BUSINESS CONTINUITY PLAN

WEST LAFAYETTE, INDIANA

December 2012

**□ PLAN TO STAY IN BUSINESS**

**USDA-ARS – Purdue University main campus – all Units**

**275 South Russell Street**

**125 South Russell Street**

**915 West State Street**

**West Lafayette IN 47907**

**Primary Emergency Contact:**

**Donald C. Lay, Jr., Location Coordinator**

**765 496-7750**

**Cell: 765 490-6530**

[**don.lay@ars.usda.gov**](mailto:don.lay@ars.usda.gov)

**Dial 9-1-1 in an Emergency**

**Non-emergency:**

**Purdue Police 765 494-8221**

**Radiological Environmental Management (REM) 765 494-6371**

**If the Purdue University main campus locations are not accessible we will operate from home or:**

**USDA-ARS**

**6301 West 750 N**

**West Lafayette IN 47906**

**Telephone: 765 583-2187**

**Secondary Emergency Contact:**

**Jan Overton, Administrative Officer**

**765 494-9726**

**Cell: 765 543-1719**

[**jan.overton@ars.usda.gov**](mailto:jan.overton@ars.usda.gov)

BCP 2

**□ BE INFORMED**

The following natural and man made disasters could impact our business:

* Tornado
* Blizzard/snow storm
* Severe storm
* Fire
* Pandemic Flu
* Hazardous chemical spills
* Utility disruptions

**□ EMERGENCY PLANNING TEAM**

The following people will participate in emergency planning and crisis management:

* Donald C. Lay, Jr., Research Leader/Location Coordinator
* Chi-hua Huang, Research Leader
* Steven R. Scofield, Research Leader
* Jean Galbraith, SHEM Chair
* Jan Overton, Administrative Officer
* Corey Mann, IT Specialist

**□ WE PLAN TO COORDINATE WITH OTHERS**

The following organizations will participate on our emergency planning team:

* Purdue Emergency Management (i.e., fire/police)
* Tippecanoe County Emergency Management
* Midwest Area Office – Ralph Jesse 309-681-6644
* USDA offices: Forest Service: Charles Michler – 765 496-6016

APHIS: Judy Loven 765 494-6229

**□ OUR CRITICAL OPERATIONS**

The following is a prioritized list of our critical operations, staff and procedures we need to recover from a disaster.

**Operation Staff in Charge Action Plan**

Animal Care Purdue University staff

IT Security Corey Mann, IT Specialist Back-up systems are off site

Administration Jan Overton Notify others by calling tree

Communications Don Lay & Jan Overton Notify by email or calling tree

Refer to our OEP at <http://www.ars.usda.gov/Main/docs.htm?docid=16294>

Emergency information phone: 765 496-3355

BCP 3

**□ SUPPLIERS AND CONTRACTORS**

* **One-Touch Security 765-423-4309**
* **Precision Controls 317-241-3000**
* **Purdue University Physical Facilities & Grounds 765-494-1433**
* **Tipmont REMC 1-800-726-3953**
* **Vectren Gas 1-800-227-1376**

**□ EVACUATION PLAN FOR THE WEST LAFAYETTE IN LOCATION**

* We have developed a plan in collaboration with Purdue University. Please refer to posted building evacuation plans. The Occupant Emergency Plan can be found on our website at <http://www.ars.usda.gov/Main/docs.htm?docid=16294>
* If we must leave work quickly we will use the supervisor calling tree and email and assemble where designated by the posted plans.
* Purdue University will enact their tested warning system.
* Purdue designed Building Deputies will be the Assembly and Shut-down Managers.
* Said Building Deputies will also give the “all clear”.

**□ SHELTER-IN-PLACE PLAN FOR WEST LAFAYETTE, IN LOCATION**

* We have talked with co-workers that the basements of the buildings they are housed are the safest places for sheltering in-place. The Emergency Response Coordinator will determine when sheltering in-place is advisable and to issue the “all clear”.
* We practice shelter procedures once a year.
* The Tippecanoe County Emergency Management siren will sound and is tested on the first Saturday of each month at 11:00 am.
* The National Soil Erosion Research Laboratory (NSERL) Shelter Manager is Scott McAfee and the alternate is Brenda Hofmann. They will coordinate emergency situations in the NSERL and can shut down the facility. Mr. McAfee will issue the all clear.

**□ COMMUNICATIONS FOR WEST LAFAYETTE, IN LOCATION**

* We will communicate our emergency plans with co-workers using email or a calling tree. Please refer to <http://news.uns.purdue.edu/mail.html> as Purdue has an emergency notification system that contacts people by email or text to their cell phones.

BCP 4

**□ CYBER SECURITY**

* To protect our computer hardware, we will turn off all computers before leaving the building, if there is enough time.
* Computer back-ups to the NSERL system are done daily and the tapes are maintained by Purdue University and Corey Mann, IT Specialist off-site. Purdue maintains back ups of their infrastructure at an off-site location.

**□ RECORDS BACK-UP**

* Critical HRD records are controlled by the Beltsville, Maryland Human Resources Division and accounting systems are controlled by the National Finance Center and Beltsville, Maryland Budget Office at several facilities in the United States.

**□ EMPLOYEE EMERGENCY CONTACT INFORMATION**

**Step 1:**

**Step 2:**

**Step 3:**

Dr. Steven R. Scofield

Dr. Chi-hua Huang

CPPC

NSERL

Jan Overton

LBRU

Admin

Dr. Donald C. Lay Jr.

Location Coordinator, Dr. Lay, will discuss possible closing of the location with other location Research Leader's

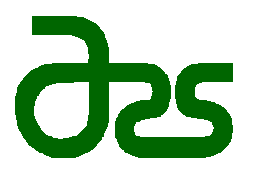
Upon a determination of closing the location, Dr. Lay will then contact employees he directly supervises

Supervisors will then contact each individual they supervise

**□ ANNUAL REVIEW**

We will review and update this business continuity and disaster plan annually by December 31**.**



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**Operations Plan**

**For**

**Employee Health, Safety,**

**And Continuity of Operations**

|  |  |  |  |
| --- | --- | --- | --- |
| **ARS Location:** | **West Lafayette, IN** | **Local Pandemic Coordinator:** | **Janet L. Overton** |
|  |  |  |  |
| **ARS Area Office:** | **Midwest Area** | **Area Pandemic Health Coordinator:** | **Robert L. Matteri** |

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# PURPOSE

The purpose of this plan is to define planning responsibilities and actions required to ensure:

* The health and safety of USDA employees and their families, USDA customers, and contractors within USDA facilities supporting the USDA mission(s) through:
  + Education and timely dissemination of information; and
  + Facility preparation and procedures.
* Capability to continue essential functions in support of the critical mission(s).

