



## WEST BATON ROUGE PARISH

### 2022 ALL HAZARDS - EMERGENCY OPERATIONS PLAN UPDATE



#### ADOPTED EOP

Adopted by West Baton Rouge parish and local government units

Developed by West Baton Rouge Parish with professional planning assistance from International Consulting Group (ICG) LLC

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August 1, 2022

GOHSEP EOP Team  
415 North 15th Street, 4th Floor – Mitigation  
Baton Rouge, Louisiana 70802

**SUBJECT      Transmittal of Final Plan  
                 West Baton Parish, 2022 Emergency Operations Plan Update**

We are pleased to submit two (2) hard copies of the West Baton Rouge Parish Final Draft Emergency Operations Plan (EOP) Update as well as the Plan Review Crosswalk for this plan dated March 28, 2022.

This updated All Hazard Emergency Operations Plan Update for West Baton Rouge Parish is consistent Comprehensive Preparedness Guide (CPG) 101 that provides guidelines on developing emergency operations plans.

Should you have any questions or need any additional information, please contact John Chumba at (225) 278-7638 or by email at [icg@icgnorthamerica.com](mailto:icg@icgnorthamerica.com).

Sincerely,

John Chumba, CBO, MCP

President & CEO, International Consulting Group (ICG) LLC

Enclosed:      1) West Baton Rouge Parish Preliminary Emergency Operations Plan Update  
                 2) Plan Review Crosswalk Dated August 1, 2022

cc:              Riley Berthelot, President, West Baton Rouge Council,

Anthony “Deano” Moran, Director of West Baton Rouge Homeland Security and Emergency Preparedness and 911

2022 West Baton Rouge EOP Steering Committee

### **SPECIAL ACKNOWLEDGEMENTS**

A special thank you to the Core Planning Team, consisting of various West Baton Rouge Parish department representatives, municipality representatives, and Planning Teams, consisting of Steering Committee and Agency representatives, who contributed their time, effort, insight, and resources toward the completion of this version of the 2022 West Baton Rouge Parish Emergency Operations Plan Update.

### **APPROVAL AND IMPLEMENTATION**

The West Baton Rouge Emergency Operations Plan (EOP) describes the mechanism and structure by which the Parish government mobilizes resources and conducts activities to address the consequences of any major disaster or emergency within the boundaries of West Baton Rouge Parish.

Local and state assistance is available through Mutual Aid Agreements and Memoranda of Understanding. Federal assistance is available under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, as well as individual agency authorities, to save lives; protect public health, safety, property, and the environment; alleviate damage and hardship; and reduce future vulnerability.

By participating in this planning process, agencies and organizations in West Baton Rouge Parish agree to:

1. Support the EOP concept of operations and fulfill their assigned functional responsibilities to ensure the orderly, timely delivery of assistance.
2. Cooperate with the parish and municipality elected officials, OHSEP Director, Incident Commander, and others to provide effective oversight of disaster operations.
3. Make maximum use of existing authorities, organizations, resources, systems, and programs to reduce disaster-relief costs.
4. Form partnerships with counterpart local and state agencies, voluntary disaster relief organizations, and the private sector to take advantage of all existing resources.
5. Continue to develop and refine parish and regional planning, exercise, and training activities to maintain necessary operational capabilities.

## SECTION 1: FORWARD

### Summary of contents of this section:

- ✓ 1.1 Introduction
- ✓ 1.2 Promulgation
- ✓ 1.3 Executive Summary
- ✓ 1.4 Purpose
- ✓ 1.5 Scope and Applicability
- ✓ 1.6 Mission
- ✓ 1.7 Vision, Goals and Objectives
- ✓ 1.8 Authorities
- ✓ 1.9 References
- ✓ 1.10 Distribution List
- ✓ 1.11 Record of Changes
- ✓ 1.12 Plan Update Organization

### 1.1 INTRODUCTION

The Emergency Operations Plan (EOP) outlines how West Baton Rouge Parish Government complies with and implements various federal and state requirements to protect the lives and property of the citizens of the parish.

The West Baton Rouge Parish All Hazards Emergency Operations Plan sets forth appropriate actions to be taken in response to a disaster, to include the potential or imminent threat of any event.

Further, this plan facilitates the coordination for the delivery of parish resources and services necessary to deal with the consequences of a disaster. The plan outlines planning assumptions, policies, concept of operations, organizational structures, and specific assignments of responsibilities to the departments and agencies tasked with local response efforts.

The Emergency Operations Plan Update for West Baton Rouge Parish conforms to the basic plan as set forth in the Federal Emergency Management Agency guidelines for the Integrated Emergency Management System and is consistent with the accepted standards and principles of the National Incident Management System (NIMS) and the Emergency Operations Center concept.

## 1.2 PROMULGATION STATEMENT

The West Baton Rouge Parish Office of Homeland Security and Emergency Preparedness has the authority and responsibility for direction and control of the necessary resources of West Baton Rouge Parish as set forth in this plan.

This Emergency Operations Plan Update outlines the basic organization for emergency management and concept of operations for coordinated responses needed in the event of any natural and man-made disasters. The Emergency Operations Plan assigns actions to be taken in various situations by West Baton Rouge Parish government and others. Departments and agencies that are assigned responsibilities in this Plan are expected to develop supporting plans and procedures that will allow them to fulfill their responsibilities when required.

Through this Plan, West Baton Rouge Parish Government maintains a high level of readiness to respond to natural and manmade disasters. Through a program of integrated emergency management, all departments, agencies, and private organizations plan for mitigation of hazards, prepare for future emergencies, and assist the community in returning to pre-disaster conditions. This plan supersedes any previous Emergency Operations Plan promulgated for this purpose. It provides a framework in which the parish and its incorporated municipalities can plan and perform their respective functions during a disaster or national security threat.

This plan is in accordance with existing federal, state and local statutes and has been approved by the West Baton Rouge Parish Government, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the Federal Emergency Management Agency.

To ensure compliance and its usefulness, this plan will be reviewed and recertified annually by the Director of the West Baton Rouge Parish Office of Homeland Security and Emergency Preparedness. If any section, provision, or clause of this plan shall be held invalid, invalidity shall not affect any other provision of this plan. All regulations and/or parts of regulations, or ordinances conflicting with any provisions of this plan shall hereby be repealed.

I certify that this plan and all annexes maintained herein constitute the official Emergency Operations Plan (EOP) for West Baton Rouge Parish and its municipalities - City of Port Allen, Town of Addis, and Town of Brusly.

