



Appendix A

EXCERPT Emergency Response Plan

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Introduction

This appendix contains guidance for activating EXCERPT's Emergency Response Plan (the Plan), the responsibilities of emergency response locations, and a list of those locations.

The Plan is designed to continue supplying export summary information to ACOs while EXCERPT **cannot** be accessed because of a total system shutdown. The Plan is activated by Export Services using an e-mail notification and is utilized until EXCERPT is returned to online status.

The Plan provides the responsibilities of notification and of emergency response locations (delegated to provide backup export summary information during a total system shutdown), and contacts for ACOs.

The Plan allows for the Center for Environmental and Regulatory Information Systems (CERIS) of Purdue University to provide emergency response locations with a backup CD-ROM (CD) containing export summaries. Designated contacts at each emergency response location should be prepared to load the backup CD into a local computer.

While the Plan is activated, ACOs need to contact their emergency response location to obtain export summary information. ACOs should limit their inquiries to immediately needed information. Requests for routine information should be processed after the Plan is deactivated.

Notification of the Plan

When the Plan is activated, the following notification procedures will be followed:

1. CERIS will notify Export Services and private industry when EXCERPT totally shuts down.
2. Export Services will use USDA-APHIS-PPQ's electronic bulletin board to notify ACOs when EXCERPT totally shuts down and the Plan is to be activated.
3. Export Certification Specialists (ECSs) and supervisors will notify those ACOs under their jurisdiction who lack access to USDA-APHIS-PPQ's electronic bulletin board.
4. CERIS will provide backup CDs to emergency response locations on a regular basis, at least monthly.
5. CERIS will notify Export Services and private industry when EXCERPT is returned to online status.
6. Export Services will use USDA-APHIS-PPQ's electronic bulletin board to notify ACOs when EXCERPT is returned to online status.

Responsibilities of Emergency Response Locations

Emergency response locations include both Federal and State offices in the field delegated to provide backup export summary information during a total system shutdown. USDA-APHIS-PPQ regional directors will designate personnel and locations based on the need to provide adequate emergency service when the Plan is activated.

Emergency response locations are responsible for the following:

1. Have the following resources available when the Plan is activated:
 - A. Computer with word processing software
 - B. Phone
 - C. Knowledgeable EXCERPT user to answer inquiries
 - D. Computer printer (optional)
 - E. FAX machine (optional)
2. Designated response personnel to load each backup CD into the designated computer for access **only** when the Plan is activated.

List of Emergency Response Locations

While the Plan is activated, ACOs need to contact their emergency response location to obtain export summary information. ACOs should limit their inquiries to immediately needed information. Requests for routine information should be processed after the Plan is deactivated.

Contact the designated emergency response location that services your work location. If you **do not** get a response, then contact any other location listed within the USDA-APHIS-PPQ region.

See [Figure A-1-1](#) for emergency response locations in the Eastern Region. See [Figure A-1-2](#) for emergency response locations in the Western Region.

Emergency Response Locations in the Eastern Region	Designated Response Personnel	Phone and FAX numbers	Coverage
USDA-APHIS-PPQ 920 Main Campus Drive Suite 200 Raleigh, NC 27606	Laney Campbell	Phone 919-855-7314 FAX 919-855-7391 Cell 919-637-2201	USDA-APHIS-PPQ Eastern region
USDA-APHIS-PPQ 1498 Klondike Road Suite 200 Conyers, GA 30094	Michael McDonald	Phone 770-922-9894 FAX 770-922-4079 Cell 770-490-5078	Alabama Georgia Mississippi
USDA-APHIS-PPQ 930 Main Campus Drive Suite 200 Raleigh, NC 27606	Susan Kostelecky	Phone 919-855-7602 FAX 919-835-0317 Cell 919-522-6273	North Carolina South Carolina
USDA-APHIS-PPQ Miami Inspection Station 3500 NW 62nd Avenue Miami, FL 33122	Rodolfo Castaneda	Phone 305-526-2825 FAX 305-871-4205	Florida Puerto Rico
FDOACS P.O. Box 147100 Gainesville, FL 32614	Tyson Emery	Phone 352-372-3505 x155 FAX 352-334-3816	Florida
USDA-APHIS-PPQ 2300 East Devon Suite 222 Des Plaines, IL 60018	Jeff Davidson	Phone 847-299-6939 FAX 847-299-6046	Illinois Michigan Minnesota Wisconsin

FIGURE A-1-1: List of Emergency Response Locations in the Eastern Region

Emergency Response Locations in the Eastern Region	Designated Response Personnel	Phone and FAX numbers	Coverage
USDA-APHIS-PPQ 1 Winners Circle Suite 203 Albany, NY 12205	Bruce McDowell	Phone 518-438-3896 FAX 518-438-7675	Connecticut Maine Massachusetts New Hampshire New York Rhode Island Vermont
MD Dept. of Agriculture 50 Harry S. Truman Parkway Annapolis, MD 21401	Matt Travis	Phone 410-841-5920 FAX 410-841-5835	Delaware Maryland Pennsylvania West Virginia
USDA-APHIS-PPQ 1005 Beaver Grade Road P.O. Box 1156 Coraopolis, PA 15108-1005	Tim Hall	Phone 412-299-0462 FAX 412-299-9370	Maryland Delaware Pennsylvania New Jersey
USDA-APHIS-PPQ 8001 Centerview Parkway Cordova, TN 38018	Kathleen Henry	Phone 901-309-6434 FAX 901-309-8670	Indiana Kentucky Tennessee
USDA-APHIS-PPQ 2702 Charles City Road Richmond, VA 23231-4536	Joy Brown	Phone 804-275-7493 FAX 804-275-8973	Ohio Virginia West Virginia