# SITUATION

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. Because of the global nature of this threat, USDA planners are helping to get the USDA workplace more resilient to any potential outbreak of influenza that might occur in the United States.

While we continue to monitor the flu strains that developed in the mid-2000s, and which may still pose a threat. Because it is a new strain, for which people have no immunity, it has spread rapidly and remains highly contagious. The WHO declared a global pandemic in the summer of 2009 and the virus has continued to spread, causing significant outbreaks in many countries, including the United States. A 2009-H1N1 pandemic vaccine will afford the most durable protection against the influenza virus. Until such time as a vaccine is available for a voluntary vaccination program, as appropriate, the American people need to be prepared for and able to implement various approaches to slow the spread of disease and minimize social disruption.

One characteristic of influenza viruses is that they constantly mutate. Current evidence appears to indicate that the novel 2009 H1N1 influenza virus has the same degree of lethality as the seasonal flu. The World Health Organization and the Department of Health and Human Services’ Center for Disease Control and Prevention are closely monitoring the flu for any indications of changes. Until a 2009-H1N1 vaccine is available, the seasonal flu vaccination will provide protection from other currently circulating strains.

USDA has the responsibility to prepare the USDA workplace(s) to protect the health and safety of the workforce and carry out essential functions and services during an outbreak/pandemic of influenza that might occur in the United States. This operation plan is applicable to any influenza pandemic.

# PLANNING ASSUMPTIONS

* Susceptibility to the pandemic influenza virus will be universal.
* 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.
* 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).
* The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately 2 days.
* Persons who become ill may shed virus and can transmit infection for up to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission. USDA will follow Health and Human Services guidance on medical issues and amend its actions as necessary based on new guidance.
* Multiple waves (periods during which community outbreaks occur across the country) of illness could occur with each wave lasting 2-3 months. Historically, the largest waves have occurred in the fall and winter, but the seasonality of a pandemic cannot be predicted with certainty.
* In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40% during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
* The clinical disease attack rate will likely be 30% or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
* Illness among the public and absenteeism in the private sector workforce may impact essential functions and services needed by USDA customers, the ability of USDA contractors to deliver goods and services, USDA’s ability to procure needed supplies, and distribution systems. We do not believe the impact will be as severe as in the Avian Flu scenario. Community mitigation guidance for school closures has not been finalized by CDC yet. This could have a significant impact on absenteeism from primary caregivers staying home with both sick and well children.

# CONCEPT OF OPERATIONS

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 critical USDA mission(s) 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 critical/essential functions includes support to the *National Response Plan* (NRP), as needed*.*

Seven stages of a human pandemic at the Location have been defined (See Annex A). The stages represent events which pose an increasing risk of a pandemic at the Location, through a 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.

The Local Coordinator will determine the stage for the Federal facility at each Location based on local conditions and in coordination with Location senior management, local health departments or other local public officials. Special human resources authorities have been 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.

# ORGANIZATION AND RESPONSIBILITIES

## Area Pandemic Health Coordinator

The Deputy Area Director is designated as the Area Pandemic Health Coordinator. The Area Pandemic Health Coordinator will coordinate preparedness, response and recovery—including scheduled situation reports (SITREPS), according to pandemic stage—for local USDA facilities in their area.

## Local Pandemic Coordinator

Coordinates preparedness, response, and recovery for USDA facilities; uses planning guidance provided to develop local plans to be used in conjunction with the local Occupant Emergency Plans; coordinates with stakeholders and local governments; exercises delegated authorities to protect employee safety and health and ensure continuity of essential functions and services.

## Employees and Families

Stay informed and be prepared. Employees should take common sense steps to stop the spread of a flu virus. Employees and their family members with computers should immediately bookmark - both on their work and home computers - [www.flu.gov](http://www.flu.gov) for up-to-date information on the disease, how to prevent its spread, and how to treat it; and [www.usda.gov/da/beprepared/](http://www.usda.gov/da/beprepared/) for USDA updates and information. These two Websites will be key conduits for information before, during, and after a pandemic.

## Direction and Control

Direction and Control of the Location during a human pandemic will be accomplished through normal supervisory channels. Designated alternates for key direction and control positions at least three deep are located in Section 7.2 Succession and Delegation Planning worksheet.

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

* Normal mission area and agency supervisory protocols;
* Access to web sites including:

[www.pandemicflu.gov](http://www.pandemicflu.gov)

[www.usda.gov/da/beprepared/](http://www.usda.gov/da/beprepared/); and

* Employee meetings, such as 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 methods; see 7.5 Communications worksheet.

# ADDITIONAL INFORMATION

<http://www.flu.gov/>

One-stop access to U.S. Government avian and pandemic flu information, from the Department of Health and Human Services. Contains important health and safety information concerning pandemic influenza, with material targeted for specific groups such as families, travelers, workers, communities, and health professionals.

<http://www.cdc.gov/flu/avian/>

Latest information on the facts about previous flu pandemics, and key facts about bird flu and the avian influenza A (H5N1) virus from the Centers for Disease Control.

<http://www.usda.gov/da/beprepared/pandemicflu.htm>

Latest USDA Pandemic Guidance.

<http://www.ready.gov/america/index.html>

Advice for planning a family contact plan; how you will get back together; and what you will do in different situations from the Department of Homeland Security.

Additional information is available from the Centers for Disease Control and Prevention (CDC) Hotline: 1-800-CDC-INFO (1-800-232-4636). This line is available in English and Spanish, 24 hours a day, 7 days a week. TTY: 1-888-232-6348. Questions can be e-mailed to [cdcinfo@cdc.gov](mailto:cdcinfo@cdc.gov).