Signatures:

\_\_\_\_\_  
Anthony "Deano" Moran, Director, OHSEP

\_\_\_\_\_  
Riley Berthelot, President, West Baton Rouge

By: \_\_\_\_\_  
IEMA Region 6 Coordinator

Attest: \_\_\_\_\_  
Parish Clerk of West Baton Rouge Court

### **1.3 EXECUTIVE SUMMARY**

This Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a uses a multi-agency team approach and operates under a structure based upon the principles of the Incident Command System (ICS)/National Incident Management System (NIMS) to manage, coordinate and direct resources committed to an incident.

Incident Command System is the combination of facilities, equipment, personnel, procedures, and communications systems operating within a common organizational structure. This system is commonly recognized among federal, state, and local jurisdictions.

This plan has been developed to comply with the requirements of Emergency Management Accreditation Program (EMAP) standards, and the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide 101 (CPG-101).

To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all West Baton Rouge Parish employees, public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. The EOP is not intended as a standalone document but establishes the basis and procedures for more planning by the individual departments and agencies.

The EOP is intended to be used in conjunction with other department and agency plans and procedures.

The successful implementation of the plan is contingent upon a collaborative approach with a wide range of agencies and organizations that provide crucial support during emergency operations. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their roles and responsibilities are also included in the plan.

This document is a result of the collaborative efforts between West Baton Rouge Parish OHSEP and the many primary and supporting agencies. These agencies have been assigned various specific emergency roles and responsibilities.

The plan incorporates comments and suggestions received from a variety of stakeholders including many partner agencies and organizations that provide critical support to the parish during times of disaster.

## A. ORGANIZATION

The plan is divided into seven (7) volumes.

- ✓ **Volume 1:** Basic Plan.

The Basic Plan which describes procedures and principles for organizing emergency response throughout the Parish. It contains overarching structures and assigns responsibilities to various organizations in the Parish. A listing of Related Supporting Plans that depend on this plan for assignment of responsibilities and operational principles and may supplement this plan during specific emergencies; because of regulatory requirements or the specific nature of the hazards they address, should stand alone; are published separately, and incorporated into this plan by reference; some of the related plans contain personal or sensitive information and are exempted from the provision of the Right-to-Know act, and from release to the public.

Appendices that provide additional information (definitions, explanation of terms, maps, etc.) that will be helpful during emergency response.

- ✓ **Volume 2:** ESF Annexes that describe the seventeen emergency support functions and how they will be accomplished.
- ✓ **Volume 3:** Support Annexes.
- ✓ **Volume 4:** Hazard, Threat, or Incident-Specific Annexes.
- ✓ **Volume 5:** Appendices.
- ✓ **Volume 6:** Functional Checklists that provide suggested tasks for each of the principal positions in the Parish EOC. These are maintained in the OHSEP office and are not published.
- ✓ **Volume 7:** Notification and Resource Manual (NARM) is maintained in a computer data base and is not published.

## B. EMERGENCY FUNCTION ANNEXES

This EOP organizes various departments and agencies into 17 Emergency Functions (EFs) to facilitate planning and coordination prior to an incident and to achieve an effective emergency response and recovery. Details of each ESF will be included in ESF Annexes to this plan which will be published separately.

Each EF has an assigned ESF Coordinating agency, Primary Agencies and Supporting Agencies. The ESF Coordinator is designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities.

The ESF Coordinator is responsible for all pre-incident planning and coordination to ensure that all ESF agencies are prepared to provide resources and perform operational roles. ESFs will be activated as needed to support actual or anticipated requirements and will provide representatives to the Op Area or Parish EOC as needed upon activation.

ESF-1 thru 15 are consistent with the Federal ESFs in accordance with the National Response Framework (NRF). ESF 16 is unassigned while ESF 17 is defined by this jurisdiction.

ESF Number	Description of Emergency Support Function
ESF-1	Transportation
ESF-2	Communications
ESF-3	Public Works and Engineering
ESF-4	Firefighting
ESF-5	Emergency Management
ESF-6	Mass Care, Housing and Human Services
ESF-7	Resource Support
ESF-8	Public Health and Medical Services
ESF-9	Urban Search and Rescue
ESF-10	Oil and Hazardous Materials Response
ESF-11	Agriculture and Natural Resources
ESF-12	Energy
ESF-13	Public Safety and Security
ESF-14	Long-term Community Recovery and Mitigation
ESF-15	External Affairs
ESF-16	Not Assigned
ESF-17	CyberSecurity

## 1.4 PURPOSE

The purpose of the West Baton Rouge Parish Emergency Operations Plan (EOP) is to provide a framework concerning how the parish and its municipalities shall plan and prepare for, respond to, and recover from an emergency of significance or disaster situation.

The EOP is designed to coordinate closely with the National Response Framework (NRF) and State of Louisiana Emergency Operations Plan. It establishes a base on which further plans, procedures, guidelines, arrangements, and agreements can be elaborated.

This plan:

- ✓ Provides overall responsibilities of local government as well as guidelines and organizational priorities necessary to insure a coordinated Federal, State, and Local government response.
- ✓ Sets forth a detailed parish program for preparation against, operation during, and relief and recovery following disasters as provided by Parish, State, and Federal statutes, regulations, executive orders, and ordinances, as well as other related or applicable emergency authorities or directives.
- ✓ Guides strategic organizational behavior before, during, and following a significant emergency.
- ✓ Establishes the legal and organizational basis for managing emergency operations in West Baton Rouge Parish in response to natural or man-made disasters or emergencies.
- ✓ Provides an outline to expedite the recovery from disasters and emergencies by providing planning for the rapid and orderly restoration of critical infrastructure and essential services.
- ✓ Defines and assigns emergency roles and responsibilities to organizations and key positions for managing emergency operations in the parish.
- ✓ Describes the concept of operations and legal authority for managing emergency event within the parish.
- ✓ Establishes the planning mechanisms for managing emergency operations while mobilizing resources available from Parish departments and agencies, and partner organizations and agencies, as well as from the state and federal government.
- ✓ Provide guidance for the various departments within West Baton Rouge Parish government, municipalities within the Parish, where applicable, and all those outside agencies within the Parish of West Baton Rouge with an emergency assignment before, during and following any declared emergency.
- ✓ Provides a tool that will assist in reducing the loss of life and property of West Baton Rouge Parish residents due to natural or man-made disasters.

## **1.5 SCOPE AND APPLICABILITY**

### **Scope**

The scope of this plan is to provide concept of operations and organizational roles and responsibilities for events within the parish resulting in a local emergency.

This plan is parishwide in scope and includes coordination and support to the following jurisdictions:

- a) Unincorporated parts of the Parish
- b) City of Port Allen
- c) Town of Brusly
- d) Town of Addis

### **Applicability**

This plan applies to West Baton Rouge Parish departments and agencies as well as any other partner organization or agencies whose roles and responsibilities have been identified within this plan.

