

## APHIS EMERGENCY NOTIFICATION SYSTEM

### 1. PURPOSE

This Directive establishes the Animal and Plant Health Inspection Service (APHIS) policy for personnel accountability prior to, during, and in the aftermath of a threat or incident affecting Agency personnel or facilities.

### 2. AUTHORITIES/REFERENCES

- a. National Security Presidential Directive (NSPD)-51/Homeland Security Presidential Directive (HSPD)-20, [National Continuity Policy](#), 2007.
- b. [Federal Continuity Directive \(FCD\) 1, Federal Executive Branch National Continuity Program and Requirements](#), October 2012.

### 3. SCOPE

This policy affects all APHIS personnel and facilities.

### 4. GOALS

The goals of the APHIS Emergency Notification System (ENS) are to:

- a. Maintain the capability to notify and account for all APHIS personnel prior to, during, and in the aftermath of a threat or incident; and
- b. Ensure that the Agency operational status is communicated to all APHIS personnel prior to, during, and in the aftermath of a threat or incident.

### 5. DEFINITIONS

- a. Emergency. For the purpose of this Directive, an emergency is an incident.
- b. ENS. The process used to contact and notify APHIS personnel prior to, during, and in the immediate aftermath of an incident.

- c. Hazard. Something potentially dangerous or harmful, often the root cause of an unwanted outcome.
- d. Incident. A distinct or definite occurrence, natural or manmade, that requires a response to protect life, information, operations, the environment, and/or property.
- e. Personnel. A term which includes all persons regardless of their status, who perform work for APHIS, including volunteers, contractors, and guests within APHIS facilities during and in the immediate aftermath of an incident.
- f. Threat. An indication of a possible impending incident.

## **6. POLICY**

The Agency will maintain the capability to ensure that all APHIS personnel are contacted and accounted for prior to, during, and in the aftermath of a threat or incident affecting APHIS personnel or facilities.

## **7. RESPONSIBILITIES**

- a. The Administrator will authorize the activation of the ENS to contact all or some APHIS personnel.
- b. Deputy Administrators will:
  - (1) Authorize the activation of the ENS to contact all or some personnel within their assigned program or support unit;
  - (2) Authorize their program or support unit Continuity of Operations (COOP) Points of Contact (POCs) to conduct quarterly program accountability drills;
  - (3) Ensure program or support unit personnel contact information is up-to-date;
  - (4) Coordinate with their program COOP POCs to review notification test results to ensure accountability; and
  - (5) Be accountable of all personnel within their assigned program or support unit.
- c. The Deputy Administrator, Legislative and Public Affairs (LPA), will provide information to APHIS stakeholders.

- d. The Director, Marketing and Regulatory Programs Business Services (MRPBS), Emergency Management, Safety, and Security Division (EMSSD) will:
- (1) Maintain system oversight for the ENS;
  - (2) Oversee the use of the ENS; and
  - (3) Report Alert and Notification results to the APHIS Management Team (AMT).
- e. The APHIS COOP Manager will:
- (1) Activate the ENS once authorized by the APHIS Administrator for contacting all APHIS personnel, or the MRPBS Deputy Administrator for contacting all MRPBS personnel;
  - (2) Coordinate training, testing, and exercises with program COOP POCs;
  - (3) Serve as the MRPBS COOP POC;
  - (4) Conduct quarterly tests to validate the ability of MRPBS to contact personnel;
  - (5) Provide alert and notification response results to the EMSSD Director;
  - (6) Coordinate with the Emergency Qualification System/Resource and Ordering Status System (EQS/ROSS) Program Manager to ensure APHIS personnel information is up-to-date in the automated ENS; and
  - (7) Work with the COOP POCs to establish “pre-scripted messages” that will be used to alert APHIS personnel of threats or hazards affecting their locale (e.g., natural hazards).
- f. Program COOP POCs will:
- (1) Conduct quarterly tests to validate their program’s or support unit’s capability to contact their personnel; and
  - (2) Activate the ENS once authorized by their Deputy Administrators to contact their program or support unit personnel.
- g. The EQS/ROSS Program Manager will coordinate with the APHIS COOP Manager to ensure APHIS personnel contact information in EQS is uploaded into the automated ENS.

- h. Supervisors will:
  - (1) Maintain overall responsibility for accountability of their personnel;
  - (2) Ensure their employees maintain accurate and up-to-date contact information in EQS;
  - (3) Maintain up-to-date contact information for their personnel; and
  - (4) Account for all personnel under their authority when an incident or threat occurs that requires notification of APHIS personnel.
  
- i. APHIS Employees will:
  - (1) Ensure that all contact information in EQS is accurate and up-to-date;
  - (2) Ensure all visitors are accounted for prior to, during, and in the aftermath of a threat incident affecting an APHIS facility;
  - (3) Provide appropriate responses to ENS notifications, tests, and exercises;
  - (4) Report their status to their supervisors when requested, prior to, during, and in the aftermath of a threat or incident; and
  - (5) Follow the instructions provided by local emergency and law enforcement authorities and APHIS alert and notification messages.

**8. INQUIRIES**

- a. Contact MRPBS-EMSSD at 301-436-3110 for policy guidance.
- b. This Directive can be accessed on the [APHIS](#) Administrative Issuances homepage.

/s/  
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