# Location Plans

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage 0-2** | **Stage 3** | **Stage 4** | **Stage 5** | **Stage 6** |
| Essential Functions West Lafayette, IN Location:  What is considered essential will depend on the stage of a potential crisis. Our goal is to provide continuity of our research program to the extent possible in each stage with employee safety considered first.  Essential functions priority:  Continuity of business, including lab and field experiments, and office functions. This will include communications and possible telework options.  Facilities security.  Facilities and boiler maintenance, particularly in cold seasons, when extensive damage could occur in case of boiler failure.  Personnel have been assigned in Sec. 7.2 , Succession and Delegation Planning Worksheet  Maintenance of the freezers and incubator at LBRU FABL North  Maintenance of animal care for experiments  Access to documents and data on computers | The West Lafayette, IN Location 3 deep authority is specified as:  Research Leader, and two backup SY’s (Acting Research Leaders in case of the RL’s absence.)  Communications and IT group specified in 7.2 will be responsible to meet communications and telework needs. Systems will need to be developed and tested before emergency occurs. Laptops need to be programmed.  Some direction will be needed from the area and the agency.  Office staff group listed in 7.2 will be responsible for vital records.  Cross training has been identified as a need for all essential functions. | The Pandemic Planning Coordination Team is led by our Administrative Officer, Jan Overton and composed of SHEM Committee Members.  West Lafayette, IN location will work with Area Office for some essential functions such as purchasing and office staff functions.  Local Pandemic Coordinator 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.  Commence daily reports on the status of the facility and personnel including a situational summary of local community and government status.  Maintain daily contact with other geographical sites that can back up your essential functions and services.  Project animals housed in FABL South will be sent back to their pens at Purdue University farm or maintained at FABL if feasible. | The Pandemic Planning Coordination Team will implement communication systems including phone extension with message updates, local radio station announcement (WBAA 101.3) and status and information posted to a web site for employees with internet access.  Daily situation report (SITREP) will be issued on mission capable status of USDA facilities and the ability to perform essential functions and services.  Track employee attendance daily and report to supervisor.  Activate delegations and orders of succession.  RL will monitor telework and report daily impact on internal network and telecommunications system to Telrep. Update procedures as necessary.  Maintain daily contact with other geographical sites.  Collaborate with State, local, and university entities to track the status of the human pandemic and to be apprised of any modifications to their NRP mission-related capabilities and plans.  Keep key leadership apprised of any impediments to being able to perform the NRP support mission.  Execute response to the NRP, if and when directed, and provide daily situation reports on assignments and capabilities.  Disseminate information to employees about local human pandemic preparedness and response plans and procedures – including deviations as necessary from normal operating procedures.  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.  Maintain a list of lessons learned for evaluation in Stage 6. | Location coordinator will work with LPC and SHEM committee to inform employees.  Local Pandemic Coordinator should lead the implementation of business recovery/resumption plans, and related situation reports.  Replace personnel as needed and conduct training as required.  Continue monitoring employee absenteeism and test communications.  Assess impact on essential program and facility functions and services and adjust plans as needed.  Update delegations and orders of succession as needed.  RL will monitor telework impact on internal network and communications system, and provide Telerep with feedback. Continue updating as necessary. |

**7.2 Succession and Delegation Planning**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Essential Function** | **Responsibility** | **Description** | **Primary** | **Backup** | **Backup #2** | **Equipment Needed** |
| Administrative Officer | Coordinator | Decisions/Delegation | Jan Overton | Donald C. Lay, Jr | Chi-hua Huang | Email/computers/phones |
| Facilities | Facilities Operations | Maintaining facility temperatures in prolonged emergency | Scott McAfee  Gary Nowling | Gary Nowling  Scott McAfee  Sue Cambron | Chi-hua Huang  Don Lay  Steve Scofield | Existing on-site equipment, cross-training back-ups |
| Security | Building Security | Keep facility secure in prolonged emergency | Purdue University  Police Department  Rita Lockridge  Scott McAfee | Purdue University Police Department  Gary Nowling  Brenda Hofmann | Purdue University  Police Department  Don Lay  Chi-hua Huang | Existing on-site equipment, cross-training back-ups |
| Communications/IT/  Telerep | Phones and computer systems | Keep systems running and ensure opportunity for employees to telecommute for continuity of research/business in later stages | Corey Mann | Jim Frankenberger | Dennis Flanagan | Existing on-site equipment, cross-training back-ups |
| Personnel Records/T&A’s | Personnel functions and payroll | Continuity of business functions | Becky Atkinson-Haley  Nancy Sanders  Paul Griner | Jan Overton | Dawn Ramey | Existing on-site equipment, cross-training back-ups |
| Office Support | Support research staff | Continuity of research | Becky Atkinson-Haley  Nancy Sanders  Paul Griner | Dawn Ramey  Danielle Cooley | Jan Overton | Existing on-site equipment, cross-training back-ups |
| Purchasing | Procurement | Continuity of research/business/facility functions | Danielle Cooley | Jan Overton | EBSC personnel | Existing on-site equipment, cross-training back-ups |
| Radiological approval requests | Approval | Provides chemical analysis for research program, maintenance and upkeep of equipment | Steve Scofield | Jean Galbraith | Amanda Brandt | Existing on-site equipment, cross-training back-ups |
| Greenhouse | Greenhouse operations | Maintain research projects and building maintenance | Sue Cambron | Dick Smith | Brandi Schemerhorn | Existing on-site equipment, cross-training back-ups |
| Growth Chambers | Growth Chambers operations | Maintain research projects and building maintenance | Sue Cambron | Dick Smith | Rich Shukle | Existing on-site equipment, cross-training back-ups |
| Freezer/Incubators | LBRU personnel | Maintain research projects and equipment maintenance | Gary Nowling | Rita Lockridge | Emily Vargo | Existing on-site equipment, cross-training back-ups |
| Animal Care | Support research staff | Maintain research projects and equipment maintenance | Gary Nowling | Rita Lockridge | Don Lay | Existing on-site equipment, cross-training back-ups |
| Freezer/Refrigeration at NSERL | NSERL Personnel | Maintain research projects and equipment maintenance | Katelin Fisher | Scott McAfee | Brenda Hofmann | Existing on-site equipment, cross-training back-up |
| Freezer/Refrigeration at Auburn | NSERL Personnel/Cooperators | Maintain research projects and equipment maintenance | Kyle Holden | Bob Bowman | Stan Livingston | Existing on-site equipment, cross-training back-ups |
| Control Temperature Room at NSERL | NSERL Personnel | Maintain research projects and equipment maintenance | Janae Bos | Javier Gonzalez | Scott McAfee | Existing on-site equipment, cross-training back-ups |
| NSERL Gas Chromatograph/Mass Spec. General Shutdown | NSERL Personnel | Maintain research projects and equipment maintenance | Dennis Bucholtz | Janae Bos | Rhonda Graef | Existing on-site equipment, cross-training back-ups |
| NSERL Greenhouse Projects | NSERL Personnel/ | Maintain research projects and equipment maintenance | Brenda Hofmann | Chi-hua Huang | Katelin Fisher | Existing on-site equipment, cross-training back-ups |
| Crops Freezers/Refrigeration in Whistler Hall | Crops Personnel | Maintain research projects to equipment maintenance | Jill Nemacheck | Alisha Johnson | Andrea Hargarten | Existing on-site equipment, cross-training back-ups |
| Crops Freezers/Refridgerators in Lilly Hall | Crops Personnel | Maintain research projects and equipment maintenance | Jean Galbraith | Mandy Brandt | Steve Scofield | Existing on-site equipment, cross-training back-ups |
| Greenhouse Operations | Crops Personnel | Maintain research projects and building maintenance | Jean Galbraith | Mandy Brandt | Steve Scofield | Existing on-site equipment, cross-training back-ups |