## **1.6 MISSION**

In times of emergency the mission of the West Baton Rouge Parish government is:

- ✓ To plan and prepare practicable response programs for the protection of life and property in the event of disasters.
- ✓ To take immediate effective action to direct, mobilize, coordinate, and determine utilization of local resources to support political subdivisions in the conduct of disaster operations to save lives, protect property, relieve human suffering, sustain survivors, and repair essential facilities.
- ✓ To coordinate and direct restoration and recovery operations in the disaster area subject to governmental authority.
- ✓ To ensure that each Parish Department and support agencies will plan and provide for an emergency operations capability which conforms in principle with this plan.

## 1.7 VISION, GOALS, AND OBJECTIVES

### Overview

- ✓ The primary responsibility for disaster preparedness rests with elected heads of government, both Local and State, in accordance with RS 29: 721-727. To fulfill this responsibility, maximum attention must be given to the coordination of all disaster relief efforts by Local, State, public and private organizations.
- ✓ The Parish strives to have a comprehensive emergency management program incorporating planning, preparedness, response, recovery, and mitigation that is essential for the Parish to achieve its emergency management vision.
- ✓ The goal for West Baton Rouge Parish is to develop and implement a program that meets or exceeds all the standards and target capabilities established by the National Preparedness Goals.
- ✓ The goal for West Baton Rouge Parish is to have an Emergency Operations Plan that is in full compliance with all federal and state guidelines and standards so that West Baton Rouge, Parish operations are conducted within the national response system envisioned by the National Response Framework.
- ✓ The core vision for the Parish is “To protect and enrich the quality of life for the residents, visitors and diverse communities of West Baton Rouge Parish.”
- ✓ The Emergency Operational Plan provides clear guidelines, definitions, and operational concepts for the effective mobilization of Parish resources in responding to and recovering from all disasters and emergencies of cause.
- ✓ To coordinate all disaster services with the OHSEP Director.

## **1.8 AUTHORITIES**

### **A. 1.8.1 FEDERAL**

- ✓ Public Law 93-234, as amended The Flood Disaster Protection Act of 1973.
- ✓ Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
- ✓ Title 44, The Code of Federal Regulations, Part 206.
- ✓ Federal Emergency Management Agency, FEMA-64, Emergency Action Planning Guidelines for Dams, 1985.
- ✓ Federal Emergency Management Agency, SLG 101 State and Local Guide.
- ✓ National Response Plan, 2004.
- ✓ National Incident Management System, 2004.
- ✓ The Federal Civil Defense Act of 1950, Public Law 81-920, as amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388, as amended.
- ✓ The Disaster Mitigation Act of 2000, Public Law 106-390.
- ✓ The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.
- ✓ Emergency Services and Assistance, "Code of Federal Regulations, Title 44.
- ✓ Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- ✓ National Response Framework (NRF), January 2008.
- ✓ National Incident Management System (NIMS), February 2008.
- ✓ Homeland Security Presidential Directive 8, National Preparedness, March 30, 2011.
- ✓ All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies and disasters.

## **B. 1.8.2 STATE**

- ✓ The Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
- ✓ Louisiana Revised Statutes, Chapter 29:650, Civil Air Patrol.
- ✓ Act 111, Emergency Interim State Executive Succession Act of 1963.
- ✓ Act 112, Emergency Interim Judicial Succession Act of 1963.
- ✓ Act 113 as amended, Emergency Interim Legislative Succession of 1963.
- ✓ The Louisiana State Administrative Plan dated 1992, as amended.
- ✓ Louisiana Significant/High Hazard Dam Safety Plan 1989.
- ✓ State Executive Order included in the preface to this plan.
- ✓ Louisiana Disaster Recovery Manual dated January 2005, as amended.
- ✓ Other Acts, Executive Orders, Proclamations, Compacts, Agreements, and Plans pertaining to emergencies and/or disasters that has been or will be developed or enacted.

## **C. 1.8.3 LOCAL**

- ✓ The West Baton Rouge Parish Emergency Operations Plan current as adopted by the West Baton Rouge Parish Council.
- ✓ Regional Emergency Operation Plan.
- ✓ The West Baton Rouge Parish Hazard Mitigation Plan.
- ✓ Mutual Aid, Letters of Agreement, and or Memorandums enacted or to be enacted.

## **D. 1.8.4 VOLUNTEER/OTHER**

- ✓ Act 58-4-1905, American Red Cross (ARC).
- ✓ Mennonite Disaster Services/FEMA Agreement. Salvation Army Charter, May 12, 1974, and Memorandums of Understanding between Louisiana and the agencies above.
- ✓ Other directives as appropriate.

## **1.9 REFERENCES**

- ✓ Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
- ✓ Integrated Emergency Management System Capability Assessment and Standards for State and Local Government, Federal Emergency Management Agency, 1983.
- ✓ Integrated Emergency Management System Multi-Year Development Planning Interim Guidance, Federal Emergency Management Agency, January 1984.
- ✓ Integrated Emergency Management System Process Overview, Federal Emergency Management Agency, September 1983.
- ✓ National Incident Management System. United States Department of Homeland Security, 2005.
- ✓ Homeland Security Act 2002. United States.
- ✓ Homeland Security Presidential Directive 5– *Management of Domestic Incidents*. 2002.
- ✓ Homeland Security Presidential Directive 8– *National Preparedness*. 2002.

## **1.10 DISTRIBUTION LIST**

West Baton Rouge Parish OHSEP will coordinate distribution of the West Baton Rouge Parish Emergency Operation Plan Update.

Copies of the plan will be distributed to Parish President and each Mayor of incorporated municipalities within West Baton Rouge Parish. Additionally, the complete plan will be provided to each agency along with functional annexes.

The basic plan is a public document and is available through a variety of means; however, a master copy will be maintained West Baton Rouge Office of Homeland Security and Emergency Preparedness.

