

**FDA STAFF MANUAL GUIDES, VOLUME I - ORGANIZATIONS AND  
FUNCTIONS**

**FOOD AND DRUG ADMINISTRATION**

**OFFICE OF OPERATIONS**

**OFFICE OF SECURITY AND EMERGENCY MANAGEMENT**

**OFFICE OF EMERGENCY MANAGEMENT**

**OFFICE OF EMERGENCY OPERATIONS**

Effective Date: September 30, 2016

**1. OFFICE OF EMERGENCY OPERATIONS (DMMJBA).**

- A. Serves as the Agency focal point for emergency preparedness and response operating the 24-hour, seven-day-a-week emergency response system.
- B. Coordinates Agency responses to emergency incidents and situations involving regulated products and disasters.
- C. Assists in the development and coordination of the Agency's emergency preparedness and response activities by providing analysis of preliminary information about threats and hazards, and assists in the early recognition of emergencies, outbreaks, natural disasters, and terrorism or other criminal acts.
- D. Manages FDA's Emergency Operations Center (EOC) to ensure responses to emergencies or events involving FDA-regulated products are in compliance with National Incident Management System (NIMS)/Incident Command Structure (ICS) principles.
- E. Coordinates Agency emergency activities with other federal agencies, state, local, tribal, territorial and foreign government officials and industry associations.
- F. Represents the Agency at interagency, intra-agency, state, local and foreign government and industry association meetings and conferences on emergency preparedness and response.

- G. Manages the National Consumer Complaint System which monitors reports of potential problems with FDA-regulated products for potential emergencies.
- H. Participates in National Biosurveillance Integration Center conference calls sponsored by Department of Homeland Security to provide a forum for interagency information sharing for early recognition of biological events of national concern, both natural and manmade.
- I. Ensures and provides support for activating and coordinating staffing of the FDA Incident Management Group in the Emergency Operations Center during emergencies.
- J. Monitors international disasters, both natural and manmade, and coordinates with internal FDA and external groups to determine and report the status of FDA staff on official travel in impacted areas.
- K. Monitors and coordinates Agency response to international inquiries directed to FDA from International Food Safety Authority Network (INFOSAN), the European Union's Rapid Alert System for Food and Feed (RASFF), International Health Regulations (IHR) authorities, the Departmental IHR contacts, and other international groups as required to assess, triage, and respond to international inquiries, including Public Health Emergencies of International Concern (PHEIC).
- L. Provides alert and notification support for the interagency Advisory Team for the Environment, Food and Health (A-Team), as required, during activation or potential activation.

## **2. AUTHORITY AND EFFECTIVE DATE.**

The functional statements for this Office were approved by the Secretary, Department of Human and Health Services, and effective on September 30, 2016.

**FOOD AND DRUG ADMINISTRATION**  
OFFICE OF OPERATIONS  
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OFFICE OF THE DIRECTOR

(DMMJBA)

STAFF MANUAL GUIDE 1117.621  
ORGANIZATIONS AND FUNCTIONS  
EFFECTIVE DATE: September 30, 2016

The following is the Department of Health and Human Services, Food and Drug Administration, Office of Operations, Office of Security, and Emergency Management, Office of Emergency Management, Office of Emergency Operations organization structure depicting all the organizational structures reporting to the Office Director.

OFFICE OF THE DIRECTOR (DMMJBA)

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