* 1. **Facilities – Worksheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage 0-2** | **Stage 3** | **Stage 4** | **Stage 5** | **Stage 6** |
| The Pandemic Planning Coordination Team is led by our Administrative Officer, Jan Overton and composed of SHEM Committee Members and Research Leaders.  TEAM MEMBERS/CONTACTS:  Chairperson of the SHEM Committee, Amber Crumley  We will work with the local Emergency Management, Public Health and Law Enforcement agencies and Purdue University.  The Local Pandemic Coordinator (LPC) Emergency Management contact is Cal Mather, MWA  Public Health contact:  <http://www.state.in.us/isdh/17855.htm>  <http://www.purdue.edu>  Law Enforcement contact: University Police: 494-8221; or (911) in emergency.  The SHEM Committee is the Occupant Emergency Program representatives and Safety Occupational Staff.  The Research Leader is responsible for property management.  Janitorial Service: Wabash Valley and Purdue University.  Office Staff: Becky Atkinson-Haley, Nancy Sanders, Paul Griner.  Facilities operating plan is addressed in the 7.2 Succession and Delegation Planning section.  SHEM Committee will post information throughout the building, e-mail, and on location in-house web page. | Purchasing Agent will work with janitorial services contractor to schedule or postpone cleaning services as needed.  Research Leaders will work with the SHEM Committee to:  Provide biweekly, or more frequent if requested, Facility Status reports to Local Pandemic Coordinator, for mission critical facilities, and include status of:   * 1. Operational status (systems and structure)   2. Facility staffing status (e.g., staffing level and health issues)   3. Suppliers (adequate, insufficient, problems)   4. Emergency problems.   5. Public infrastructure status (e.g., utilities, phones, etc.)   6. Local public/support services (problems)   Use of technology transfer (Conference Rooms) for meetings/seminars, etc. will be eliminated in this phase. | Research Leader will:  Correspond with staff daily and LPC.  Issue letters to employees/ occupants advising them of safety measures, such as social distancing, for the workplace.  Maxi-flex work schedule will be used to minimize employee contact.  Close assembly and common areas to minimize contacts among employees/visitors.  If practical, set up hand wash/ sanitizing stations at all entrances to the facility and food service areas.  Close the lunch room.  Other possible measures could include masks, gloves, and other PPE. | Research Leader will:  Work with Communications/IT group to provide support for employees working from home or teleworking.  See Communications/IT contacts on 7.2 Succession and Delegation Planning worksheet. | Research Leader makes decision to re-open NSERL/FABL lab.  Assess the impact of the human pandemic on continued facility operations. Take remedial actions as required.  In the absence of higher level guidance, the Location Coordinator is authorized to initiate reasonable and prudent responses necessary to resume/continue operations at his facility.  Report on status to Local Pandemic Coordinator. |

**7.4 Human Capital [for program and facility managers] - Worksheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage 0-2** | **Stage 3** | **Stage 4** | **Stage 5** | **Stage 6** |
| **Stage 0-2**  Local Pandemic Coordinator will direct The Pandemic Planning Coordination Team to:  Become familiar with the many human capital resources and flexibilities that exist to assist managers and employees in an emergency including, but not limited to, government websites and employee informational meetings.  A system utilizing computer access and possibly a dedicated phone extension, along with normal lines of communication will be used to monitor employee illness and absenteeism during stages 4 through 6. The system will be tested 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.  Critical personnel and back-ups are designated in 7.2. Maintain up-to-date notification roster with the names/phone numbers (office, home, cell, Blackberry, pager, etc) of personnel and their alternatives. The Pandemic Planning Coordination Team will conduct an emergency preparedness drill.  Maintain up-to-date notification roster of 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.  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. | **Stage 3**  Local Pandemic Coordinator will direct The Pandemic Planning Coordination Team to:  Review plans and commence intensive information campaign with employees.  Contact potential hire/re-hire candidate pool and ascertain availability and willingness.  Complete arrangements and/or procurements to enable extended telework capability.  Test the call notifications procedures at least monthly and include backups and alternates. | **Stage 4**  Local Pandemic Coordinator will direct The Pandemic Planning Coordination Team to:  Increase personnel awareness campaign efforts.  Issue guidance to all employees on the use of administrative leave. | 1. **Stage 5**   Local Pandemic Coordinator will direct The Pandemic Planning Coordination Team to:  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.  Follow dismissal or closure procedures as recommended by local health authorities or as announced by the agency, Department of Agriculture, Office of Personnel Management or Purdue Univeristy.  Be prepared to take prudent actions to carry out essential functions and services, should unexpected circumstances occur during the course of responding to the pandemic. | **Stage 6**  Local Pandemic Coordinator will direct The Pandemic Planning Coordination Team to:  Develop and maintain list of lessons learned of actions taken in this and previous stages for evaluation when discussing preparations for the next wave.  Commence hiring actions to backfill personnel lost in a human pandemic. |

