



**USAID**  
FROM THE AMERICAN PEOPLE

# ADS Chapter 530

## Emergency Planning Overseas

Partial Revision Date: 09/12/2024

Responsible Office: M/MS

File Name: 530\_091224

**Functional Series 500 - Management Services**  
**ADS 530 - Emergency Planning Overseas**  
POC for ADS 530: See [ADS 501maa, ADS Chapters and Point of Contact List](#)

**Table of Contents**

<a href="#">530.1</a>	<a href="#">OVERVIEW .....</a>	<a href="#">3</a>
<a href="#">530.2</a>	<a href="#">PRIMARY RESPONSIBILITIES .....</a>	<a href="#">3</a>
<a href="#">530.3</a>	<a href="#">POLICY DIRECTIVES AND REQUIRED PROCEDURES .....</a>	<a href="#">7</a>
<a href="#">530.3.1</a>	<a href="#">Programmatic Emergency Planning Overseas .....</a>	<a href="#">7</a>
<a href="#">530.3.1.1</a>	<a href="#">Emergency Planning.....</a>	<a href="#">7</a>
<a href="#">530.3.1.2</a>	<a href="#">Emergency Action Plan.....</a>	<a href="#">8</a>
<a href="#">530.3.1.3</a>	<a href="#">Annex J (Assistance to Host Country in a Major Accident or Disaster).....</a>	<a href="#">9</a>
<a href="#">530.3.1.4</a>	<a href="#">Mission Continuity of Operations (COOP) Planning .....</a>	<a href="#">9</a>
<a href="#">530.3.1.5</a>	<a href="#">Mission Multi-Year Training and Exercise Plan.....</a>	<a href="#">10</a>
<a href="#">530.3.1.6</a>	<a href="#">Mission Readiness Scorecard and Assessment.....</a>	<a href="#">10</a>
<a href="#">530.3.2</a>	<a href="#">Operational Emergency Planning Overseas .....</a>	<a href="#">11</a>
<a href="#">530.3.2.1</a>	<a href="#">Mission Training and Exercises .....</a>	<a href="#">11</a>
<a href="#">530.3.2.2</a>	<a href="#">Operational Support.....</a>	<a href="#">12</a>
<a href="#">530.3.2.3</a>	<a href="#">Administrator's Crisis Action Team (ACAT).....</a>	<a href="#">14</a>
<a href="#">530.4</a>	<a href="#">MANDATORY REFERENCES .....</a>	<a href="#">15</a>
<a href="#">530.4.1</a>	<a href="#">External Mandatory References .....</a>	<a href="#">15</a>
<a href="#">530.4.2</a>	<a href="#">Internal Mandatory References .....</a>	<a href="#">15</a>
<a href="#">530.5</a>	<a href="#">ADDITIONAL HELP .....</a>	<a href="#">15</a>
<a href="#">530.6</a>	<a href="#">DEFINITIONS .....</a>	<a href="#">16</a>

## ADS 530 - Emergency Planning Overseas

### 530.1 OVERVIEW

Effective Date: 12/13/2022

This chapter provides the mandatory policies and required procedures for assisting USAID Missions in the preparation of comprehensive and readily usable plans to address emergency situations that impact USAID personnel and operations at post.

The Department of State (State) holds the ultimate responsibility for emergency planning of posts abroad. [7 FAM 1800 Consular Crisis Management](#) provides guidance on planning for consular crisis management and managing a crisis at post. **12 FAH-1, Emergency Planning Handbook** is the governing directive for USAID's emergency planning overseas, including checklists about emergency planning and the process for developing and maintaining the post's Emergency Action Plan (EAP).

**Note:** All references in bold font can only be accessed through State's network, OpenNet, on their FAM/FAH page. USAID personnel overseas without OpenNet access should coordinate with the Mission's Executive Officer (EXO) to obtain access. Personnel assigned domestically can contact the Bureau for Management, Office of Management Services, Overseas Management Division (M/MS/OMD) at: [m.ms.omdpolicyhelpdesk@usaid.gov](mailto:m.ms.omdpolicyhelpdesk@usaid.gov).