Copies of this EOP Update were distributed as follows:

**Table 1 EOP Distribution List**

DISTRIBUTION LIST	
PARISH GOVERNMENT	# COPIES
City Marshal	1
Clerk of Court's Office	1
Coroner's Office	1
Council of Aging	1
Council Administrator's Office	1
Department of Environmental Quality	1
Department of Human Resources	1
Department of Public Works	1
District Attorney's Office	1
Emergency Medical Services	1
West Baton Rouge Parish Fire District #1 –	1
Public Library – Parish	1
West Baton Rouge Parish Sherriff's Office	1
West Baton Rouge Parish Assessor's Office	1
West Baton Rouge Parish Coroner's Office	1
West Baton Rouge Parish Health Center	1
West Baton Rouge Parish Office of the Parish President	1
West Baton Rouge Parish Office of Emergency Preparedness and Homeland Security	1
West Baton Rouge Parish Department of Office of Community Planning & Development	1
West Baton Rouge Department of Animal Control	1
West Baton Rouge Parish, Department of Parks and Recreation	1
West Baton Rouge Parish Department of Public Works	1
West Baton Rouge Parish Department of Utilities	1
Social Services Department	
MUNICIPAL GOVERNMENTS	
Mayor's Office City of Port Allen	1
Mayor's Office Town of Brusly	1
Mayor's Office Town of Addis	1
Police Department – City of Port Allen	1
Police Department – Town of Brusly	1
Police Department – Town of Addis	1
Public Library – Port Allen	1
Public Library – Brusly	1
Public Library – Addis	1

<b>STATE AGENCIES</b>	
Governor's Office of Homeland Security and Emergency Preparedness	1
Louisiana National Guard 62nd Civil Support Team	1
Louisiana State Police Hazardous Materials Division	1
Louisiana State Police Troop A	1
Louisiana Department of Natural Resources	1
Louisiana Department of Agriculture and Forestry	1
<b>FEDERAL AGENCIES</b>	
Federal Bureau of Investigation	1
FEMA Region 6 Coordinator	1
United States Coast Guard	1
US Department of Agriculture	1
<b>NON-GOVERNMENT AGENCIES</b>	
Acadian Ambulance	1
American Red Cross	1
Local Emergency Planning Committee	1
Louisiana Emergency Response Commission	1
Local Emergency Planning Committee	1
Port of Baton Rouge	1
<b>PRIVATE AGENCIES</b>	
Utility Companies – Gas and Electric	1
Chemical Plants	1

### **Electronic Copies**

The Emergency Operations Plan (EOP) is available in a pdf format. The EOP has also been posted at the parish website at <https://www.wbrparish.org>.



## **1.12 PLAN ORGANIZATION AND LAYOUT**

The 2022 EOP Subcommittees recommended a minor revision to the 2014 plan.

The EOP is organized into Seven(7) volumes.

- ✓ **Volume 1: Basic Plan.**
- ✓ **Volume 2: Emergency Support Functions.**
- ✓ **Volume 3: Support Annexes.**
- ✓ **Volume 4: Hazard, Threat, or Incident-Specific Annexes.**
- ✓ **Volume 5: Appendices.**
- ✓ **Volume 6: Functional Checklists.**
- ✓ **Volume 7: Notification and Resource Manual (NARM).**

### **A. VOLUME 1: BASIC PLAN**

This is the Base Plan and it includes the federal, Louisiana state and West Baton Rouge Parish authorities and other references that provide the basis for this plan. It also includes the introduction of EOP, Executive Summary, Promulgation documents and signatures, Approval and Implementation, Record of Changes and Record of distribution.

This section establishes the planning assumptions for the plan and defines the emergency management roles and responsibilities for parish executives, departments and agencies, and partner agencies and organization. This section also identifies the various West Baton Rouge committees, task forces, and work groups established to address emergency preparedness issues and the specific roles and responsibilities assigned to each.

The core of Section one is the concept of operations subsection that describes how the Parish will respond to and recover from a major incident. The Parish Executive, as the Director of Emergency Management, has overall responsibility for response and recovery operations.

Within the EOP, delegations of authority to on scene commanders, the coordinator for emergency management and department and agency directors are clearly defined. As previously indicated, the Incident Command System (ICS) is established as the Parish Standard for managing incident response.

Based upon the scope and magnitude of the incident, the EOC may be activated to serve as the direction, coordination and support facility to response and recovery activities within West Baton Rouge Parish.

The EOC will coordinate all requests for assistance and resources from outside the Parish that are not covered by existing automatic mutual aid/mutual assistance agreements. The EOC also serves as the coordination point with the GOHSEP to access state and federal assistance.

## B. VOLUME 2: EMERGENCY SUPPORT FUNCTIONS

Section two provides an overview for each of the 15 Emergency Support Functional Annexes (ESFs) established by the plan and their integration into the ICS management process. The section defines the structure, common elements, and basic content of each function as well as a brief concept of operations in the EOC/ICS structure. Supporting data and references to other plans and operating procedures are included as appropriate.

Each ICS/ESF position has a designated coordinating agency that is responsible for maintaining the annex, conducting ICS/ESF specific training and exercises, and developing cooperating plans and procedures in coordination with their designated cooperating agencies. During activation of the EOP, the coordinating agency is responsible for coordinating all activities within the scope of the ICS/ESF unit, position, or section.

The 15 ESFs and their coordinating departments and agencies are depicted in the table below.

**Table 3 List of ESF's**

ESF#	DESCRIPTION OF ESF
1	Transportation
2	Communications
3	Public Works & Engineering
4	Firefighting Fire and Rescue
5	Emergency Management
6	Mass Care, Emergency Assistance, Housing, and Human Services
7	Logistics Management & Resource Support
8	Public Health
9	Search and Rescue
10	Oil and Hazardous Materials
11	Agriculture and Natural Resources
12	Energy
13	Law Enforcement
14	Long-Term Community Recovery
15	External Affairs
16	Unassigned
17	Cyber Security

### **C. Volume 3: Support Annexes**

Volume three will includes support annexes that address common functional processes such as damage assessment, volunteer, and donations management, financial management and employee health and safety.

### **D. Volume 4: Hazard, Threat, or Incident-Specific Annexes**

Volume four will include incident specific annexes that address potential major hazards in West Baton Rouge Parish.

### **E. Volume 5: Appendices**

Volume five contains the EOP appendices.

### **F. Volume 6: Functional Checklists**

Volume 6 provides suggested tasks for each of the principal positions in the Parish EOC. These are maintained in the OHSEP office and are not published.

### **G. Volume 7: Notification and Resource Manual (NARM)**

Volume 7 is maintained in a computer data base and is not published.