**7.5 Communications [for program and facility managers] - Worksheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage 0-2** | **Stage 3** | **Stage 4** | **Stage 5** | **Stage 6** |
| The Pandemic Planning Coordination Team is led by our Administrative Officer, Jan Overton, SHEM Committee Members, and RLs.  TEAM MEMBERS/CONTACTS:  Chairperson of the SHEM Committee  We will work with the local Emergency Management, Purdue, and Public Health and Law Enforcement agencies.  The Local Pandemic Coordinator (LPC) Emergency Management contact: Diane Strub, MWA DAD.  Public Health: Tippecanoe County Health Dept. Emergency Preparedness Dept: 765-420-8488  Law Enforcement contact: University Police: 494-8221; (911) in emergency  The SHEM Committee are the Occupant Emergency Program representatives and Safety Occupational Staff.  Janitorial Service: Building Deputy Andy Goodwin, 494-7109 cell: 426-8282 Purdue Fac.: 494-4702  Office Staff: Becky Atkinson-Haley, Nancy Sanders, Vacant Prog Asst.  SHEM Committee will post information throughout the building, e-mail, voicemail and on location in-house web page.  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.  Develop platforms (e.g., dedicated phone extension, e-mail) for communicating human pandemic status and actions to employees, vendors, suppliers, and customers inside and outside the worksite in a consistent and timely way.  Designate WBAA 101.3 FM radio stations as public notification media.  Work with LPC 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.  Provide a form and encourage employees to prepare Family Communications Plans. Include: 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. Contact information for doctors and pharmacists and medical insurance information. | The Pandemic Planning Team will:  Increase frequency of information sharing.  Conduct weekly pandemic updates with employees. | The Pandemic Planning Team will:  Evaluate impact of telework on IT systems and take remedial action as required. Reflect in telecommunications report, as in section 7.1.  Increase frequency of communication with employees to keep them informed. | The Pandemic Planning Team will:  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.  Prohibit meetings of people in close proximity. Use teleconference calls or video conferences with major department heads and Agency Leadership to discuss communications plans.  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.  Use cell phone text messaging and internet instant messaging to either conduct meetings or disseminate information to employees and Senior staff. | The Pandemic Planning Team will:  Continue employee awareness campaign.  Assess ability to support social distancing plan for the next wave. Provide input to revisions to the plan as required. |

**7.6 Employees - Worksheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage 0-2** | **Stage 3** | **Stage 4** | **Stage 5** | **Stage 6** |
| 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.  Employees will receive information notification via lab e-mail information regarding the pre-pandemic as it is received from Area or Headquarters offices.    Every employee is responsible for reading our local pandemic plan specific to the West Lafayette, IN location.  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.  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:   * 1. [www.pandemicflu.gov](http://www.pandemicflu.gov)   2. [www.usda.gov/oo/beprepared](http://www.usda.gov/oo/beprepared)   3. <http://www.purdue.edu/emergency_preparedness/>   A dedicated phone extension will be available for employees to call for leaving messages and also receiving messages regarding the pandemic.  In the event that an employee is unable to communicate through the supervisory chain, headquarters has established several alternate means.   * 1. 24X7 Operations Center – TEL: 1-202-720-5711   2. [human.pandemic@usda.gov](mailto:human.pandemic@usda.gov)   3. [preparedness@usda.gov](mailto:preparedness@usda.gov) | Increase preparedness measures at home in accordance with HHS and USDA guidance.  Employees will be advised of any information on home preparedness as it is available. | Continue personal and family preparedness measures.  Keep supervisors informed of any changes in contact information or displacement of key family members.  Use dedicated phone extension for leaving/receiving messages regarding the pandemic.  Measures will be taken to ensure messages are checked at least on a daily basis.  Monitor lab status through normal lines of communication (e. g., radio announcements). | 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 (if impacts ability to work). | Take action as required to replenish supplies used during the first wave.  Continue to monitor web sites and public health announcements for changes to guidance on personal and family preparedness.  A dedicated phone extension will be available for employees to call for leaving messages and also receiving messages regarding the pandemic. |

# Annex A – ARS Location Response Stages for a Pandemic Influenza Outbreak

Stage 0: Pre-Planning Stage – This is a period of quiescence where the prevalent strains of influenza are considered seasonal. No special efforts to prepare for a pandemic are necessary outside of typical business continuity plan or continuity of operations plan actions.

Stage 1: Planning Stage – This stage will be activated at the Location when a novel strain of influenza (i.e., one that is not considered a seasonal strain) has been identified in the United States. Activities in this stage are limited to monitoring information on the influenza strain through web sites and national media reports.

Stage 2: US Outbreak Stage – This stage will be activated when there is an outbreak of a novel influenza virus with human to human transmission in numerous states, including the state where the Location is.

Stage 3: Local Outbreak Stage – This stage will be activated when an outbreak of a novel influenza virus in the city where the Location is has been announced by State or Local officials.

Stage 4: Location Impact Stage – This stage will be activated when a confirmed or suspected case of a novel influenza virus occurs in a Location employee. Because a diagnosis might not be confirmed for a variety of reasons, it is acceptable to consider a suspected case an actual case in implementing this stage.

Stage 5: Location Outbreak Stage – This stage will be activated when 25% of employees of the Location are affected by confirmed or suspected novel influenza infections and are absent from work for two or more days in a work week.

Stage 6: Recovery Stage – This stage will be activated when the Location outbreak subsides and less than 10% of employees remain absent from work owing to confirmed or suspected infection with a novel influenza virus. Review of the plan and preparation for subsequent waves will commence.

Note: These stages are meant to be flexible so that they can be adapted to the situation at hand. The Location has the responsibility to determine what stage is currently active and is under no obligation to follow the stages sequentially.

# Annex B – Social Distancing Plan

**INTRODUCTION**

Because a pandemic is expected to manifest in defined Stages, social distancing measures will also be implemented as applicable during the various Stages.

**STAGE 0-3 (Stage 0 – Pre-Planning Stage); (Stage 1 – Planning Stage); (Stage 2 – US Outbreak Stage); (Stage 3 – Local Outbreak Stage)**

* Planning stage.
* Administrative Officer (AO)/Research Leaders (RL’s)/Location Coordinator (LC)/Information Technology (IT) contacts shall evaluate capabilities for teleworking.
* Alternate work sites offering more isolation shall be identified by supervisors.
* Supervisors should evaluate shift working possibilities.
* Procurement procedures for supplies needed for personnel protection shall be identified by the AO, Jan Overton and Safety, Health, Environment Management (SHEM) Committee. Necessary supplies include:

1. Aerosol disinfectant, virucidal (at least 1 can per employee)
2. N-95 respirators (particulate surgical masks, substantial quantities)
3. Disposable gloves
4. Alcohol-based towelettes

* SHEM Committee shall develop for distribution informatory documents regarding hand hygiene, respiratory droplet control, cough control, use of masks and gloves, and other information to inform personnel about precautions and procedures.

**STAGE 4 – Location Impact Stage**

* The AO along with the SHEM Committee shall distribute supplies to all employees.

1. Gloves

Gloves made of latex, vinyl, nitrile, or other synthetic materials are appropriate for this purpose; if possible, latex-free gloves should be available for workers who have latex allergy.

Gloves should fit comfortably on the wearer’s hands.

Remove and dispose of gloves after use; do not wash gloves for subsequent reuse.

Perform hand hygiene after glove removal.