### 530.2 PRIMARY RESPONSIBILITIES

Effective Date: 09/12/2024

**a. Mission Directors** are responsible for situational updates on Mission operational status; staffing needs; resource requirements; updates on Mission activities; and impact on programs during and after a disaster. Each Mission Director must identify technical and subject matter experts (SMEs) who can support emergency preparedness, continuity planning, and coordination. Missions must continue to follow procedures outlined in this ADS chapter, to address emergency situations at post.

**b. The Deputy Mission Director (DMD), or equivalent senior leader** at Operating Units (OUs) that do not have a DMD, leads Missions to achieve a robust operational readiness posture and helps address USAID's unique equities not represented in the existing Emergency Management structures. The DMD:

- Oversees the implementation of the Mission's Continuity Plan (MCP), Mission Readiness Assessment, and Mission Multi-Year Test, Training, and Exercise (TT&E) Plan and Schedule to ensure all Mission staff have received the appropriate training and exercises to prepare for an emergency or crisis;
- Liaises with M/MS for policy guidance, technical expertise, and training on operational readiness; and

- During a crisis, advises leadership during a disruption and leads the workforce to operationalize its MCP, ensuring they can perform its mission throughout the crisis, while prioritizing the safety of the workforce and their families.

c. **Executive Officers (EXOs)** are responsible for the administrative management and program support at the USAID Mission, including responsibility for many readiness-related functions, such as security and safety, emergency preparedness, and (as appropriate) emergency response/disaster relief operations (see [ADS 527, Functions of the Mission Executive Officer](#)). EXOs implement the readiness policies and procedures as directed by the Mission Director and DMD.

d. The **Mission Readiness Team** is composed of the DMD, EXOs, and Mission Readiness SMEs who are designated and trained personnel; capable of implementing readiness policies and procedures; and able to interface and coordinate with Agency-level readiness personnel.

e. **Mission Staff** are responsible for being prepared for all types of potential emergencies; being familiar with the post EAP and the MCP, including evacuation (authorized and ordered departure) procedures, safe haven locations, reporting procedures for personnel, and continuity of operations procedures.

f. The **Chief of Mission (COM)** is responsible for designating a Mission Disaster Relief Officer (MDRO). In countries where USAID has a presence, the COM or Principal Officer (PO) normally delegates authority for the MDRO role to the USAID Mission Director, although the USAID Mission Director may further re-delegate this authority. The COM or PO also establishes an Emergency Action Committee (EAC), an advisory body of SMEs, which may include the MDRO, that assists in preparing for and responding to threats, emergencies, and other crises at post or against U.S. interests elsewhere. The EAC for each post develops an EAP (see section **530.3.3.2** and **12 FAH-1 H-231, Description of Emergency Action Committee** for specific information on the EAC).

g. All U.S. Missions are required to designate a **Mission Disaster Relief Officer (MDRO)** and an **Alternate MDRO (A/MDRO)** to serve as the **Emergency Preparedness Coordinator** for major disasters affecting the host country. Some U.S. Missions, given their size or risk profile, may appoint additional A/MDROs. The Bureau of Humanitarian Assistance (BHA) recommends that the A/MDRO be a senior Cooperating Country National Personal Services Contractor (CCNPSC) or locally employed (LE) staff to provide consistency and continuity.

The MDRO and/or A/MDRO develops Annex J, “Assistance to Host Country in a Major Accident or Disaster,” of the EAP. The Annex focuses on humanitarian relief planning for the host country population in case of a disaster **and not Mission operations during a crisis** (see **12 FAH-1 H-244.10, Host Country Major Accident/Disaster Relief** for specific MDRO and A/MDRO responsibilities). The MDRO is the focal point at post for disaster-related information, planning, and activities affecting the host country. The

MDRO and/or A/MDRO is the primary point of contact (POC) at post for staff from BHA. In posts that have a USAID Mission, the COM often delegates the responsibility for selecting the MDRO and the A/MDRO to the USAID Mission Director or most senior USAID official at post. In accordance with [ADS 527](#), the EXO in the absence of any other designated USAID Officer serves as the MDRO responsible for preparing, updating, and implementing the Mission Disaster Recovery plan.

