee health, prioritization of effort, and the identification of alternate resources through such means as cross training, mutual assistance agreements, hiring of annuitants, temporary hires and contractual assistance. Maintaining the ability to perform high priority functions includes support to the *National Response Plan*.

5. ORGANIZATION AND RESPONSIBILITIES

5.1 Local Human Pandemic Coordinator

The Local Pandemic Coordinator is the Chairperson of the SEB. The Chairperson is FSA's State Executive Director (SED) and the position does not rotate yearly among FSA, RD, and NRCS. The Local Human Pandemic Coordinator will coordinate preparedness, response and recovery—including scheduled situation reports (SITREPS), according to pandemic stage—for local USDA facilities; use planning guidance provided to develop local plans and procedures to be used in conjunction with this plan.

Listed below are the emergency plans: (*Example: Occupant Emergency Plans*)

1. FSA-Emergency Operations Plan (a.k.a. COOP)
2. FSA-Emergency Response Plan
3. FSA Security Plan (CCE Equipment)
4. NRCS - Emergency Operations Plan (a.k.a. COOP)
5. NRCS - Emergency Response Plan
6. NRCS - Security Plan (CCE Equipment)
7. RD - Occupant Emergency Plan
8. RD - Emergency Response Plan
9. RD - Contingency Disaster Recovery Plan

The Local Pandemic Coordinator will coordinate with stakeholders and local governments; exercise delegated authorities to protect employee safety and health; and ensure continuity of essential functions and services.

5.2 (Reserved)

5.3 Direction and Control (Delegation of Authority)

Direction and Control during a human pandemic will be accomplished through normal supervisory channels.

Delegations of authority document the legal authority for officials to make key policy decisions during a human pandemic situation.

For pandemic planning purposes, agencies should plan for delegations of authority that are at least three (3) deep to ensure supervisory coverage in case of unexpected absenteeism.

Alternates for key positions are listed in the following table:

	NRCS	RD	FSA
	Eric Banks, State Conservationist	Patty Clark State Director	Adrian Polansky State Executive Director
1	Jim Krueger, ASTC (Oper)	Asst. to State Director Darla J. Buckman Teresa L. Pearson, HRM	Jack Salava, Executive Officer
2	Jeff Gross, ASTC (WR)	Area Director - Iola Randy L. Snider	Michele (Mike) Badger, Administrative Officer

For IT key personnel and alternates, see OCIO Pandemic plan.

Keeping personnel informed becomes a critical function. This will be accomplished through:

- Normal mission area and agency supervisory protocols
- Access to web sites including:
 - www.pandemicflu.gov
 - www.usda.gov/oo/beprepared/
 - <http://www.oznet.ksu.edu/Topic4.asp>
- Employee meetings, such a normal staff meetings and town hall meetings. Note that commencing at stage 4, meetings should be curtailed and information exchanged via telephone conferences or web enabled.

5.4 Special Coordinating Groups

Define if you have any groups such as:

- Facilities coordinating group—maintenance, janitorial, special services (child care, cafeterias, fitness centers), and security.
- Incident Management Team—define who is on team and when it will be formed.
- Social distancing plan development group.
- Telecommunications support group.

List special coordinating groups. (*Example: SEB, Incident Management Team*)

1. State Emergency Board
2. Facility Pandemic Planning Coordination Team (each agency)
3. State Administrative Committee (SAC)
4. State Food & Agriculture Council (FAC)

6. REFERENCES

- 6.1 *National Strategy for Pandemic Influenza*
<http://www.whitehouse.gov/homeland/pandemic-influenza.html>
- 6.2 *Implementation Plan for the National Strategy for Pandemic Influenza –*
<http://www.whitehouse.gov/homeland/pandemic-influenza.html#section3>
- 6.3 *National Response Plan*
http://www.dhs.gov/dhspublic/interapp/editorial/editorial_0566.xml
- 6.4 *USDA Human Pandemic Planning Guidance for Employee Health and Safety and Continuity of Operations:*
<http://www.usda.gov/oo/beprepared/>

7. PLANNING TEMPLATES

The templates (7.1 through 7.6) are enclosed to provide you with a snapshot of activities to be addressed. Additional detail is available at <http://www.usda.gov/oo/beprepared/>

7.1 Essential Functions, Staff Assignments, and Social Distancing Plan

Essential functions enable the agency to provide vital services, exercise civil authority, maintain the safety of the general public, and sustain the industrial or economic base during an emergency. Essential functions must be continued with minimal or no disruptions, even when an agency cannot support its broader mission.

