

**Minnesota Department of Agriculture
Food and Feed Safety Division**

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Version #: 1	Effective Date: 1/17/2017
Title: Incident Command System (ICS) SOP	

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1. PURPOSE

The purpose of this procedure is to define the use of the Incident Command System (ICS) in the Minnesota Department of Agriculture (MDA) Food and Feed Safety Division (FFSD) during a human or animal FOOD-RELATED INCIDENT.

2. SCOPE

This procedure applies to investigations when the required response actions fall outside of or exceed routine FFSD activities such as: foodborne illness outbreaks, known or suspected food and/or environmental contamination events, violative food or environmental samples, natural disasters, intentional acts, or incident involvement by multiple agencies. These procedures are applied during response activities related to firms regulated under all FFSD Programs if mutually agreed to by the affected program area(s). This procedure does not apply to routine inspections at manufacturing facilities or retail establishments.

3. BACKGROUND

ICS is a modular management system that can support the emergency response needs of a single organization or multiple organizations working under a unified (i.e., shared) command. ICS is a component of The National Incident Management System (NIMS), which is the management system, mandated for all emergency response agencies throughout the United States. NIMS is aligned with and used by the National Response Framework (NRF), which guides how the United States conducts all-hazards response. Accordingly, this document utilizes portions of the NRF to integrate food protection, animal feed protection, and outbreak response actions into a Unified Command (UC) structure.

The MDA Rapid Response Team (RRT) is the primary investigation and response management unit for food-related incidents involving food products made, stored, or sold in Minnesota. The RRT is also involved in responding to food and feed emergencies that surpass the routine capacity of any one FFSD program to respond. The RRT uses the general structure of ICS for response, assigning positions as needed based on the scale of the incident.

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4. RESPONSIBILITY

Division Director - The Director will offer guidance as needed during incident response, serving as agency lead when necessary.

Response, Training and Outreach (RTO) Supervisor – The RTO Supervisor will offer guidance as needed during incident response, serving as agency lead when necessary.

Program Managers – FFSD Program Managers will serve as agency lead when necessary and will ensure all assigned staff in their respective program area receive the appropriate training for their role in the response and follow the procedures applicable to their position during the incident response.

Program Supervisors – FFSD Supervisory staff will ensure all assigned staff in their respective program area receive the appropriate training for their role in the response and follow the procedures applicable to their position during the incident response.

Inspector – The Inspector will follow the procedures applicable to their position during the incident response.

RRT Coordinator – The RRT Coordinator will serve as the main contact for coordination of a response involving the RRT. The RRT Coordinator may also be assigned a role within the ICS structure.

RRT Investigator/Analyst – The RRT Investigator/Analyst will assist that RRT Coordinator in response coordination and data collection and organization. The RRT Investigator/Analyst may serve as primary response contact as requested or when RRT Coordinator and RTO Supervisor are not available.

5. DEFINITIONS

Agency Lead – Approves the activation of an ICS structure and serves as the Lead during the initial planning meeting. The Agency Lead may serve as Incident Commander (IC) or recommend another staff member to serve as IC.

Data Collection Site(s) – The location, usually in an electronic system(s), where documents pertaining to the incident are housed. This is usually a combination of a Microsoft OneNote notebook for meeting notes and IAPs, USAFS for inspection- and facility-related documents, and SharePoint for all other documents.

Food – Human food (raw or ready to eat, ingredient or finished product) or animal feed.

Food-Related Incident – means and unintentional or deliberate contamination, threatened or actual, of human or animal food that may occur at any point in the production system and may cause food-related illness, injury, outbreaks, and hazards. Examples of food related incidents include but are not limited to: foodborne illness outbreaks and food tampering, a known or suspect pathogenic contamination in a food processing facility (retail or manufacturing), a known or suspect pathogen contamination of food, or possible/known bioterrorism event.