**h.** The **Bureau for Humanitarian Assistance (BHA)** provides international disaster and humanitarian assistance and coordinates the United States Government (USG) humanitarian response to declared disasters in foreign countries. BHA works closely with USG embassies and USAID Missions around the world to coordinate preparedness and humanitarian assistance related to a disaster. BHA is responsible for crisis response activities of any relevant, activated Disaster Assistance Response Teams (DARTs) and/or Response Management Teams (RMTs), and for managing activities consistent with [ADS 251, International Humanitarian Assistance](#).

**i.** **Bureau/Independent Offices (B/IOs)** provide early, substantive input related to programming and planning in response to a crisis. Regional and Pillar B/IOs address the impact on current programming and staffing and identify gaps and possible resources, in consultation with other B/IOs and the Bureau for Planning, Learning and Resource Management, Office of Budget Resource and Management (BRM). **Regional Bureaus/Platforms** provide coordination, guidance, and logistical support to Missions and Representative Offices prior to, during, and after a crisis that impacts a Mission or Representative Office in its region.

**j.** The Agency's **Chief Financial Officer (CFO)** advises, supports, and counsels USAID/Washington (USAID/W) and Missions in response to emerging and/or actual emergencies regarding financial management policies, risk management practices, and internal controls as part of the CFO Act functions and USAID CFO responsibilities.

**k.** The **Bureau for Management, Office of Management Services (M/MS)** is responsible for the Agency's **operational readiness** in the event of a disruption, disaster, or emergency at USAID/W and overseas locations. M/MS:

- Develops, coordinates, and implements the Occupant Emergency Program at USAID/W locations (see [ADS 524, Emergency Management](#));
- Is responsible for USAID/Washington Continuity of Operations (COOP) planning and implementation (see [ADS 531, Continuity of Operations Program](#));
- Coordinates the establishment of an Agency Task Force and, as applicable, the interagency logistics, staffing, and communications when the Administrator activates a Task Force (see [ADS 112, Standard Operating Procedures for Task Forces](#)); and

- Coordinates **operational readiness** and continuity planning and training overseas in collaboration with the Office of Security (SEC), BHA, USAID Mission Directors, and State.

**I. The Bureau for Management, Office of Management Services, Overseas Management Division (M/MS/OMD):**

- Provides guidance and support for USAID's Missions and Regional Bureaus with State, and all administrative management personnel overseas;
- Advises and counsels Missions on the establishment and implementation of enhanced technology and administrative systems;
- Manages overseas nonexpendable property; and
- Serves as the operational manager of the Agency's overseas real property program and property management funds.

**m. The Bureau for Management, Office of Acquisition and Assistance (M/OAA)** advises, supports, and counsels Contracting Officers and Agreement Officers (CO/AOs) in the field and the Head of the Contract Activity (Mission Director) in response to emerging and/or actual emergencies implicating changes to development assistance activities implemented through Acquisition and Assistance (A&A) mechanisms. M/OAA additionally provides support and policy guidance to COs (including warranted EXOs) regarding USAID **CCNPSCs, Third-Country National Personal Services Contractors (TCNPSCs), and U.S. Personal Services Contractors (USPSCs).**

**n. The Office of Human Capital and Talent Management (HCTM)** is responsible for staffing, assignments, deployments, support, and counseling of Foreign Service (FS) personnel assigned to Missions. HCTM provides guidance and support to EXOs, as appropriate, on Mission expansions, contractions, and closures. **HCTM also provides support to EXOs regarding USAID PSCs of all types at posts abroad.**

**o. The Office of Security (SEC)** provides information and guidance regarding security incidents that affect personnel at USAID Missions and/or staff of contractors. As appropriate, a SEC representative liaises with the Department of State's Bureau of Diplomatic Security (DS) and provides intelligence briefings and analyses. The Office of Security, International Security Programs Division (SEC/ISP) supplements the security provided by DS. SEC provides a variety of security resources to USAID Missions, to include: operational security guidance, office building security, armored vehicles, emergency communications systems, Personal Recovery (PR) Programs/Training and security advice and assistance to USAID disaster response teams and to Agency operations in high threat environments. SEC's Regional Operations Officers (ROOs) maintain close communications with EXOs during a crisis.