If there is a reduction in available staff, it is important to streamline essential functions so that the most critical operations are completed.

Consider the following when identifying the essential functions:

1. Prioritize services and functions to ensure continued delivery in the event that employee absenteeism reaches 40 percent.
2. Must be capable of maintaining and/or sustaining operations until normal business activity can be resumed, which may be longer than 30 days. Facilities and/or offices will need to continue operations indefinitely until the situation returns to normal.
3. Identify critical systems and operations that can be redistributed and supported from other offices.
4. Understand the essential “supply chain” or contractor services (e.g., security, sanitation/janitorial services, food and vendor services) for your facility and how they may be affected by a pandemic. Consider seasonal essential services.
5. Consider cross-training to ensure that employees are available to perform essential functions.

7.1.1 Define Essential Functions - Designate responsibility to personnel for essential functions that must continue to be performed to support Agency identified services during a human pandemic. These functions may vary by time of year.

See Template 7.1 (Page 10) for a snapshot of information.
See Exhibit 1 (Essential Functions) for each agency.

7.1.2 Assign names – Assign names for each function. Develop a list of personnel who may be capable of performing in a contingency. You may consider recent retirees or USDA personnel in other facilities. Only assign names of employees who have confirmed their willingness to work within a pandemic scenario.

See Template 7.1 (Page 10) for a snapshot of information.
See Exhibit 1 (Staff Assignments) for each agency.

7.1.3 Contact Information – Develop list of phone numbers for all personnel. Identify personnel as essential or non-essential. Verify list quarterly.

See Template 7.1 (Page 10) for a snapshot of information.
Each agency shall maintain a current Contact Information List as Exhibit 2.

7.1.4 Social Distancing Plan – Social Distancing is an infection control strategy that reduces the duration, frequency, or intimacy of social contacts in order to limit the transmission of influenza. Social distancing may include, for example, increased use of telework, placing employees on shifts, use of face masks, closing offices or buildings, and canceling of large gatherings.

Social distancing is strongly encouraged during a pandemic; USDA will attempt to continue business operations at its office locations until it is no longer feasible to do so. It is expected that the flu will develop across the country in various patterns or stages, but it is unlikely that all areas of the country will be affected at the same time. The agency must consider alternate means of continuing operations in the event that the primary work location is shuttered.

Because the flu can spread when individuals are in close contact, it is very probable that the virus will evolve to the point when employees can no longer report to work at the official duty station.

In the event that business operations can no longer be conducted at USDA facilities, personnel who are needed to continue essential operations may be telecommuting from a predetermined alternate location. In some cases, the alternate location may be the employee's residence.

Develop a social distancing plan. Key personnel in addition to supervisors should include information technology and facility staff. Determine essential functions that can be performed by telework versus those that must be performed on site. For work that must be done on site, determine if the work can be done in shifts.

See Template 7.1 (Page 10) for a snapshot of information.
See Exhibit 1 (telework and shift information) for each agency.

7.1.5 Vital Records – Vital records are information items that are considered to be vital to the operation of an organization. An effective vital records program will ensure the continued availability of essential information in the event that normal operations are disrupted and essential records for operations are lost. Vital records can be electronic or hardcopy documents.

In most cases, agencies choose to maintain their records electronically for ease of update and duplication at an offsite location. It is strongly recommended to use multiple redundant media for storage of vital records.

The determination of what is vital is a management decision.

Identify records needed to sustain operations for more than 30 days; records that can be accessed electronically from remote locations; and records that will be provided in hard copies.

See Template 7.1 (Page 10) for a snapshot of information.
See Exhibit 3 (Vital Records) for each agency.

7.2 (Reserved)

7.3 Facilities

FSA: The facility manager at each site is **Jack Salava**. The facility manager will establish a Facility Pandemic Planning Coordination Team and develop a facility operating plan.

