

EMERGENCY NOTIFICATION POLICIES AND PROCEDURES

1. PURPOSE

This Directive establishes policies and procedures to be followed when certain unusual situations occur which require coordination within the Grain Inspection, Packers and Stockyards Administration (GIPSA). It addresses only those situations which involve the injury or death of on-duty GIPSA employees; injury or death of other persons due to GIPSA operations; loss or potential loss of Government-owned property and/or equipment from fire or natural disasters, grain dust explosions and fires, biological agents; and other serious mishaps which occur in either private-sector or Federal workplaces.

2. REPLACEMENTS HIGHLIGHTS

This Directive replaces GIPSA 4790.3, Emergency Notification Policies and Procedures, dated 5/3/02.

3. AUTHORITIES

This Directive implements initial incident reporting, as required by 29 Code of Federal Regulations, Part 1960.

4. POLICY

- a. The following situations will be reported to the GIPSA Safety and Health Office as soon as local supervisory employees are aware of the incident:
- (1) Any accident involving on-duty GIPSA employees that causes fatal injury to one or more person(s).
 - (2) Any accident involving on-duty GIPSA employees that cause injuries that require hospitalization or medical treatment.
 - (3) Any accident involving on-duty GIPSA employees that causes property damage in excess of \$10,000.
 - (4) Any explosions at a facility where GIPSA employees are present.
 - (5) Any incident which can reasonably be expected to cause adverse publicity for GIPSA.

NOTE: For the purpose of this Directive, employees on travel status are considered on-duty.

- b. Supervisory employees also will report the following situations to the GIPSA Safety and Health Office, no later than the close of business on the next duty day. These reports may be left on the GIPSA Safety and Health Office telephone answering machine.
 - (1) Any fire, explosion, or fatal injury involving non-Federal employees that occurs at a grain handling facility where Federal employees were not present.
 - (2) Any evacuation, withdrawal of service, or similar situation based on a bomb threat, unduly hazardous conditions, or other dangers to GIPSA employees.

5. INQUIRIES

This Directive is available on the Internet at
<http://www.aphis.usda.gov/library/gipsa/GIPSA.shtml>

/s/
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Administrator