p. The **USAID Command Center (AIDCC)**, located in SEC, monitors, communicates, and responds to issues impacting the safety and security of USAID personnel, facilities, and partners. The Command Center operates a 24/7 Watch Center (**USAIDCommandCenter@USAID.gov** or call (202) 712-1234, option 7) and monitors incoming cables, 'SAFE' alerts from the State Operations Center, the Diplomatic Security Command Center, and other Federal and local operations centers to identify and report on incidents that may affect the safety and security of USAID staff (Domestic and Foreign), partners, and facilities.

q. The **Bureau for Management, Office of the Chief Information Officer (M/CIO)** is responsible for overseeing the Agency's Information Resources Management (IRM). M/CIO:

- Performs critical support in the event of a domestic or overseas emergency to include providing critical continuity of operations to keep Agency staff connected to essential resources, including at alternate work facilities; and
- Supports the emergency closure of USAID Missions, the disposition of compromised equipment, the communication needs for the BHA Disaster Assistance Response Teams, and overall guidelines for information technology (IT) emergency preparedness.

M/CIO is included in all emergency responses as **an essential** supporting actor, as IT is critical to all elements of USAID's work, including emergency response.

r. The **Office of Civil Rights (OCR)** works with individuals needing assistance during an emergency to develop an individualized EAP to meet their needs overseas. OCR consults with M/MS, the EXO, and State stakeholders (including our Reasonable Accommodation counterpart), as appropriate (see [ADS 111, Procedures for Providing Reasonable Accommodation](#)).

### **530.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 12/13/2022

A crisis can have programmatic or operational implications, or a combination of both.

#### **530.3.1 Programmatic Emergency Planning Overseas**

##### **530.3.1.1 Emergency Planning**

Effective Date: 12/13/2022

USAID employees must comply with the Uniform Regulations (policies and procedures) contained in **12 FAH-1, Emergency Planning Handbook**. The Emergency Planning Handbook consists of two major components: Chapters and Response plans (annexes). Upon publication of the EAP, these components are grouped into the four EAP sections.

The EAP consists of four major components, as listed below (see **12 FAH-1 H-038**):

1. Immediate Action Guide,
2. Master Emergency Contact List,
3. Decision Points, and
4. Post Planning Guide.

### **530.3.1.2 Emergency Action Plan** Effective Date: 12/13/2022

The EAP is a post-specific living document created by the EAC. It is a comprehensive plan that provides procedures for response to foreseeable contingencies at a particular post. Each post (to include all embassies, consulates, branch offices, American Presence Posts, and American Institutes, but excluding consular agencies) is required to prepare a full EAP following the format and outline as stated in the **Emergency Planning Handbook (12 FAH-1)**.

Post personnel use the EAP for:

- Evaluating the operational environment;
- Planning for response;
- Preparing, practicing, rehearsing; and
- Actual response and recovery activities.

All posts must conduct a comprehensive review of their entire EAP and certify it annually. The review must include all narratives, contacts, facilities, checklists, custom content, attachments, and forms to update out-of-date information and confirm that other information is accurate and current. The due date for this certification is one year from the date of the previous certification (see **12 FAH-1 H-030, Post Emergency Action Plan**).

In addition to the post EAP, each post must develop and implement operational procedures for the communication, coordination, and reporting to M/MS and SEC/AIDCC to ensure the safety, security, and accountability of USAID and contractor personnel under Chief of Mission authority. Each post must also communicate, coordinate, and report to M/CIO to ensure the protection, mitigation, response, and recovery of Agency records, facilities, and equipment (*i.e.*, IT and Telecommunication) deemed essential for sustaining government functions and conducting emergency



operations. Each post must ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.

Every Mission must ensure that electronic files/records stored on computer hard drives and/or Mission servers are backed up to AIDNET. Every Mission must ensure all users adhere to [ADS 545mbd, Rules of Behavior for Users](#).