NRCS: The facility manager at each site is **Rhonda Sulsar**. The facility manager will establish a Facility Pandemic Planning Coordination Team and develop a facility operating plan.

RD: The facility manager at each site is **Darla Buckman**. The facility manager will establish a Facility Pandemic Planning Coordination Team and develop a facility operating plan.

See Template 7.3 (Page 11) for a snapshot of information.
Each agency shall develop and attach their Facility Plan as Exhibit 4.

7.4 Human Capital

The agency must develop, update, exercise, and be able to implement comprehensive plans to protect its workforce. Although a pandemic influenza will not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's human resources. Local Human Pandemic Coordinator should take steps to ensure supervisors at the facility are aware of the many

human capital resources and flexibilities that exist to assist managers and employees in an emergency. See Reference 6.4

Use the Contact Information in 7.1.3 for the following:

- Identification of essential personnel
- Monitoring of employee illness and absenteeism during stages 4 through 6.

Note: A flash drive/memory stick /thumb drive (encrypted) may be used to maintain data.

See Template 7.4 (Page 12) for a snapshot of information.

7.5 Communications

Interoperable communications must support the execution of the Agency's essential functions; ensure the capability of communication; and permit access to data, systems, and services. Communication systems must be redundant and can be sustained for more than 40 days.

See Template 7.5 (Page 13) or a snapshot of information.

Each agency shall develop and attach their Communication Plan as Exhibit 5.

Note: FSA's Form FSA-781, Part G, identifies media contacts (newspapers, radios, televisions stations, etc., for a city and/or county) that may be used to pass pandemic information, status, and updates to employees, customers, and suppliers.

Note: NRCS Public Affairs staff maintains an electronic spreadsheet of most media within the state and contact information.

7.6 Employees

Employees and contractors should take common sense steps to stop the spread of the flu virus. Employees and their family members with computers should immediately bookmark both work and home computers with the following websites:

- www.pandemicflu.gov for up-to-date information on the disease, how to prevent its spread, and how to treat it; and
- www.usda.gov/oo/beprepared/ for USDA updates and information.

Ensure that employees' needs for special accommodations are included in the plan.

See Template 7.6 (Page 14) for a snapshot of Information.