If gloves are in short supply (i.e., the demand during a pandemic could exceed the supply), priorities for glove use might need to be established. In this circumstance, reserve gloves for situations where there is a likelihood of environmental contact with possibly contaminated surfaces.

2. Masks (N-95 respirator)

Change masks when they become moist.

Do not leave masks dangling around the neck.

Upon touching or discarding a used mask, perform hand hygiene.

1. Alcohol-based towels and hand hygiene.

Hand hygiene has frequently been cited as the single most important practice to reduce the transmission of infectious agents. The term “hand hygiene” includes both handwashing with either plain or antimicrobial soap and water and use of alcohol-based products (gels, rinses, foams) containing an emollient that does not require the use of water.

If hands are visibly soiled or contaminated with respiratory secretions, wash hands with soap (either non-antimicrobial or antimicrobial) and water.

In the absence of visible soiling of hands, approved alcohol-based products for hand disinfection are preferred over antimicrobial or plain soap and water because of their superior microbiocidal activity, reduced drying of the skin, and convenience.

Always perform hand hygiene after removing gloves.

Ensure that resources are available at all handwashing sinks (i.e., plain or antimicrobial soap, disposable paper towels, alcohol-based towellettes, etc.)

4. Virucidal disinfectant spray.

Follow manufacturer’s instructions and routinely disinfect regularly- touched surfaces, handles, keyboards, telephones, etc.

* Implement or phase in teleworking as this pandemic Stage develops.
* Phase in alternate worksite implementation as this pandemic Stage develops.
* At some point in this Stage, the Research Leaders shall order and ensure all conference rooms, break rooms, assembly rooms, etc. are closed to any group occupancy.
* Re-order supplies or maintain at fully stocked levels.

**STAGE 5 – Location Outbreak Stage.**

* Screen all personnel for influenza-like symptoms before they come on duty. If personnel exhibit influenza-like symptoms, they should be encouraged to take sick leave before they come to work. Symptomatic personnel at work should be encouraged to go home on sick or annual leave until they are physically ready to return to duty, or to telework, if possible. If they chose to remain at the worksite, they can be assigned duties that limit their contact (socially distanced) with other workers.
* Personnel with infected household members should possibly work a later shift when only like employees (those with infected household members) are working at the facility.
* Telework phase for essential personnel should be implemented.

**STAGE 6 – Recovery Stage.**

* AO, RLs and supervisors shall develop and maintain lists of lessons learned of actions taken in this and previous stages for evaluation in discussing preparations for the next wave.
* The AO and RLs shall evaluate the successes of teleworking and other social distancing methods and upgrade communications if necessary and if possible.
* Any lessons learned shall be communicated to the employees by the Administrative Officer along with the Safety Committee.

# Annex C – Personnel Tracking

* Managers and supervisors should account for their employees before and throughout a pandemic.
* Gather as much contact information for your employees as possible (e.g. office, home, cell, pager, email, etc.). Be sure your next higher level of management also has this information.
* Notify employees to keep contact information (supervisor’s work and home phone numbers) in a prominent place where family members can find it in order to report employee illness.
* Supervisors should initiate a follow up for any unscheduled employee absence.
* Supervisors should follow up with sick employees at least weekly to ensure they are receiving proper medical care.
* If supervisors become ill, employee tracking becomes the responsibility of the next higher level of management.
* Location managers should maintain a running count of employees who are at home either caring for family members or who are ill themselves. This information should be passed to higher organizational levels at least weekly or as requested.

# Annex D – Facility Operations Plan

WEST LAFAYETTE, IN

FACILITY OPERATIONS PLAN

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The West Lafayette Facility Operations Plan is designed to fit as Annex C to the ARS Operations Plan. To facilitate these two plans in complimenting and supporting each other, the West Lafayette Plan adheres to the planning templates 7.1 through 7.6 of the ARS plan.

In the West Lafayette Facility Operations Plan, each stage of a pandemic is thoroughly addressed through each of the templates before advancing to the next stage/template of the pandemic.

**STAGE 0-2 - (Stage 0 is Pre-Planning Stage) (Stage 1 is Planning Stage) (Stage 2 is US Outbreak Stage).**

**7.1 Essential Functions/Services**

1. Functions: The goal of pandemic planning and operations is to fulfill the mission of the West Lafayette Location to the fullest extent possible. The major functions include maintaining mission continuity for three Research Units and the Administrative Office.

Unit as listed below:

* Crop Production and Pest Control Research Unit
* National Soil Erosion Research Laboratory
* Livestock Behavior Research Unit
* Location Support

Within each of these Units, the Research Leaders and Administrative Officer are responsible for prioritizing essential day to day operations. Because of the dynamics of animal studies, planting, harvest, phases of lab experiments, etc., the prioritizing process necessitates flexibility and latitude. The RLs can make general designation of essential functions during the planning stage; however specific designation of essential functions is impractical until more advanced stages of the pandemic. The most significant consequence of a pandemic is absenteeism which may fluctuate from insignificant to severe. Thus, RL designation of essential functions may result in an approach ranging from business as usual to short-term hibernation. Even with the possible dynamism of Essential Functions, the following will be of concern during most of the Phases of a Pandemic:

1. Tracking of personnel; management decisions on allocation of human resources, time and attendance; making purchases; hiring temporary personnel; maintaining budget; monitoring expenditures.
2. Maintenance of Greenhouse and Field facilities.
3. Maintaining Laboratory safety and security including preservation and security of radiological chemicals, microbial cultures, hazardous chemicals and wastes.
4. Maintaining function of analytical equipment and laboratory experimentation.
5. Protection of unit’s intellectual property, sharing of data among CRIS scientists and following up on publication and technical transfer of intellectual property.
6. Maintenance of animals

i) Support for the National Recovery Plan is non-applicable at this time.

2) Assignment of personnel

a. Based on worst case scenarios from computer modeling, RLs shall

determine the minimum number of personnel necessary to

maintain business as usual for a three-week period of 40% absenteeism.

More severe circumstances of absenteeism shall be considered, but

practically speaking, if the pandemic is severe enough, a critical breaking

point may be reached where the operations plan is of little use.

b. RLs shall identify personnel who may be more willing and able to perform

during a pandemic.

c. The Research Leaders/AO shall identify procedures for emergency

hiring.

3) Contact Information: RLs/AO have contact information in electronic format

and the Location Support Staff has contact information in a hard copy

document. Contact information is updated periodically.