### **530.3.1.3 Annex J (Assistance to Host Country in a Major Accident or Disaster)**

Effective Date: 12/13/2022

Annex J provides information and guidance to posts on coordinating and managing USG assistance to foreign countries in response to natural and man-made disasters. Every U.S. Mission must maintain and be familiar with its up-to-date Annex J of the EAP (see [ADS 251](#); **12 FAH-1 H-244.10, Assistance to Host Country in a Major Accident or Disaster**; and [BHA's annual Guidance for Disaster Planning and Response](#)). Annex J of the EAP provides information and guidance that details how the USG manages its assistance in responding to disasters overseas.

The MDRO should be a regular member of the post's EAC and is responsible for preparing and maintaining Annex J of the EAP and ensuring that post personnel are familiar with its contents. The MDRO must brief the EAC at least once a year on the status of Annex J of the EAP. The MDRO should be familiar with host government disaster authorities and capabilities and other potential humanitarian assistance partners. There is a need for continuous collaboration between BHA and the Mission in the planning process for disasters, as well as the requirement for regular and sustained communications between the MDRO and field-based BHA advisors to ensure that USG humanitarian assistance is timely, appropriate, and effective.

### **530.3.1.4 Mission Continuity of Operations (COOP) Planning**

Effective Date: 09/12/2024

Every USAID Mission must develop, maintain, and implement a COOP Program and MCP in accordance with the [USAID COOP Plan](#) and Federal Continuity Directive (FCD) – Federal Executive Branch National Continuity Program Management Requirements, Revised August 2024, and in collaboration with State and M/MS. The MCP is specific to USAID Missions and complements the EAP. The MCP provides guidance to both USAID's headquarters and overseas operations for managing a disruption that substantially impacts performance of its overseas business activities. The MCP includes guidance for maintaining essential Mission operations and services. Each Mission must develop an MCP that takes into consideration all geographically located satellite or country offices, programs, assets, and personnel.

Missions may include additional Annexes that are specific to each location, if necessary. Each fiscal year, all USAID Missions must update and certify their continuity efforts to the Agency's Continuity Coordinator. Each Mission Director, DMD, and/or EXO must submit and certify annually that their Mission maintains a MCP and participates in an

exercise that incorporates the deliberate and pre-planned movement of continuity personnel to an alternate location. Mission management should communicate with the Foreign Service National (FSN) Committee, to the extent appropriate, on the development and updates of the MCP.

### **530.3.1.5 Mission Multi-Year Training and Exercise Plan**

Effective Date: 09/12/2024

As a requirement of the Agency COOP Program, every USAID Mission must establish a Mission Multi-Year, Test, Training, and Exercise Plan (MYTTEP) and Schedule in collaboration with State for each post. The MYTTEP and Schedule provides a roadmap for Missions to follow in planning for TT&E activities that will help enable Missions to fulfill their essential functions in the event of a continuity plan activation. The MYTTEP also facilitates the visibility, deconfliction, and synchronization of TT&E activities with other Missions in the region and provides the Agency a holistic view of the TT&E efforts across all Missions to identify shortfalls in planning, organization, equipment, training, and exercises, and to identify priorities to improve a Mission's preparedness posture.

The multi-year training and exercise plan and schedule should contain the following:

- Participants (e.g., USAID direct hires, USAID CCNPSCs, TCNPSCs, USPSCs, USG and Non-USG [host country entities], contractors [local and international], and Non-COM USG entities [Department of Defense (DoD)], etc.);
- List of courses (e.g., mandatory, optional, or recommended);
- Schedule of training courses and exercises (e.g., monthly, quarterly, annually);
- Training prerequisites or online training (e.g., PD543 Emergency Action Committee, PD533 Crisis Management Exercise, PD534 Crisis Management Overview); and
- System of assigning, monitoring, validating, and certifying training participation.