7.1 Essential Functions/Services and Staff Assignments [for site program and facility managers]

<u>Stage 0-2</u>	<u>Stage 3</u>	<u>Stage 4</u>	<u>Stage 5</u>	<u>Stage 6</u>
<ol style="list-style-type: none"> 1) Define Functions. <ol style="list-style-type: none"> a) Identify essential functions. <ol style="list-style-type: none"> i) should include support to the National Recovery Plan if performed in the past. b) Prioritize functions. <ol style="list-style-type: none"> i) Note: priority of these functions may vary by time of year. 2) Assign Personnel. <ol style="list-style-type: none"> a) Assign personnel to each essential function. b) Develop list of personnel who may be capable of performing in a contingency c) Confirm personnel willingness to work within a pandemic scenario. 3) Collect Contact Information. <ol style="list-style-type: none"> a) Phone numbers for all personnel. b) Verify quarterly. 4) Develop Social Distancing Plan. <ol style="list-style-type: none"> a) Key personnel required: <ol style="list-style-type: none"> i) Supervisors ii) Information Technology staff iii) Facility staff b) Evaluate nature of functional work (Telework vs. On-Site) <ol style="list-style-type: none"> i) Telework functions—must ascertain telework capabilities ii) On-site functions—establish whether they can they be done in shifts. 5) Vital Records. <ol style="list-style-type: none"> a) Identify records needed to sustain operations for more than 30 days and ensure records can be accessed electronically from remote locations, including by alternate and backup personnel. b) Assure that backup or alternate personnel are familiar with records and how to access them. 	<ol style="list-style-type: none"> 1) Verify delegations of authority and orders of succession 2) Test interoperable communications, both internally and with stakeholders. 3) Test telework impact on internal network and telecommunications systems. 4) All vital records and databases, and access procedures, are up to date. 5) Conduct training to ensure capability of backup and alternate to perform essential functions and services. 6) Test employee accountability system and revise as needed. 7) Test procedures for each location to prepare and disseminate status of facility and mission operations. 	<ol style="list-style-type: none"> 1) Local Human Pandemic Coordinators will direct all site managers to review the social distancing plan and revise as required to ensure capability to move into shift work. Implement the telework portion of the social distancing plan. 2) Commence daily (e.g., by noon EST) reports on the status of the facility and personnel including a situational summary of local community and government status. 3) Maintain daily contact with other geographical sites who can back up your essential functions and services. 	<ol style="list-style-type: none"> 1) Daily situation report (SITREP) on mission capable status of USDA facilities and the ability to perform essential functions and services. 2) Daily track employee attendance and report as required. 3) Activate delegations and orders of succession as needed. 4) Monitor telework and report daily impact on internal network and telecommunications system (TELEREP). Update as necessary. 5) Maintain daily contact with other geographical sites. 6) Collaborate with State, local, and tribal entities to track the status of the human pandemic and to be apprised of any modifications to their NRP mission-related capabilities and plans. 7) Keep key leadership apprised of any impediments to being able to perform the NRP support mission. 8) Execute response to the NRP, if and when directed, and provide daily situation reports on assignments and capabilities. 9) Disseminate information to employees about local human pandemic preparedness and response plans and procedures – including deviations as necessary from normal operating procedures. 10) Implement procedures for each operating location to prepare and disseminate reports addressing status of NRP mission operations and personnel, including modifications necessitated due to the human pandemic. 11) Maintain a list of lessons learned for evaluation in Stage 6. 	<ol style="list-style-type: none"> 1) Local Human Pandemic Coordinators should lead the implementation of business recovery/resumption plans, and related situation reports. 2) Replace personnel as needed and conduct training as required. 3) Continue monitoring employee absenteeism and test communications. 4) Assess impact on essential program and facility functions and services and adjust plans as needed. 5) Update delegations and orders of succession as needed. 6) Monitor telework impact on internal network and communications system, and provide TELEREP. Continue updating as necessary.

7.3 Facilities

<u>Stage 0-2</u>	<u>Stage 3</u>	<u>Stage 4</u>	<u>Stage 5</u>	<u>Stage 6</u>
<p>Facility Manager will:</p> <ol style="list-style-type: none"> 1) Establish a Pandemic Planning Coordination Team <ol style="list-style-type: none"> a) Local Human Pandemic Coordinator b) Local/community health and safety representatives (e.g., emergency management, public health, fire, and police) c) USDA occupant emergency program representative(s) d) Landlord representative/ property management e) Police/Security staff (if not furnished by landlord) f) Safety/Occupational staff (if not furnished by landlord) g) Housekeeping staff (if not furnished by landlord) h) Receptionists/Clerks/ Telephone Operators staff i) Other support staff, as necessary 2) Develop a facility operating plan <ol style="list-style-type: none"> a) Should address facility functions or services vulnerable to disruption by high absenteeism, including day care center, fitness center, cafeteria and other food services, and health unit. b) Should address logistical support to keep buildings and facilities open and special equipment and supplies including provisions to revise inventories for essential sanitation supplies, and establishing protocols for sanitizing work areas. 3) Work with the Local Human Pandemic Coordinator to post notices and information bulletins throughout the complex as part of the employee awareness and information effort. 	<p>Facility Manager will:</p> <ol style="list-style-type: none"> 1) Work with janitorial and maintenance staffs to prioritize cleaning of the work areas. Consider eliminating or decreasing levels of effort such as: <ol style="list-style-type: none"> a) Policing the outdoor areas b) Buffing the floors c) Cleaning individual offices (would become an individual responsibility, consider limits for persons with disabilities.) 2) Provide biweekly, or more frequent if requested, Facility Status reports to Local Human Pandemic Coordinator, for mission critical facilities, and include status of: <ol style="list-style-type: none"> a) Operational status (systems and structure) b) Facility staffing status (e.g., staffing level and health issues) c) Suppliers (adequate, insufficient, problems) d) Emergency problems. e) Public infrastructure status (e.g., utilities, phones, etc.) f) Local public/support services (problems) 3) Draft standby schedule for shift work for other than normal times (to reduce people-people contact, i.e., the workforce operates over a 24-hour period, instead, for example, of all working from 8 a.m. to 5:00 p.m.) to correspond with the needs of the Mission Area or staff offices. 4) Review preparatory implementation plans for selective closures in facilities, such as cafeterias, meeting rooms, large assembly places, day care centers, fitness centers, and auditoriums. 	<p>Facility Manager will:</p> <ol style="list-style-type: none"> 1) Commence daily facility/staff and mission status reports to the Local Human Pandemic Coordinator 2) Issue letters to employees/ occupants advising them of personal issues, such as alternative day care for children and safety measures, such as social distancing, for the workplace. 3) Close assembly and common areas to minimize contacts among employees/visitors 4) If practical, set up hand wash/ sanitizing stations at all entrances to the facility and food service areas. 5) Close the cafeteria. 	<p>Facility Manager will:</p> <ol style="list-style-type: none"> 1) Continue to provide support for employees working from home or teleworking. 2) Implement shift schedules in accordance with the social distancing plan. 3) Permanently secure internal building doors, other than those under fire management, in the open position (to preclude touching the doorknobs) for common areas such as lobbies, conference rooms, restrooms, and other high-use areas. 	<p>Facility Manager will:</p> <ol style="list-style-type: none"> 1) Assess the impact of the human pandemic on continued facility operations. Take remedial actions as required. 2) In the absence of higher level guidance, the field facility manager is authorized to initiate reasonable and prudent responses necessary to resume/continue operations at his/her facility. 3) Report on status to Local Human Pandemic Coordinator.