## SECTION 2: SITUATIONS, HAZARD ANALYSIS AND ASSUMPTIONS

### Summary of contents of this section:

- ✓ 2.1 Situations
- ✓ 2.2 Hazard Analysis
- ✓ 2.3 Assumptions

### 2.1 SITUATIONS

- ✓ West Baton Rouge Parish is located approximately 1 mile west of the City of Baton Rouge (Louisiana, State Capitol) and is adjacent to West Baton Rouge, Iberville, and Pointe Coupee Parishes. The Parish's land area is 191.1 square miles (122,382 acres); the water area is 12.4 square miles (7,951 acres).
- ✓ Parishes surrounding West Baton Rouge are East Baton Rouge, Pointe Coupee, Iberville, and West Feliciana.
- ✓ West Baton Rouge Parish has within its borders three incorporated communities has a total population of 26,867 according to Census Bureau 2020. There are three municipalities within the Parish. They are City of Port Allen, Town of Addis and, Town of Brusly.
- ✓ The special needs of the handicapped and elderly are appropriately addressed throughout this plan. While not exceeding 5% of the population, there is a contingent of non-speaking English residents who speak Spanish as a first language. This need is adequately addressed in ESF 15. Information concerning the elderly, indigent, physically or mentally challenged and non-English speaking persons are obtaining through other community agencies such as the Council on Aging, Community Action Agency and West Baton Rouge Parish School District.
- ✓ West Baton Rouge Parish through the OHSEP has established Emergency Operation Center (EOC) Implementing Procedures, which detail the actions necessary to activate the EOC, Mobilize Response Resources and Implement Protective Actions.
- ✓ OHSEP has made available the CAMEO software suite to emergency response forces within West Baton Rouge Parish, including State agencies, to better prepare, respond and recovery from emergencies.
- ✓ West Baton Rouge Parish has established Emergency Planning Zones (EPZs) and Security Planning Zones (SPZs) for technological hazards and Homeland Security Critical Infrastructure sites within West Baton Rouge Parish to aid in planning and responding.
- ✓ West Baton Rouge Parish is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include hurricanes, floods, tornadoes, and earthquakes.

## **2.2 HAZARD ANALYSIS**

West Baton Rouge Parish's hazard analysis study indicates that its entire population is vulnerable to many hazards, both natural and technological, that could individually or in a combination thereof, result in conditions that warrant a coordinated emergency response and an emergency or disaster declaration by the Parish President.

West Baton Rouge Parish is vulnerable to various natural hazards such as hurricanes, floods, tornadoes, earthquakes, sinkholes, landslides, winter storms, and fires.

Additionally, West Baton Rouge Parish is vulnerable to a variety of man-made and technological hazards such as hazardous materials accidents, major transportation accidents, nuclear power plant incidents, civil disorders, power failures, terrorism, nuclear attack, dam failures, etc. These technological and man-made are available to all response agencies using CAMEO, Computer Aided Management of Emergency Operations.

The potential scope and impact of these emergencies may vary from a minor emergency requiring minimum response to a major emergency requiring maximum response, depending on time of day, weather conditions, time of year, warning time, location, population density, and the type of emergency or disaster.

West Baton Rouge Parish is vulnerable to the following hazards:

### **A. NATURAL HAZARDS**

1. Flooding
2. Hailstorms
3. Tornadoes
4. Drought
5. Fire
6. Hurricane (Wind and Rain)
7. Land Subsidence
8. Extreme Heat
9. Earthquakes
10. Severe Winter Storm
11. Thunderstorms, High-wind, and Lightning

## **B. TECHNOLOGICAL HAZARDS**

1. Hazardous materials
2. Riverbend Nuclear Power Facility
3. Transportation accidents
4. Bridge collapse
5. Utility service interruptions
6. Energy shortage
7. Levee Failure
8. Wildfire

## **C. HUMAN-CAUSED HAZARDS (INTENTIONAL ACTS)**

1. Civil Disorder
2. Terrorist/Enemy Attack
3. Cyber Terrorism

## **D. BIOLOGICAL HAZARDS**

1. Animal Disease
2. Pandemic Infectious Disease

### **2..3 ASSUMPTIONS**

1. A major disaster, emergency or terrorism event may cause numerous fatalities and injuries, property loss, and disruption of normal life-support systems, and will have an impact on the regional economic, physical, and social infrastructures.
2. The extent of casualties and damage will depend on factors such as the time of occurrence, severity of impact, weather conditions, population density, building construction, and the possibility of cascading events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods.
3. In the event of a natural or technological incident, sufficient capabilities exist to handle these situations. However, should a national security emergency occur, our resources would be utilized to capacity or exhausted; therefore, outside assistance would be required.
4. The West Baton Rouge Parish Emergency Operation Center or an alternate facility is available.
5. All equipment necessary to provide a coordinated mitigation, preparedness, response, and recovery effort from local, state, and federal government is functional and available as reasonably possible to the extent of the emergency.
6. Actions to minimize the effects of any disaster will be conducted by West Baton Rouge Parish officials from the Emergency Operation Center and affected public and private agencies.
7. West Baton Rouge Parish is supported by private and volunteer organizations and State/Federal agencies that possess significant amounts of manpower, equipment, and supplies that can be utilized to minimize loss of life and property in the event of a large emergency or disaster.
8. Organizations and agencies tasked in this document will respond as required to fulfill their responsibilities in providing for public safety during an emergency response and/or recovery operation.
9. It is impossible to predict the specific effects of a disaster upon West Baton Rouge Parish, or to be sure in advance that any specific hazard would or would not occur. However, the parish could be subjected to numerous disaster situations is impossible to predict the specific effects of a disaster upon West Baton Rouge Parish, or to be sure in advance that any specific hazard would or would not occur. However, the parish could be subjected to numerous disaster situations.

## SECTION 3: CONCEPT OF OPERATIONS

### Summary of contents of this section:

- ✓ 3.1 General
- ✓ 3.2 Execution and Implementation
- ✓ 3.3 National Incident Management System
- ✓ 3.4 Emergency Action Levels
- ✓ 3.5 Phases of Emergency Management

### 3.1 GENERAL

Locally, under the Incident Command System (ICS) structure, the Parish President is responsible by law for emergency preparedness operations.

The West Baton Rouge Parish President's Office of Homeland Security & Emergency Preparedness Director (OHSEP) acts as his/her Chief of Staff during such emergencies. Department and Agency Directors and agencies are responsible for functions as specified in this plan. Parish forces will conduct emergency operations until the emergency exceeds the local government's capability to respond, then assistance will be requested from the State Government.

The Federal Government will provide assistance to the State, when appropriate. Operations shall be conducted from the Parish Emergency Operations Center (EOC) and all departments and agencies having an emergency function or capability will be represented.

When an emergency occurs that affects a particular jurisdiction, the government of that respective jurisdiction has the primary responsibility to respond to protect lives and property and to assist in recovering from the emergency. The Parish will be prepared to supplement its emergency resources with those provided by private organizations and organized volunteer efforts.