### **530.3.1.6 Mission Readiness Scorecard and Assessment**

Effective Date: 09/12/2024

#### **Joint Strategic Plan (JSP) FY 2022 - 2026**

Two joint documents between USAID and the Department of State, and the [Fiscal Year \(FY\) 2024 Annual Performance Plan / FY 2022 Annual Performance Report](#), designate the Readiness Scorecard as the official tool to measure the Agency's readiness posture. This Readiness Scorecard is employed within a broader Readiness Assessment process, which measures B/IO and Mission compliance with federal and

Agency preparedness policies, the results of which determine the Agency's Readiness rating. Each Mission must participate in an annual Readiness Assessment. The DMD, supported by the Readiness Team, leads the Mission Readiness Assessment. This assessment is part of a larger, constructive effort by the Agency to measure B/IO and Mission readiness, and is not designed to be punitive in nature.

### **530.3.2 Operational Emergency Planning Overseas**

#### **530.3.2.1 Mission Training and Exercises**

Effective Date: 12/13/2022

Every Mission must conduct annual training and exercises, including:

- The Regional Security Officer (RSO) leads training simulating disasters for MDROs and other sections including Consular, Health Unit, and Management Section, through annual Crisis Management Training, Emergency Action Committee Training, Crisis Management Overview Sessions, Crisis Skills Practical Session, Individual Section Training, and Crisis Management Exercises (CMEs). The RSO also leads the drill management program at post and annually at the USAID compound. This may include on-compound drills (e.g., internal defense, fire, bomb threat, chemical/biological attack, evacuation/drawdown, and 'duck and cover', etc.).
- State provides Post Emergency Guidance and Authoring System (PEGASYS) training.
- BHA provides training every one to two years per region to MDRO and A/MDROs. The training focuses on Annex J of the EAP and USAID/BHA resources and capacities in a humanitarian response.
- M/MS provides COOP, Emergency Preparedness, and Safety Training and Exercises.
- SEC provides:
  - Personnel Recovery Employee Education, Management, Prevention, and Training Program (PREEMPT);
  - Preventing and Responding to Sexual Harassment Training;
  - Anti-Terrorism Security Drivers Training (ATST) Course;
  - Traveler Awareness Program: Know Before You Go, Active Conflict Environment (ACE) Training;

- Foreign Affairs Counter Threat (FACT) and Counter Threat Awareness Training (CTAT); and
- EXO Security Awareness Course.

**530.3.2.2 Operational Support**  
Effective Date: 09/12/2024

Several B/IOs, including but not limited to BHA and the Bureau for Global Health (GH), have crisis response units for coordination and programmatic response. The Bureau for Management's Crisis Response Unit at USAID/W, M/MS, coordinates the operational response to ensure the health and safety of personnel at post and augment operational services for post. In the event of an emergency, disaster, or crisis impacting a USAID Mission and/or requiring the Mission to initiate a continuity or emergency response, or to implement post evacuation. Missions can contact the USAID Command Center at **USAIDCommandCenter@USAID.gov** or call (202) 712-1234, option 7 to request support. M/MS will bring together an Operations Crisis Response Team with representatives from the:

- Regional Bureau;
- Mission;
- Regional Support Mission; and
- Offices across the Bureau for Management, HCTM, OCR, and the USAID Command Center.

Additional representatives will be added based on the specific needs and challenges of the crisis event.

The Operations Crisis Response Team focuses on the following objectives:

1. Designating a communications channel with, and for, the Mission to reduce burdens on the Mission during the crisis event. **Communication channels are coordinated with the Regional Bureau and the Operations Crisis Response Team establishes surge calls as needed.**
2. Respond to inquiries from the Mission to expedite their actions to safeguard the health and safety of post personnel, facilities, and records; and provide assistance to contractors.
3. Identify personnel, processes, and other resources to remotely augment the Mission's operations for their identified gaps.

4. Provide operational guidance to the Mission's senior leadership team on incident response.
5. Provide reasonable accommodation to qualified individuals with disabilities that may limit their ability to act in an emergency.

The USAID Command Center, in coordination with M/MS, convenes the Operations Crisis Response Team when an incident occurs or is likely to occur. The Operations Crisis Response Team determines the response needs and plan. When the needs of the Mission are met or the crisis no longer requires elevated support, the Operations Crisis Response Team stands down.