7.4 Human Capital [for program and facility managers]

<u>Stage 0-2</u>	<u>Stage 3</u>	<u>Stage 4</u>	<u>Stage 5</u>	<u>Stage 6</u>
<p>Local Human Pandemic Coordinator will direct site managers to:</p> <ol style="list-style-type: none"> 1) Become familiar with the many human capital resources and flexibilities that exist to assist managers and employees in an emergency. 2) Develop system to monitor employee illness and absenteeism during stages 4 through 6. Test system with periodic reports through supervisory channels. Employees not on work sites will contact their supervisors daily by close of business to obtain status on closures, work shifts and to report on their personnel health and capability to continue working off site. 3) Identify essential personnel and designate in writing. 4) Maintain up-to-date notification roster with the names/phone numbers (office, home, cell, Blackberry, pager, etc) of essential personnel and their alternatives. Test the call notifications procedures at least monthly and include backups and alternates. 5) Maintain up-to-date notification roster of non-essential personnel so that they can be contacted during the course of a human pandemic and apprised of the latest information as it relates to their health, work status and resumption of normal operations as well as being told to report for work or remain at home. 6) Designate backup Time and Attendance (T&A) personnel and ensure that both primary and backup personnel have the capability to process T&As from an alternate work location. 	<p>Local Human Pandemic Coordinators will direct site managers to:</p> <ol style="list-style-type: none"> 1) Review plans and commence intensive information campaign with employees. 2) Contact potential hire/re-hire candidate pool and ascertain availability and willingness. 3) Complete arrangements and/or procurements to enable extended telework capability. 	<p>Local Human Pandemic Coordinator will direct site managers to:</p> <ol style="list-style-type: none"> 1) Increase personnel awareness campaign efforts. 2) Issue guidance to all employees on the use of administrative leave. 	<p>Local Human Pandemic Coordinator will direct site managers to:</p> <ol style="list-style-type: none"> 1) Communicate with local health authorities to determine if and when it will be appropriate to recall additional personnel to work at their normal worksite or at an alternate worksite if human pandemic continues. 2) Follow dismissal or closure procedures as recommended by local health authorities or as announced by the agency, Department of Agriculture, or Office of Personnel Management. In metropolitan areas, coordinate with local Federal Executive Boards. 3) Be prepared to take prudent actions to carry out essential functions and services, should unexpected circumstances occur during the course of responding to human pandemic. At some reasonable point in time, after the action is taken, provide the union notice and meet any bargaining obligation post-implementation as and if necessary. 	<p>Local Human Pandemic Coordinator will direct site managers to:</p> <ol style="list-style-type: none"> 1) Develop and maintain list of lessons learned of actions taken in this and previous stages for evaluation when discussing preparations for the next wave. 2) Commence hiring actions to backfill personnel lost in a human pandemic.