FIGURE A-1-1: List of Emergency Response Locations in the Eastern Region (continued)

Emergency Response Locations in the Western Region	Designated Response Personnel	Phone and FAX numbers	Coverage
USDA-APHIS-PPQ 2150 Centre Ave., Bldg. B Ft. Collins, CO 80526	Robert Bailey	Phone 970-494-7569 FAX 970-494-7501	USDA-APHIS-PPQ Western region
USDA-APHIS-PPQ 320 N. Main Street Room 119 McAllen, TX 78501	Vacant	Phone 901-309-6434 FAX 901-309-8670	Texas
USDA-APHIS-PPQ 423 Canal Street Room 312 New Orleans, LA 70130	Adelaide Short	Phone 504-589-6731 FAX 504-589-6726	PPQ and State cooperators in Arkansas Louisiana Missouri
USDA-APHIS-PPQ 3658 E. Chipman Road Phoenix, AZ 85040	Tessie Williams	Phone 602-431-8930 ext. 211 FAX 602-438-0977	Arizona Nevada New Mexico Utah
CDFA Pest Exclusion Branch 1220 North Street Room A-372 Sacramento, CA 95814	Brian Cahill	Phone 916-653-1440 Fax 916-654-0986	California (northern)
CDFA Pest Exclusion Branch 2889 N. Larkin Avenue Suite 101 Fresno, CA 93727	Abel Valenzuela	Phone 209-445-5033 FAX 209-445-6880	California counties of Amador, Calaveras, Fresno, Inyo, Kern, Kings, Madera, Mariposa, Merced, Mono, Monterey, San Benito, San Joaquin, Stanislaus, Tulare, Tuolumne
CDFA Pest Exclusion Branch 13915 Saticoy Street Van Nuys, CA 91402 CDFA Pest Exclusion Branch 7845 Lemon Grove Way Lemon Grove, CA 91945	Nawal Sharma John Blasius	Phone 818-901-7242 FAX 818-901-1424 Phone 619-698-1046 FAX 619-698-1347	California counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura
USDA-APHIS-PPQ 11 Golden Shore Suite 200 Long Beach, CA 91945	Eddie Lugo	Phone 562-499-6200 ext. 122 FAX 562-499-6008	California counties of Long Beach and Orange

FIGURE A-1-2: List of Emergency Response Locations in the Western Region

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List of Emergency Response Locations

Emergency Response Locations in the Western Region	Designated Response Personnel	Phone and FAX numbers	Coverage
USDA-APHIS-PPQ 11840 S. La Cienega Blvd. Hawthorne, CA 90250	Musa Abdelshife	Phone 310-725-1944 FAX 310-725-1922	California counties of Los Angeles, San Luis Obispo, Santa Barbara, Ventura
USDA-APHIS-PPQ Plant Inspection Station 389 Oyster Point Blvd. Suite 2 San Francisco, CA 94080	Mike Telson	Phone 650-867-9093 FAX 650-867-9008	California counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kern, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, Yuba
ODA 635 Capitol Street NE Salem, OR 97310-0110	Lorri Cooper	Phone 503-986-4594 FAX 503-986-4737	Oregon
USDA-APHIS-PPQ 6135 NE 80th Avenue Suite A-5 Portland, OR 97218-4033	Craig Southwick	Phone 503-326-2914 FAX 503-326-2969	Oregon
Washington State Dept. of Agriculture Commodity Division P.O. Box 42560 Olympia, WA 98504-2560	Jim Quigley	Phone 360-902-1833 FAX 360-902-2085	Alaska Washington
USDA-APHIS-PPQ P.O. Box 81866 Lincoln, NE 68501	Roy Roggenbuck	Phone 402-434-2333 FAX 402-434-2330	Colorado Iowa Kansas Nebraska Oklahoma

FIGURE A-1-2: List of Emergency Response Locations in the Western Region (continued)

Emergency Response Locations in the Western Region	Designated Response Personnel	Phone and FAX numbers	Coverage
IDA P.O. Box 790 Boise, ID 83701	Michael Cooper	Phone 208-332-8620 FAX 208-334-2283	Idaho
USDA-APHIS-PPQ 1710 S 24th Avenue Yakima, WA 98902	Paul McCarthy	Phone 509-249-5568 FAX 509-249-5570	Alaska Washington
USDA-APHIS-PPQ 9134 West Blackeagle Dr. Boise, ID 83709	Curt Thornburg	Phone 208-378-5797 FAX 208-378-5794	Idaho Montana North Dakota South Dakota Wyoming
USDA-APHIS-PPQ 1308 Robin Hood Drive Suite 20 Stockton, CA 95207	Holly Pyle	Phone 209-472-1077 FAX 209-472-1074	California Hawaii

**FIGURE A-1-2: List of Emergency Response Locations in the Western Region
(continued)**