The Operations Crisis Response Team's designated members **or their delegates** include:

- Director, M/MS;
- Division Chief, M/MS/OMD;
- Division Chief, Bureau for Management, Office of Management Services, Travel and Transportation Division (M/MS/TTD);
- Division Chief, Bureau for Management, Office of Management Services, Information and Records Division (M/MS/IRD)
- Division Chief, Bureau for Management, Office of Management Services, Headquarter Management Division (M/MS/HMD)
- Emergency Management Specialist, M/MS;
- Director, Office of Human Capital and Talent Management, Foreign Service Center (HCTM/FSC);
- Director, HCTM/Staff Care;
- Chief of Operations, USAID Command Center;
- Deputy CFO, Overseas Operations;
- Deputy Director, Washington Operations, M/OAA;

- Deputy Director, Foreign Operations, M/OAA;
- Director/Deputy Director, OCR, and
- Division Chief, IT Operations, M/CIO.

Additional members based on the facts and circumstances of the crisis include but may not be limited to:

- Regional Bureau Country Desk Officer,
- Regional Bureau Administrative Management Specialist,
- Regional Bureau Office Director,
- Mission's designated personnel,
- Regional Mission designated personnel supporting the Mission in crisis,
- BHA Representative (if Disaster Declaration/Declaration of Humanitarian Need issued), and
- Subject matter experts.

Each representative coordinates the crisis response requirements related to their specific office or operational support area of expertise according to the action plan developed for the response.

### **530.3.2.3 Administrator's Crisis Action Team (ACAT)**

Effective Date: 09/12/2024

The Administrator may activate an ACAT for humanitarian or non-humanitarian incidents of corporate significance. The ACAT is an advisory and coordination body of senior leadership that works in partnership to ensure consistent messaging, informed decision-making, and strategic alignment of Agency priorities during high-level crises and incidents of corporate significance. The ACAT works to ensure the front-line responders are equipped, supported, and shielded from burdensome and conflicting requests from headquarters and external stakeholders. The ACAT offers a venue for information sharing that provides senior officials with the strategic-level information and messaging needed to speak on behalf of and advocate for USAID's interests.

**530.4 MANDATORY REFERENCES**

**530.4.1 External Mandatory References**

Effective Date: 09/12/2024

- a. **3 FAM 7170, Employment of LE staff at Posts in Suspended Operations**
- b. **3 FAM 7174, Authorization of Caretaker LE Staff**
- c. 12 FAH-1, Emergency Planning Handbook
- d. [Federal Continuity Directive: Continuity Planning Framework for the Federal Executive Branch - December 2023](#)
- e. [Federal Executive Branch Continuity Program Management Requirements, August 2024](#)
- f. [Federal Executive Branch Essential Functions Risk Identification and Management, August 2024](#)

**530.4.2 Internal Mandatory References**

Effective Date: 09/12/2024

- a. [ADS 111, Procedures for Providing Reasonable Accommodation](#)
- b. [ADS 112, Standard Operating Procedures for Task Forces](#)
- c. [ADS 251, International Humanitarian Assistance](#)
- d. [ADS 502, The USAID Records Management Program](#)
- e. [ADS 524, Emergency Management](#)
- f. **[ADS 527, Functions of the Mission Executive Officer](#)**
- g. [ADS 530maa, Standard Operating Procedures for Emergency and Crisis Management for Non-American Staff and Locally Contracted Personnel](#)
- h. [ADS 531, Continuity of Operations Program](#)
- i. [ADS 545, Information Systems Security](#)
- j. [ADS 545mbd, Rules of Behavior for Users](#)

**530.5 ADDITIONAL HELP**

Effective Date: 09/12/2024

- a. [ADS 530saa, Operational Framework for USAID Response to Infectious Disease Outbreaks](#)
- b. [Guidance for Extreme Heat for Federal Agencies Operating Overseas and United States Government Implementing Partners](#)
- c. [Mission Continuity Plan Template](#)
- d. [Mission Multi-Year, Test, Training, Exercise \(TT&E\) Plan Template and TT&E Scheduling Tool](#)
- e. [Mission Operational Readiness Web page](#)
- f. [Operational Framework for USAID Response to Infectious Disease Outbreaks Jun2024](#)
- g. [Standard Operating Procedures \(SOP\) for USAID Operational Crisis Response Teams](#)
- h. [USAID Strategic Action Plan for Operational Readiness](#)

## 530.6

### DEFINITIONS

Effective Date: 09/12/2024

See the [ADS Glossary](#) for all ADS terms and definitions.