7.5 Communications [for program and facility managers]

<u>Stage 0-2</u>	<u>Stage 3</u>	<u>Stage 4</u>	<u>Stage 5</u>	<u>Stage 6</u>
<p>Local Human Pandemic Coordinator, or designee will:</p> <ol style="list-style-type: none"> 1) Ensure that plans or procedures are in place to enable effective communications vertically (down to employees and up to supervisory channels) and laterally with customers, suppliers, and other key players such as local law enforcement or public health officials. 2) Establish detailed points of contact lists (work numbers, home phone, cell phones, e-mail addresses (work and personal) for employees, customers, and suppliers as practical and cognizant of privacy issues. 3) Disseminate information to employees about your human pandemic preparedness and response plan. 4) Develop platforms (e.g., hotlines, dedicated Web sites) for communicating human pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way. Include redundancies in the emergency contact system. 5) Identify community sources for timely and accurate human pandemic information (domestic and international) and resources for obtaining countermeasures (e.g., vaccines and antivirals). Pass this information to employees who may be ill at home or have ill family members. 6) Provide guidance and encourage employees to prepare Family Communications Plans. Plan should include: <ol style="list-style-type: none"> a) Names, dates of birth, social security numbers, important medical information, out-of-town contacts and e-mails, school and work address and evacuation locations, and where to meet in an emergency. b) Contact information for doctors and pharmacists and medical insurance information. 	<p>Local Human Pandemic Coordinator, or designee will:</p> <ol style="list-style-type: none"> 1) Increase frequency of information sharing. There will be a great deal of public information on local and national media at this stage. However, some information may be confusing or inaccurate. It is vital that USDA employees be kept informed through official channels as well. 2) Ensure that each business section conducts weekly pandemic updates with their employees. 	<p>Local Human Pandemic Coordinator, or designee will:</p> <ol style="list-style-type: none"> 1) Evaluate impact of telework on IT systems and take remedial action as required. Reflect in telecommunications report (TELEREP), as in section 7.1. 2) Increase frequency of communication with employees to keep them informed. 	<p>Local Human Pandemic Coordinator, or designee will:</p> <ol style="list-style-type: none"> 1) Disseminate regular human pandemic status updates so employees know the frequency of the update and where to go to find information on the latest update. 2) Prohibit meetings of people in close proximity. Use teleconference calls or video conferences with major department heads and Agency Leadership to discuss communications plans. 3) Identify employees who do not have home e-mail service and tailor their update messages to telephone broadcast messages they can receive on a voice mail system. 4) Use cell phone text messaging and internet instant messaging to either conduct meetings or disseminate information to employees and Senior staff. 	<p>Local Human Pandemic Coordinator, or designee will:</p> <ol style="list-style-type: none"> 1) Continue employee awareness campaign. 2) Assess ability to support social distancing plan for the next wave. Provide input to revisions to the plan as required.

7.6 Employees

Stage 0-2

- 1) Employees have the primary responsibility for their own health and safety. Employees should become educated about the flu and to begin personal preparedness planning during the pre-pandemic timeframe.
- 2) Every employee should read Annex B *USDA Human Pandemic Planning Guidance for Employee Health and Safety and Continuity of Operations* for guidance on how to become better prepared.
- 3) Since the pandemic planning guidance is constantly being updated, employees should visit the host of pandemic flu web sites that provide current information. Good starting points are:
 - a) www.pandemicflu.gov
 - b) www.usda.gov/oo/beprepared
- 4) In the event that an employee is unable to communicate through the supervisory chain, headquarters has established several alternate means.
 - a) 24X7 Operations Center – TEL: 1-877-677-2369
 - b) human.pandemic@usda.gov
 - c) preparedness@usda.gov

Stage 3

- 1) Increase preparedness measures at home in accordance with HHS and USDA guidance.