4) Social Distancing Plan

As conditions dictate, RLs shall designate appropriate personnel to

telework. Also, evaluations shall be made and options engaged regarding

conferences, teleconferences and other social distancing procedures. The

Social Distancing Plan is included as Annex B.

5) Vital Records

Previously implemented procedures should provide adequate management of

vital records during a pandemic. The RLs have identified records necessary

for business continuity during various contingencies including periods of

absenteeism. The AO has developed procedures for Location Support Staff

personnel to coordinate recordkeeping, T&As, and other activities.

* 1. **Order of Succession.**

West Lafayette will rely on the established order of succession. Supervisors, Research Leaders, Administrative Officer and other Management Unit Heads shall designate ‘acting’ personnel as necessary. Whenever possible, supervisors should ensure subordinates are trained to assume supervisory duties. However in many cases, the research within a CRIS project will need to be prioritized and directed by a scientist instead of a subordinate. A reasonable assumption is that the period of onset of the flu will allow an infected scientist time to communicate via telephone, email, etc. to subordinates, RLs, and co-scientists of the prioritization activities necessary to ensure research continuity within his or her CRIS project. (See Stage 4: 7.1, number 5) Sharing of supervisors among different Research Units is an option.

**7.3 Facilities**

1. The location shall form a coordination team consisting of the

Location’s RLs, SHEM Committee, maintenance contractor personnel,

Purdue University, Location Support Staff, IT and others. The committee

shall provide various input into the development of the West Lafayette

Operations Plan.

1. The AO shall post and update information regarding precautions and

procedures that will help maintain a healthy workplace during a

pandemic.

1. A training and testing procedure shall be developed to insure operability

of this plan.

**7.4 Human Capital**

1. The RL/AO shall evaluate existing monitoring and reporting systems regarding absenteeism and employee illness. Supervisors shall monitor employee absences and provide a free flow of information to superiors. During Stage 4 thru 6 of a pandemic, every illness and/or absence shall be reported to the AO. During Stage 4 through 6, the reporting of any illness of an employee’s household members is highly recommended.
2. Contact information for all employees is maintained by the AO and in hard copy at the Area Office.
3. AO shall designate and ensure training for backup T&A personnel and

ensure that both primary and backup personnel have the capability to

process T&As from an alternate work location.

* 1. **Communications**

1. The AO/RL shall ensure that adequate communication procedures are in place so that personnel are updated regularly on the status of the pandemic in the West Lafayette area. The AO and SHEM Committee shall establish and maintain a communicative relationship with the Indiana State Health Department and Purdue University. It is expected that the State will establish information sources and hotlines. The AO shall periodically gather updated information and provide it to the location and disseminate regular reports via email. The AO and SHEM Committee shall be the primary points of contact for official status of pandemic. Information may be made available on the West Lafayette call-back number (765 496-3355 ), and also may be available on the West Lafayette Location Emergency website at <http://www.ars.usda.gov/main/site_main.htm?modecode=36-02-00-00>.
2. The AO and SHEM Committee shall ensure the ARS Operations Plan for Employee Health and Safety and Continuity of Operations in a Human Pandemic, the West Lafayette Facilities Operations Plan (Annex C), and the West Lafayette Social Distancing Plan (Annex B) shall be made available to all employees.
   1. **Employees**

Employees have the primary responsibility for their own health and safety.

Employees should become educated about the flu and begin personal

preparedness during the pre-pandemic timeframe.

**STAGE 3 - Local Outbreak.**

* 1. **Essential Functions**

1. Functions: RLs/AO shall evaluate the rate of spread of the pandemic and will be able to develop specifics as to essential functions. Depending on the time of the year, research operations may vary from planting to harvest. Based on overseas rates of spread, RLs should anticipate the pandemic spread and identify essential functions and manpower requirements.
2. RLs/AO and supervisors shall test different systems, including employee accountability and contact information systems; communications systems; etc.
3. If training has not been completed for backup personnel regarding acting supervisor training, T&A backup training and other continuity assurance- related training, then supervisors and RLs shall ensure the training is completed at this stage.
   1. **Order of Succession**

RLs and supervisors shall evaluate order of succession for personnel

changes or other developments since the last evaluation of succession

procedures.

**7.3 Facilities**

1. The AO/RL shall work through maintenance, janitorial, and procurement personnel to insure various facility supplies are maintained at full capacity. Throughout this stage and the following stages of a pandemic, personnel shall work to maintain supplies at full stocked capacity. As conditions become apparent or are anticipated, certain and specific supplies may be stockpiled at levels above the level of normal fully stocked.
2. RLs shall review possibilities for alternate work schedules for their personnel. Different scenarios shall be considered. Possibilities include a work schedule where employees with ill persons in their households shall be assigned to work different hours than those employees without ill household members.
3. From this stage forward, the location shall report any pertinent development regarding facility operations affected by the pandemic. Periodic status reports should be provided to the Local Pandemic Coordinator (Jan Overton). At this phase, “periodic” could range from bi-quarterly to bi-monthly.
4. Depending on the rate of spread of the disease, supplies and personal protective equipment could be ordered at this time. Consideration should be given to increased demand. If accelerated spread is anticipated, supplies may be exhausted quickly.
5. RLs and Management Unit heads shall update employee contact information and provide any updates to the AO.

**7.4 Human Capital**

1. Location ensures that the AO, Jan Overton, along with SHEM committee, engages an intensive information campaign for employees.
2. AO and RLs shall evaluate procedures for hire/re-hire from potential candidate pools. This evaluation should result in the development of a process for hiring short term workers. If a viable candidate pool exists, the process shall be advanced to the pre-implementation phase of the process.
3. Location ensures arrangements and/or procurements have been made for telework capabilities for previously identified employees.
   1. **Communications**
4. In combination with an intensive information campaign, the AO, SHEM Committee and others shall evaluate the communications systems to ensure a copious and unimpeded flow of communication and information.
   1. **Employees**
5. Be aware of information offered to citizenry by the State, County, and through public service websites.

**STAGE 4 – Location Impact Stage.**

* 1. **Essential Functions**

1. The AO and RLs should review the Social Distancing Plan and ensure capability to move into shift work. At some time during Stage 4, teleworking should commence.
2. The AO shall provide updates to the DAD as warranted. Daily status reports should be implemented in the latter phase of Stage 4.
3. Ensure open lines of communication with other geographical sites that may assist with essential functions.
4. Units shall purchase necessary personal protective equipment and supplies (Social Distancing Plan in Annex B).
5. Research Leaders shall meet with scientists within their respective Units to discuss plans regarding CRIS projects within the Unit. RLs shall ensure scientists have identified essential functions to continue current research. In anticipation of significant absenteeism, each scientist shall identify prioritization procedures for their individual CRIS projects.