#### **Chief of Mission**

The principal officer in charge of a diplomatic Mission of the United States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned to be temporarily in charge of such a Mission or office. (Chapters [113](#), [530](#), [535](#))

#### **Continuity of Operations Plan (COOP)**

An effort within individual organizations to ensure they can continue to perform their essential functions during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies. (Chapters [405](#), [511](#), [524](#), [530](#), [531](#), [545](#))

#### **Continuity Personnel**

Continuity personnel are key Mission staff who are assigned to perform critical services and essential functions when a continuity plan is activated. They include the Mission Management Team (e.g., MD, DMD, EXOs, Office Directors/Managers), and Mission Security Coordinators. (Chapter [530](#))

#### **Crisis**

An unstable situation, either political, social, economic, or military, involving an impending abrupt change that threatens stability. (Chapter [530](#))



### **Deputy Mission Director (DMD)**

The DMD is designated by the Mission Director to provide oversight of all USAID readiness activities within the Mission. The DMD serves as the USAID Incident Commander for major disasters affecting the Mission and implements the Mission Continuity Plan. The DMD is the focal point for disaster related information, planning, and activities affecting the Mission and personnel. The DMD ensures the Mission maintains a readiness posture in accordance with the ADS. (Chapter 530 and 531)

### **Disaster**

An unexpected occurrence, man-made or natural, that causes loss of life, health, property or livelihood, inflicting widespread destruction and distress and having long-term, adverse effects on Agency operations. It is distinguished from an accident by its magnitude and by its damage to the community infrastructure or the resources required for recovery. (Chapters 251, 502, 511, 530)

### **Emergency**

A situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. This is generally a short duration, for example, an interruption of normal Agency operations for a week or less. It may involve electrical failure or minor flooding caused by broken pipes. (Chapters 502, 511, 530)

### **Emergency Action Committee (EAC)**

The group of subject-matter experts from the mission appointed by the chief of mission or principal officer. The EAC provides the ambassador or principal officer with guidance in preparing for and responding to threats, emergencies, and other crises at the post or against U.S. interests elsewhere. The EAC develops its post-specific Emergency Action Plan (EAP). (Chapter 530)

### **Emergency Preparedness**

Effective emergency management activities begin with a host of preparedness activities conducted on an ongoing basis, in advance of any potential incident. Preparedness involves an integrated combination of assessment; planning; procedures and protocols; and training and exercises (Chapter 530).

### **Federal Continuity Directive (FCD)**

A document developed and promulgated by Department of Homeland Security (DHS), in coordination with the Continuity Advisory Group (CAG) and in consultation with the Continuity Policy Coordination Committee (CPCC), which directs executive branch organizations to carry out identified continuity planning requirements and assessment criteria. (Chapter 530 and 531)

### **Mission Disaster Relief Officer (MDRO)**

The MDRO is appointed by the Chief of Mission (COM) and is the point of contact at post for disaster-related information, planning, and activities affecting the host country. (Chapter 530)

**Regional Security Officer**

Department of State, Bureau of Diplomatic Security Special Agents responsible to the Chief of Mission at U.S. posts abroad. The RSO also receives management direction from Diplomatic Security through the Assistant Director for International Programs (DS/DSS/IP). (Chapter 530 and [545](#))

**Task Force**

A cross-Agency team established in response to a crisis/challenge or emerging crisis/challenge that extends beyond disaster and humanitarian assistance. It is led by an Executive Director designated by the Administrator and serves as a limited-term unit for developing crisis/challenge response strategies, proposing action, and delegating and coordinating the Agency's response. A Task Force is intended to be an integrated platform to facilitate a coordinated Agency response to an event that goes beyond a humanitarian crisis. USAID uses Task Forces to improve collaboration inside the Agency and with the USG interagency and external stakeholders to achieve the goals of a non-humanitarian crisis response. (Chapter [112](#) and 530)

530\_091224