Incident Action Plan (IAP) - An incident action plan (IAP) formally documents incident goals (also known as incident objectives), operational period objectives, and the response strategy defined by incident command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response

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parameters. The IAP also facilitates dissemination of critical information about the status of response assets themselves. Because incident parameters evolve, action plans must be revised on a regular basis (at least once per operational period) to maintain consistent, up-to-date guidance across the system.

Incident Commander (IC) – A member of the ICS structure who is responsible for the overall management of the response, including developing incident objectives and managing all incident operations. The IC sets priorities and defines the ICS organization for the particular response. The IC role will be assigned at ICS initiation.

Planning Section Chief - A member of the ICS structure who is responsible for the collection, evaluation, dissemination and use of information about the development of the incident and the status of resources. The Planning Section Chief role will be assigned at ICS initiation.

Rapid Response Team (RRT) – A group of individuals within MDA FFSD who are involved in the operational activity of an incident response, including managers, supervisors, field staff, and or subject matter experts.

6. PROCEDURES

6.1 Initiating ICS: Incident Briefing and Initial Planning Meeting

Agency Lead

6.1.1 Following the initial notification (see *RESP.50.05 – RRT Communications SOP*) about a potential food-related incident, determine whether or not to implement an ICS structure. Determination may occur before or during the initial planning meeting. Circumstances that could necessitate initiating an ICS structure to manage the incident include:

1. Incident outside of normal operations for a specific FFSD Program area,
2. Multiple FFSD Program areas involved,
3. Multiple agencies are involved and response actions need to be coordinated, or
4. Manufactured food or feed involved in interstate commerce when coordination with a federal agency may need to occur.

RRT Coordinator

6.1.2 Following the initial notification (see *RESP.50.05 – RRT Communications SOP*) about a potential food-related incident, schedule an initial planning meeting within two (2) business days with all relevant personnel. Include Agency Lead on all communications. Develop the planning meeting agenda and incident summary, including the following topics:

1. Known facts about the incident;
2. Severity of the incident;

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3. Determination of a joint response or a single agency (e.g. MDA-only) response considering resource availability, nature, and severity of incident;
4. Staff expertise required for response (e.g. identification of appropriate staff trained to conduct a particular inspection, investigation, or sampling assignment);
5. Determination on whether or not official implementation of an ICS structure is needed;
6. Other agencies to notify or involve in the investigation (FDA, USDA FSIS, law enforcement/FBI, State or Local Health Agencies).

6.1.3 Facilitate (or delegate) the initial planning meeting.

6.1.4 If ICS is being implemented, ensure the following steps are completed before the conclusion of the initial planning meeting:

1. Response structure is identified, including names and response roles,
2. Operational period is defined,
3. Incident objectives are set, and
4. Operational period actions and responsibilities are identified

6.1.5 If ICS is being implemented, ensure the following steps are completed within one (1) day after the initial planning meeting:

1. Create an ICS Workbook Template in OneNote or create other data collection site, as appropriate.
2. Prepare and circulate the first Incident Action Plan (IAP).

RRT Investigator/Analyst

6.1.6 Assist RRT Coordinator in scheduling and facilitating the initial planning meeting and in preparing and circulating the first IAP.

6.2 Ongoing Management of the Incident

All Staff

6.2.1 Review the latest IAP and identify the assigned position and role in the ICS structure and identify the person to whom the position directly reports in the ICS structure.

6.2.2 Based on the position and role, review the basic responsibilities of the position and role. Refer to the following documents for assistance:

- a. Work Instructions:

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1. *RESP.WI.50.01 – Incident Commander Job Action Sheet*
2. *RESP.WI.50.02 – Operation Section Chief Job Action Sheet*
3. *RESP.WI.50.03 – Planning Section Chief Job Action Sheet*
4. *RESP.WI.50.04 – Field Inspection Task Force Job Action Sheet*
5. *RESP.WI.50.05 – Record Review Task Force Job Action Sheet*
6. *RESP.WI.50.06 – Sampling Task Force Job Action Sheet*
7. *RESP.WI.50.07 – Safety Officer Job Action Sheet*
8. *RESP.WI.50.08 – Public Information Officer Job Action Sheet*
9. *RESP.WI.50.09 – Liaison Officer Job Action Sheet*

b. ICS Incident Management Team (IMT) At A Glance Guides

c. ICS Position Checklists

- 6.2.3** Carry out the responsibilities according to the ICS position and role while active in the incident response. Notify the direct report in the ICS structure of any questions about the incident response duties.
- 6.2.4** Immediately notify the appointed Safety Officer, or the Incident Commander if no Safety Officer is appointed, of any safety concerns or accidents.