Stage 4

- 1) Continue personal and family preparedness measures. Keep supervisors informed of any changes in contact information or displacement of key family members.

Stage 5

- 1) Report to supervisor daily. In addition to status of capability to perform work, relay status of personal and family health and any family relocation plans.

Stage 6

- 1) Take action as required to replenish supplies used during the first wave.
- 2) Continue to monitor web sites and public health announcements for changes to guidance on personal and family preparedness.

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8. TEST, TRAINING AND EXERCISE

The local human pandemic coordinator must ensure that a viable test, training and exercise program is developed to ensure that components of the plan are tested before implementation and that the workforce, including backups and alternates, is trained and equipped to perform the essential functions and services.

Responsibility for the test, training, and exercise program is delegated to **Facility Managers**.

The plan should include:

- Training for employees and the projected temporary workforce, including alternates and backups.
- Tabletop exercise designed to help define issues and actions required.
- Testing of communication systems and procedures including the verification of contact information for essential personnel, alternates, and backups.
- Testing to assess the accessibility and adequacy of vital records and reporting procedures, by all personnel, including alternates and backups.

See Exhibit 6 for Table for Schedule of Test, Training, and Exercise.

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Annex A

**World Health Organization (WHO) Global Pandemic Phases
for the U.S. Stages and Federal Government Response**

World (WHO) PHASES		USA - Federal Government Response Stages	
INTER-PANDEMIC PERIOD			
1	No new influenza subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered low.	0	New domestic animal outbreak in at-risk country
2	No new influenza subtypes detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.		
PANDEMIC ALERT PERIOD			
3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	0	New domestic animal outbreak in at-risk country
		1	Suspected human outbreak overseas
4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	USA Begins Accelerated Preparedness	
5	Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	2	Confirmed human outbreak overseas
PANDEMIC PERIOD			
6	Pandemic phase: increased and sustained transmission in general population.	3	Widespread human outbreaks in multiple locations overseas
		4	First human case in North America
		5	Spread throughout United States
		6	Recovery and preparation for subsequent waves

- As defined in the *Implementation Plan for the National Strategy for Pandemic Influenza*

** It is the policy of the Federal Government to accelerate preparedness efforts **prior to WHO Phase 4**, and to initiate pandemic response actions **at Phase 4**, when epidemiological evidence of two generations of human-to-human transmission of a new influenza virus is documented anywhere in the world.

August 31, 2006
Revised May 7, 2009

Farm Service Agency - Kansas State Office

Exhibits

Exhibit	Paragraph(s)	Title	Comment
1	7.1.1, 7.1.2, 7.1.4	Essentials Functions and Staff Assignments, and Social Distancing Plan	Exhibit Provided
2	7.1.3	Contact Information	Exhibit Provided
3	7.1.5	Vital Records	Exhibit Provided
4	7.3	Facility Plan	Each Agency will develop and attach as Exhibit 4
5	7.5	Communication Plan	Each Agency will develop and attach as Exhibit 5
6	8	Schedules for Testing and Training	Exhibit Provided

Revised April 27, 2009

August 31, 2006
 Revised May 7, 2009
 NRCS - Kansas State Office
Exhibits

Exhibit	Paragraph(s)	Title	Comment
1	7.1.1, 7.1.2, 7.1.4	Essentials Functions and Staff Assignments, and Social Distancing Plan	Exhibit Provided
2	7.1.3	Contact Information	Exhibit Provided
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6	8	Schedules for Testing and Training	Exhibit Provided

August 31, 2006
Revised May 7, 2009

Rural Development - Kansas State Office

Exhibits

Exhibit	Paragraph(s)	Title	Comment
1	7.1.1, 7.1.2, 7.1.4	Essentials Functions and Staff Assignments, and Social Distancing Plan	Exhibit Provided
2	7.1.3	Contact Information	Exhibit Provided
3	7.1.5	Vital Records	Exhibit Provided
4	7.3	Facility Plan	Each Agency will develop and attach as Exhibit 4
5	7.5	Communication Plan	Each Agency will develop and attach as Exhibit 5
6	8	Schedules for Testing and Training	Exhibit Provided