**7.2 Order of Succession.**

1) RLs and supervisors shall evaluate order of succession for personnel

changes or other developments since the last evaluation of succession

procedures.

**7.3 Facilities**

1. The AO or RLs shall close all conference rooms, common areas, and assembly areas to minimize contacts among employees/visitors. Break rooms shall be closed.
2. The AO or RLs shall ensure social distancing measures are fully implemented and adhered to. (See Appendix B)
3. The AO shall commence daily facility/staff and mission status reports to the DAD, Diane Strub.

**7.4** **Human Capital**

1. The AO, Jan Overton, shall pursue activities to ensure a comprehensive personnel awareness campaign.
2. The AO, Jan Overton, shall issue guidance on the use of administrative leave.
3. RLs and supervisors shall update employee contact information and supply that information to the AO.

**7.5 Communications**

1. The Location IT Staff shall evaluate the telework function and adjust as needed (or as possible) to ensure greater functionality.
2. The Location IT Staff shall provide status reports to the AO regarding communications affected by the pandemic.

**7.6 Employees**

1. Employees shall report to supervisor any flu-type illnesses within their households and shall report any change in contact information.

**STAGE 5 – Location Outbreak Stage.**

* 1. **Essential Functions**

1. RLs shall evaluate their individual mission continuity focus and identify new or changing essential functions. As deficiencies become apparent regarding mission continuity, managers should utilize ingenuity and cross support within the Location to ensure the maximum level of mission continuity.
2. High mortality rates may redefine critical functions. If coming to work presents significant risk of infection to workers, and infection is resulting in high mortality, critical functions will lessen to few or none.
3. Any Contractor work or Contractor activity deemed non-critical for mission continuity shall be suspended. The Contractor work shall remain suspended until which time the RLs or AO determines that the non-critical work may resume.
   1. **Order of Succession**

1) RLs and supervisors shall evaluate order of succession for personnel

changes or other developments since the last evaluation of succession

procedures.

* 1. **Facilities**

1. The RLs or AO shall implement shift schedules if applicable.
2. The RLs or AO shall ensure that interior doors of high use areas such as restrooms are secured open so as to preclude touching doorknobs. Fire doors or fire management doors shall not be altered.
   1. **Human Capital**
3. The Location Coordinator/AO shall ensure that dismissal or closure procedures as recommended by local health authorities, the Agency, or Department are followed.
4. Implement hire/re-hire procedures if necessary to ensure mission continuity.
   1. **Communications**
5. AO or her designee shall maintain communications with local and state pandemic or health coordinators.
6. Utilizing email, telephone, website announcements, voice mail, etc. ensure dissemination of information.
   1. **Employees**
7. 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.
8. The AO and SHEM Committee will offer employees assistance in accessing the Employee Assistance Program (EAP) for employee counseling and other services offered by the EAP.

**STAGE 6 – Recovery Stage.**

* 1. **Essential Functions**

1. The RLs or AO shall determine if additional manpower is needed and hire accordingly.
   1. **Order of Succession**

1. AO, RLs and supervisors shall evaluate the personnel in line for succession and make adjustments accordingly.
   1. **Facilities**
2. Evaluate supplies and equipment. Order deficiencies during the lull.
   1. **Human Capital**
3. RLs and supervisors shall develop and maintain lists of lessons learned of actions taken in this and previous stages for evaluation in discussing preparations for the next wave.
   1. **Communications**
4. The RLs shall evaluate the successes of teleworking and other social distancing methods and upgrade communications if necessary and if possible.
5. Any lessons learned shall be communicated to the employees by the AO.
   1. **Employees**
6. 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.
7. The AO along with the SHEM Committee will offer employees assistance in accessing the Employee Assistance Program (EAP) for employee counseling and other services offered by the EAP.

**Annex E**

Flow Chart for Emergency Response

Local Pandemic Coordinator (LPC)

Location Coordinator (LC)

Loc Supp

Employees

Research

Leader

(RL) NSERL

Research Leader

(RL) CROPS

Research

Leader

(RL) LBRU

Purdue Pandemic Operations

Employees

Employees

Employees

Farm Employees

MU Scientists (SYs)

MU Scientists (SYs)

MU Scientists (SYs)

Building Deputy

(BD)

Purdue Building Deputy (BD)

Farm Manager

*Contact Information:*

765 496-3355 (Location) 765 494-4604 (LBRU)

765 494-8689 (NSERL) 765 583-2187 (Farm)

*Website Information:*

*http://ars.usda.gov/Services/docs.htm?docid=4811*

*http://www.usda.gov/oo/beprepared/*

[*http://www.pandemicflu.gov/*](http://www.pandemicflu.gov/)

*http://news.uns.purdue.edu/fluinfo/*

# Annex F – Emergency Telework Agreement

This agreement is in effect between the employee and the Agency during times of declared emergency situations (either manmade or natural) and/or when necessary to help prevent the spread of infectious disease (e.g., H1N1 virus) through minimizing workplace contact. This is not a substitute for the standard telework agreement authorizing regular and recurring and situational teleworking in non-emergency situations.

The employees recognize that they may be required to perform their regular duties, or other assigned duties, from an alternate location (including their home) during times when their regular work location is closed. The employee also recognizes that work shall be performed in accordance with Department of Agriculture policies and procedures related to information security, personal safety, and standards of conduct as specified in DR 4080-811-002, Teleworking Program and DM 3525-003, USDA E-Mail and Internet Security Chapter 5, Part 3, “Telework and Remote Access Security.”

In an emergency where social distancing has been deemed necessary, ARS will allow employees to temporarily work from home on a case by case basis. In the event that an employee requires access to their work desktop computer, provisions will be made to enable this access.

The Agency recognizes that, on a case-by-case basis, the employee may be excused from duty during an emergency if the emergency adversely affects the telework location (e.g., loss of electricity or heat, etc.), if the employee faces a personal hardship that prevents him/her from working successfully at the telework site, or if the employee’s duties are such that he/she cannot continue working due to loss of contact with the regular worksite. The Agency also recognizes that in an emergency situation some of the employee’s duty time may be required for childcare or other care of a family member. Employees are expected to request annual leave or other paid time off while performing these responsibilities.

The supervisor or the employee may terminate this agreement at any time.

Agreed to by:

**Employee** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_

Contact Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

Contact Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area Director/Second Line Supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_

**Agency/Staff Office IT Staff**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_