If the capabilities within West Baton Rouge Parish are exceeded or if it is anticipated that capabilities within the Parish will be exceeded, the Parish will request assistance from other jurisdictions. The West Baton Rouge Parish Emergency Operations Center (EOC) may submit requests to adjacent or nearby local jurisdictions, in accordance with existing mutual aid agreements or memoranda of understanding (MOU). Requests for additional State and Federal support will be requested through the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

Depending upon the situation, the on-scene Incident Commander may utilize multiple resources, including existing mutual aid agreements, to obtain what is needed.

The West Baton Rouge Parish Executive, the Parish Administrative Officer, and/or the Director of the Office of Homeland Security and Emergency Preparedness (OHSEP), or designees, will direct all requests for

assistance originating from outside West Baton Rouge Parish that are beyond existing mutual aid agreements or MOUs.

This Emergency Operations Plan is based on the premise that the Emergency Support Functions (ESF) performed by the various agencies and organizations during emergency operations generally parallels their normal day-to-day functions. The same personnel and material resources will be employed in both cases. Day-to-day tasks and operations that do not contribute directly to the emergency may be suspended or redirected for the duration of any emergency or disaster, and efforts that would normally be assigned to those tasks will be channeled toward emergency and disaster ESF as assigned.

### **3.2 EXECUTION AND IMPLEMENTATION**

The Louisiana Homeland Security and Emergency Assistance and Disaster Act, RS: 29:721-732, as amended has placed the responsibility for implementation of this plan upon the Parish President. The West Baton Rouge Parish OHSEP Director as appointed by the West Baton Rouge Parish President will implement this plan and procedures when the situation warrants. Should the Parish President declare a state of emergency, the plan will automatically be activated.

### **3.3 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

#### **A. ADOPTION**

The Federal Government has adopted the National Incident Management System (NIMS) to manage emergency incidents and disasters from the first responder level to the highest levels of the Federal Government. It is based on the Incident Command System and the Unified Command System (ICS/UCS) and is flexible and appropriate to all types of incidents. The State of Louisiana Incident Management System (SLIMS) will use the same flexible structure to manage all types of incidents, particularly those that require the establishment of Incident Command Posts at or near an incident site. West Baton Rouge Parish by adoption of this plan has adopted in its entirety the National Incident Management System.

#### **B. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

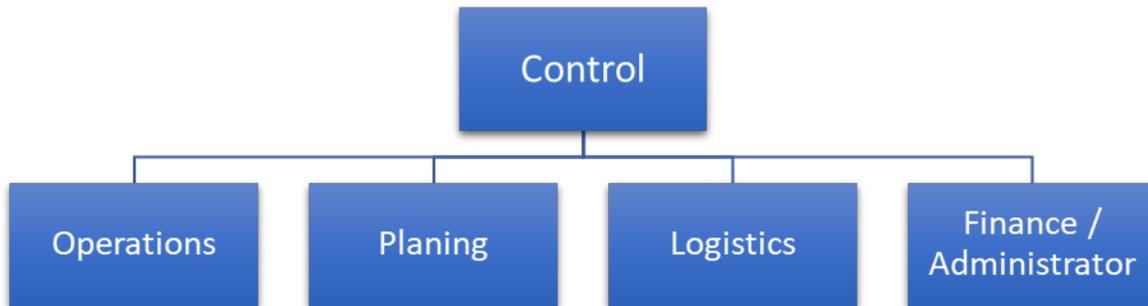
The use of the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency incident/disaster. The nature and size of the incident will determine the level and complexity of the management structure. NIMS is designed to expand or be reduced as needed. As an incident escalates the span of control may become stretched. As the need arises, the other components of the Incident Management System may be staffed. Under the NIMS "Command Structure" the following sections will be established and expanded as dictated by the event.

NIMS outlines three conceptual areas pertinent to incident and event response including:

- ✓ Communication & Information Management.
- ✓ Resource Management.
- ✓ Command and Management structures.

NIMS provides the following three structures for managing events all with different roles and responsibilities. These include:

1. Incident Command System.
2. Unified Command.
3. Multi-Agency Coordination Systems (Emergency Operation Centers).



*Figure -1: Incident Command System*

### **C. COMMAND SYSTEM**

West Baton Rouge Parish will utilize the ICS system. The Incident Command System is designed to expand or contract as needed. As an incident escalates span of control may expand requiring branch, group, and division positions of the Incident Command System to be staffed.

The use of the National Incident Management System (NIMS) will be utilized by all emergency response agencies to manage an emergency incident/disaster. The nature and size of the incident will determine the level and complexity of the management structure. NIMS is designed to expand or be reduced as needed. As an incident escalates the span of control may become stretched. As the need arises, the other components of the Incident Management System may be staffed. Under the NIMS “Command Structure” the following sections will be established and expanded as dictated by the event.

The Incident Command System (ICS) is a nationally recognized on-scene emergency management system specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS uses a common organizational structure to effectively accomplish management of the incident by objectives.

The five (5) functions of the ICS organization are:

1. Command,
2. Operations.
3. Planning.
4. Logistics.
5. Finance:

### 1. **COMMAND**

An Incident Commander is responsible for overall coordination and direction of all activities at the incident.

Determination of which agency will function as on-scene incident commander will be determined with the agency/person having three components:

- a) Responsibility through plans, policy, and inter-agency coordination.
- b) Authority under local, state, or federal law.
- c) Expertise with major functional components of the emergency.

Major responsibilities of an Incident Commander include:

- a) Provide for safety and welfare of emergency responders.
- b) Protect, remove, and provide care for endangered civilians.
- c) Control and stabilize the incident.
- d) Conserve and protect the environment and property during and after an incident.

### **Command staff**

An Incident Commander may elect to establish command staff positions to assume responsibilities for key activities, which are not part of the line organization. All these positions may not be required on all incidents or may be assumed by the Emergency Operations Center. These positions answer directly to the Incident Commander.

- a) **Safety Officer** – Assess hazardous and unsafe situations and develop measures for assuring personnel safety.
- b) **Public Information Officer** – Develops accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. Point of contact for the media. Will work with or through the Joint Information Center if activated.
- c) **Liaison Officer** – Point of contact for supporting or assisting agency representatives.

## **2. OPERATIONS**

Responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan (IAP). The operations function includes branches, divisions, groups, and air operations personnel. Other functions include:

- a) Operations develop the operations portion of the IAP.
- b) Requests resources to support tactical operations.
- c) Maintain close communication with the Incident Commander and ensure safer tactical operations.
- d) Assign line crews.
- e) Keep command informed.

## **3. PLANNING**

- a) Evaluate and update the current strategic plan with Command and Operations.
- b) Evaluate past actions and strategies.
- c) Responsible for processing information needed for effective decision making.
- d) Refine current, future plans and recommend any changes to Command & Operations.
- e) Forecast possible outcomes.
- f) Evaluate future resource needs with Operations.