7.3 Facility Plan

Exhibit 4

Natural Resources Conservation Service (Salina State Office)

Stage 0-2	Stage 3	Stage 4	Stage 5	Stage 6
Establish a Pandemic Planning Coordination Team	Provide weekly updates to employees, partners and others that frequently enter the building	Commence daily status updates to employees, partners and others that frequently enter the building	Continue daily status updates to employees, partners and others that frequently enter the building	Maintain contact with employees, partners and others that frequently enter the building
Develop a facility operating plan	Draft standby work schedule to maintain essential services and reduce staff interaction	Close break room and minimize close contact among employees/visitors	Implement employee shift work schedule, if necessary, to maintain essential functions.	Continue high level of sanitation practices
Post notices throughout the building as part of employee awareness		Require hand sanitization at entrances to building	Secure internal doors in the open position to preclude touching of door knobs that could increase infection rate	Resume office operations, as allowable, with available staff

7.5 Communications Plan

Exhibit 5

NRCS

Partners

Name	Organization	Phone Number	Fax Number	e-mail
Pat Lehman	KS Assoc. of Cons. Districts	785-832-9400	785-832-9494	ptlehman@kacdnet.org
Greg Foley	State Conservation Commission	785-296-3600	785-296-6172	greg.foley@scc.ks.gov

Media

Name	Media Type	Phone Number	Fax Number	E-mail
Salina Journal	Newspaper (daily)	785-823-6363	785-827-6363	sjtunruh@saljournal.com
WIBW 580AM	Radio	785-272-3456	785-228-7282	Kelly.lenz@morris.com
K-State Radio Network (formerly KKSU)	Radio	785-532-5871	785-532-5709	radionetwork@ksu.edu
Smoky Hills Public TV	TV	785-483-6990	785-483-4605	
KFDI	Radio	316-838-3771	316-838-4323	dwdillon@kfdi.com
KFRM	Radio	785-632-5661	785-632-5662	duanet@kfrm.com
KSAL	Radio	785-823-1111	785-823-2034	todd.pittenger@salinamediaigroup.com

Others

Position/Organization	Name	Address	Phone Number
Building Owner/Lessor	Sunset Properties	200 S. Santa Fe; Salina, KS 67401	785-452-9254
Janitorial Service	Service Master	522 Reynolds; Salina, KS 67401	785-825-6761
United States Postal Service (USPS) - Delivery	USPS	211 E. Ash; Salina, KS 67401	785-827-3695
United Parcel Service (UPS) - Delivery/Pickup	UPS		1-800-742-5877
Federal Express (FedEx) - Delivery/Pickup	FedEx		1-800-463-3339
Floor Mat Service	Western Uniform	1924 Jumper Rd; Salina, KS 67401	785-825-8766
Vending Service	Two Rivers Vending	2934 Arnold; Salina, KS 67401	785-825-6221

Schedule for Testing and Training

Agency: NRCS

Office: State Office

Requirements	Monthly	Quarterly	Annually	As Needed	Other	Dates Completed
Orientation Training Inform all employees about the Human Pandemic Plan and what is expected during a pandemic.			•	•		
Test Call Notification Procedures Include backups/alternates <i>(Ref: Template 7.4., Stage 0-2, #4)</i>	•					
Test Communications With stakeholders, customers, and suppliers <i>(Ref: Template 7.1., Stage 3, #2)</i>				•		
Table Top Exercises Conduct training to ensure capability of backups and alternates to perform essential functions and services <i>(Ref: Template 7.1., Stage 3, #5)</i>			•	•		
Social Distancing Test telework impact on internal network and telecommunications systems - impact of reduced staff and essential functions <i>(Ref: Template 7.1., Stage 3, #3)</i>			•			
Test Dissemination of Information Test procedures for each location to prepare and disseminate status of facility and mission operations <i>(Ref: Template 7.1., Stage 3, #7)</i>				•		
Monitoring Employee Illness and Absenteeism Test system with periodic reports through supervisory channels <i>(Ref: Template 7.4., Stage 0-2, #2)</i>					Mandatory During Stages 4-6	