

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

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Version #: 1	Effective Date: 12/13/2016
Title: Emergency Contact Lists Use and Maintenance SOP	

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1. PURPOSE

This document describes the procedures used by Minnesota Department of Agriculture (MDA) Food and Feed Safety Division (FFSD) staff for the development, use, and maintenance of emergency contact information.

2. SCOPE

This document applies to contact lists that include relevant agencies and emergency contacts. The lists are developed and used primarily for emergency response and Rapid Response Team (RRT) incident response. It does not apply to general Division contact information or lists.

3. BACKGROUND

The central role of effective communication in a response necessitates a pre-established plan of communication to best utilize operational resources. Additionally, having identified key personnel as contacts both within MDA (FFSD and other Divisions) and with external partners and having readily-available, updated contact information enhances the accuracy and efficiency with which the RRT is able to respond.

The MN RRT Contacts List was developed to provide a quick reference of relevant contacts for incident response. The list includes information for key staff within FFSD and partners of FFSD. The MN Statewide Emergency Contact List was developed to provide local contacts for field staff located throughout Minnesota.

4. RESPONSIBILITY

FFSD All Staff – FFSD All Staff will access the Emergency Contact Lists as needed.

RRT Coordinator – The RRT Coordinator will maintain the MN RRT Contacts List and MN Statewide Emergency Contact List and communicate applicable review/update dates to all affected staff.

Response, Training, and Outreach (RTO) Supervisor – The RTO Supervisor will review and approve the MN RRT Contacts List and MN Statewide Emergency Contact List when updated.

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5. DEFINITIONS

N/A

6. PROCEDURES

6.1. Update and Maintain Emergency Contact Lists – RRT Coordinator

6.1.1. Evaluate and update the *MN RRT Contracts List and MN Statewide Emergency Contact List* at least annually (more frequently if new information is available) by April 1st each year. The evaluation of the lists must include verification of appropriate positions, names and titles as well as verification of specific contact information provided on the list (emails, phone numbers, and addresses).

6.1.2. Submit the list for approval by the RTO Supervisor and store the most current list with this procedure.

6.1.3. Send a notification to all staff when an update or review each of list is complete.

6.2. Use Emergency Contacts Lists – FFSD All Staff

6.2.1. Access the list through the SOP document set as needed or as instructed during incident response. All contacts are updated as of the “date of last page update” listed on each individual page of the document.

6.2.1.1. Inspection Staff are responsible for maintaining emergency contact information for their respective territories. An *Emergency Contacts Template* may be used by staff to develop an individualized reference guide for frequently-used emergency contacts.

6.2.2. Contact the RRT Coordinator with any changes or updates to contact lists.

7. RELATED DOCUMENTS (includes References, Attachments)

MN RRT Contacts List
MN Statewide Emergency Contact List
Emergency Contacts Template

8. EQUIPMENT/MATERIALS NEEDED

N/A

9. SAFETY

N/A

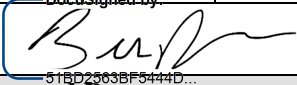
10. CIRCULATION

This policy will be circulated to the following to all FFSD staff. A standing version will be stored electronically on the FFSD server.

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11. APPROVAL/DOCUMENT HISTORY

Document History		
Version #	Status (I, R)	Change History
1	R	Previous name FOOD.50.09-Emergency Contacts Lists Use and Maintenance SOP transferred to the Response (RESP) Unit. Updates made due to division structure changes from DFID to FFSD. Transfer of responsibility for updating and maintaining the emergency contacts lists from Support Staff to the RRT Coordinator. Document storage and control were also updated.
DocuSigned by: 		12/13/2016
Approved By:		Date
Approved By:		Date

I = Initial document; R = Revised document