Planning Section Chief

- 6.2.5** Schedule and lead all incident-related meetings, unless otherwise directed.
- 6.2.6** Ensure the most recent IAP is complete and circulated within one (1) day of the last Planning Meeting.
- 6.2.7** Ensure incident documents are maintained in OneNote, SharePoint, USAFS, and/or the incident data collection site, as appropriate.
- 6.2.8** Start planning for demobilization shortly after incident response has begun.

6.3 Incident Close-Out and Demobilization

Incident Commander

- 6.3.1** Determine the point at which the incident objectives have been achieved and notify all incident response staff that demobilization will begin.
- 6.3.2** Ensure necessary personnel are notified that normal and routine conditions have returned, including supervisors, inspectors, compliance staff, MDA management, and external partners.

Planning Section Chief

- 6.3.3** Ensure the demobilization plans are communicated to all incident response staff.

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6.3.4 Ensure all incident-related documents are maintained in the appropriate manner and necessary personnel are notified of where the documents are located.

All Staff

6.3.5 Complete demobilization following the demobilization plan.

6.4 After Action Review

Planning Section Chief

6.4.1 Assess the need for conducting an after action review (AAR) within two (2) weeks of the close of the investigation and oversee the completion of an AAR. See *RESP.50.03 – After Action Review SOP* for more details.

All Staff

6.4.2 Participate in the AAR.

7. RELATED DOCUMENTS (includes References, Attachments)

FEMA Trainings

FEMA ICS Forms

FEMA ICS Planning Process

Homeland Security Presidential Directive (HSPD) 5

Homeland Security Presidential Directive (HSPD) 8

Federal Emergency Management Agency Incident Command System documents

RESP.50.01 - Investigation Procedures – Food or Environmental Contamination

RESP.WI.50.01 *through* RESP.WI.50.09 – Job Action Sheets (JAS)

RESP.50.03 – After Action Review

RESP.50.05 – RRT Communications

MDA Food and Feed Emergency Response Plan

ICS IMT At A Glance Guides

ICS Position Checklists

MN RRT ICS OneNote Template

MN RRT ICS Workbook Template

8. EQUIPMENT/MATERIALS NEEDED

N/A

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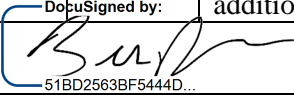
9. SAFETY

All MDA employees must follow the personal protective equipment requirements and field safety guidelines outlined in the initial and annual Food Inspector safety training. Food inspection staff must follow the Verbal and Physical Assault of State Agriculture Inspectors Policy. If a staff person responding to an incident has concerns about their safety, please contact the incident Safety Officer or the Incident Commander if not Safety Officer has been appointed.

10. CIRCULATION

This policy will be distributed to the following individuals: Rapid Response Team (RRT) Staff, FFSD Inspection staff, FFSD Inspection Supervisors, FFSD Program Managers, and the Division Director. The current version will be stored electronically on the FFSD document control site.

11. APPROVAL/DOCUMENT HISTORY

Document History		
Version #	Status (I, R)	Change History
1	R	Previous name FOOD.50.04-Incident Command System SOP and transferred to RESP.50.04. Updates made due to division structure change from DFID to FFSD. Action steps of responsible parties further clarified in each section; updated responsibility and definition section, addition of After Action Review section, additional related documents including ICS templates added in section 7.
DocuSigned by:  <small>51BD2563BF5444D...</small>		1/17/2017
Approved By:		Date
Approved By:		Date

I = Initial document; R = Revised document