## **4. LOGISTICS**

- a) Provides services and support systems to all organizational components involved in the incident on-scene. Resources and facilities are acquired and coordinated through the EOC.
- b) Provide medical aid for responders/rest & rehabilitation.
- c) Coordinate stress debriefing.
- d) Provide supplies and equipment.
- e) Secure needed facilities.

## **5. FINANCE**

- a) Established on incidents when there is a specific need for financial services. This function may be performed from the EOC and not at the incident command level. Documenting financial cost of an incident in terms of personnel, services, and supplies.
- b) Procure services needed to terminate the incident and document the financial cost of the incident.

#### D. UNIFIED COMMAND

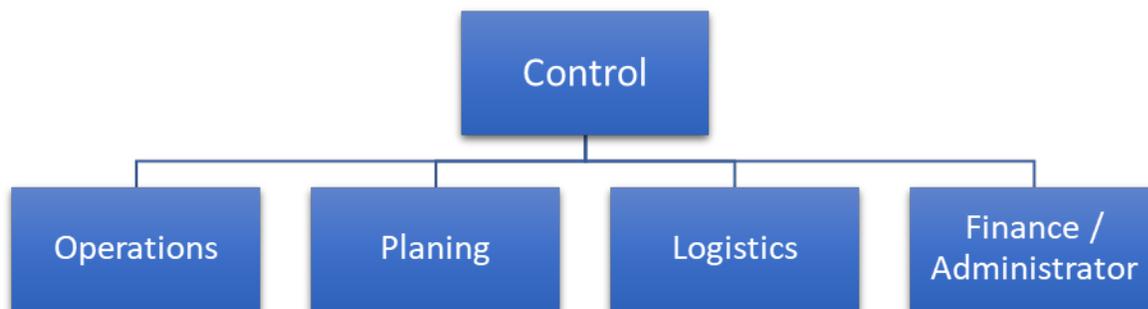
Unified Command (a variation of incident command) operations are conducted when two agencies or jurisdictions have significant responsibility or statutory authority to command the same incident.

Incident objectives and selection of command and general staff are accomplished through consensus decision making of a unified command group. Wherever possible, staff positions are integrated with representatives of jurisdictions and agencies involved.

Unified command structure is a unified team effort that allows all agencies with responsibility for the incident to manage an incident by establishing a common set of incident objectives and strategies.

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, Parish, regional, State, and Federal agencies into the same organizational system, maximizing coordination of response activities and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization.



*Figure – 2: Unified Command*

## **E. MULTI-AGENCY COORDINATION SYSTEM**

1. To have a successful disaster operation, key officials in the Parish shall assemble in one location. This allows decision-makers to share information through briefings and use manpower and other resources more efficiently with little or no duplication of effort.
2. West Baton Rouge Parish Emergency Operations Center functions under a Multi-Agency Coordination system (MAC). A MAC system includes both coordination and policy making components, with command being located at an on-scene incident command level.
3. Direct tactical and operational responsibility for conducting incident management activities rests with the on scene Incident Commander. West Baton Rouge Parish Emergency Management Agency Director is responsible for activation and operation of the EOC. Agencies that have primary function responsibilities in this plan will have a position in the EOC.
4. The difference between the Incident Commander on-scene and an Emergency Manager in the EOC is that the Incident Command has certain statutory duties or authorities to be able to protect public safety and conduct certain actions.
5. The Manager in the Emergency Operations Center is discharging duties of the Chief Executive of a jurisdiction to coordinate and make the entire community move towards effective response and recovery in supporting an Incident Commander(s).

### **RESPONSIBILITIES OF AN EMERGENCY OPERATIONS CENTER ARE:**

1. Strategic Decision-making.
2. Incident Priority Determination.
3. Resource Management.
4. Situational Assessment.
5. Information Coordination.

Within the Parish EOC, requests for assistance will be tasked to the agency best suited for completion based upon function and resource availability. Tasked agencies will be responsible for identifying resources to accomplish the mission, and coordinate resource delivery. Resource Management functions within the EOC will fulfill resource requests from incidents through an identified process.

Resource acquisition in West Baton Rouge Parish will follow the following priority:

1. Local organization owned resource
2. Locally available rented or purchased resource
3. Regional Mutual Aid agreement or Memorandum of Understanding
4. State resource request

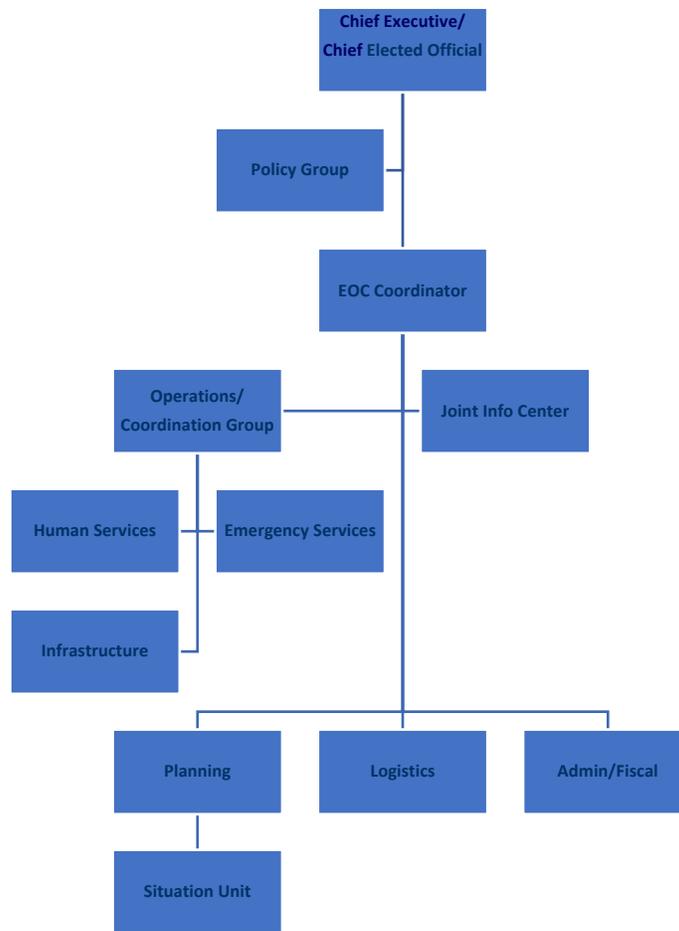
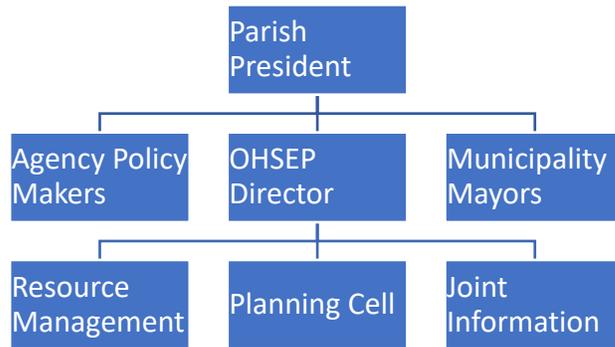


Figure – 3: EOC Organization

## **F. ICS STRUCTURE AND EOC ACTIVATION**

EOC follows the Incident Command Structure (ICS) structure. ICS is both a strategy and a method of organization to direct and control field operations. ICS is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. West Baton Rouge parish uses ICS and the National Incident Management System (NIMS).

Incident Commander is responsible for field operations including:

1. Isolate the scene.
2. Direct and control on-scene operations.
3. Manage on-scene resources.
4. Request additional resources from the EOC

Emergency Operations Center is responsible for:

1. Providing an common operating picture for the Parish.
2. Providing resource support to field operations.
3. Organizing and implementing mass care operations, as requested by incident command.
4. Tracking cost for both equipment and personnel.
5. Requesting assistance from state and other external sources.

Joint Field Office is responsible for:

1. Coordinating federal assistance.
2. Supporting incident management activities locally.

## **ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)**

The EOC may be opened and the West Baton Rouge Emergency Operations Plan, and/or the appropriate ESF and/or Annex, activated in the event that a local emergency stresses or exceeds the capabilities / or resources of any Parish department, or if such an emergency threatens.

The Director of OHSEP, Incident Commander, Fire Chief, Police Chief, or their designee will make this decision.

The Parish EOC may be activated if any or all of the following conditions exist:

1. There is an imminent threat to public safety or health on a large scale.
2. An extensive multi-agency / jurisdiction response and coordination is required to resolve or recover from the emergency or disaster event.
3. The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events; and/or
4. The local emergency ordinances are implemented to control the major emergency.

### **3.4 EMERGENCY ACTION LEVELS**

#### **1. NATURAL DISASTER (NATIONAL WEATHER SERVICE)**

- a) ADVISORY – Issued for less severe types of weather conditions.
- b) WATCH – All emergency personnel placed on standby. (Conditions are favorable for severe weather.
- c) WARNING – Partial activation of EOC by emergency preparedness personnel. (Actual sighting; actually occurring.).
- d) IMPACT – Full activation of EOC.
- e) RECOVERY – Continued response activities as needed.

#### **2. FIXED NUCLEAR FACILITY**

- a) UNSUAL EVENT - Essential emergency staff placed on standby. Events are in progress or have occurred which indicate a potential degradation of level of safety of the plant. No releases of radioactive material requiring offsite response or monitoring are expected unless further degradation of safety systems occurs.
- b) ALERT - Partial activation of EOC - Events are in progress or have occurred which involve an actual or potential substantial degradation of the level of safety of the plant. Any releases are expected to be limited to small fractions of the Environmental Protection Agency (EPA) Protective Action Guidelines exposure levels.
- c) SITE AREA EMERGENCY - Full activation of EOC. Events are in progress or have occurred which involve actual or likely major failures of plant functions needed for protection of the public. Any releases are not expected to exceed EPA Protective Action Guidelines exposure levels except near site boundary.
- d) GENERAL EMERGENCY - Fully mobilize all emergency resources and issue protective measures to public, including Emergency Alert System (EAS) messages. Events are in progress or have occurred which involve actual or imminent substantial core degradation or melting with potential for loss of containment integrity. Releases can reasonably be expected to exceed EPA Protective Action Guidelines exposure levels off-site for more than the immediate site area.

### **3. HAZARDOUS MATERIALS**

- a) LEVEL I – Limited scope, quantity, and hazard of material. Minimal potential impact. No evacuation.
- b) LEVEL II – Intermediate scope, quantity, and hazard of material. Possible road closures (i.e., busy intersection). Multi agency response, possible extended operations, shelter-in-place, and possible limited evacuation.
- c) LEVEL III – Large scope, long duration, and potential for high impact. It also includes multi-agency response, possible road closure, shelter-in-place, and possible long or large-scale evacuation.

### **4. NATIONAL TERRORISM ADVISORY SYSTEM (NTAS)**

Refer to The Department of Homeland Security’s website [www.dhs.gov](http://www.dhs.gov).

- a) BULLETIN – Describes current developments or general trends regarding threats of terrorism.
- b) ELEVATED THREAT ALERT – Warns of a credible terrorist threat against the United States.
- c) IMMEDIATE THREAT ALERT – Warns of a credible, specific, and impending terrorist threat against the United States.

### **3.5 PHASES OF EMERGENCY MANAGEMENT**

This EOP is concerned with every type of emergency situation. This EOP also focuses on activities that occur before, during, and after emergency operations.

**The 4 Phases of emergency management are:**

1. Mitigation
2. Preparedness
3. Response
4. Recovery

These phases of emergency management are explained below:

#### **A. MITIGATION**

Parish and Municipal leaders will direct the Mitigation strategy. West Baton Rouge Parish has an all-hazard mitigation plan.

Mitigation involves actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property. Examples of mitigation efforts include, but are not limited to:

1. Updating building codes.
2. Offering and/or encouraging the purchase of disaster insurance (i.e., flood insurance).
3. Educating the public about disaster preparedness.
4. Buy-out of hazard-prone properties.

#### **B. PREPAREDNESS**

West Baton Rouge OHSEP is the primary agency for preparedness efforts.

All parish agencies and departments are responsible for preparedness efforts as outlined within this plan. This plan, its supporting procedures and other procedures are tested on a regular basis, to include one full-scale exercise every other year.

Preparedness involves actions taken prior to emergencies that facilitate the implementation of a coordinated response. Examples of preparedness efforts include, but are not limited to:

1. Internal Procedures.
2. Training of personnel.
3. Participation in exercise and drills.
4. Stockpile of materials and supplies needed to fulfill their emergency responsibilities.

5. Public Information and Awareness.
6. Continuity of government/continuity of operations planning.
7. Testing and maintaining equipment.
8. Establishing, equipping, and maintaining the EOC.
9. Educating the public about disaster preparedness.
10. Developing emergency plans and procedures (EOPs, SOPs).
11. Procurement and integration of improved response equipment.
12. Identifying emergency resources.
13. Participation in training, drills, and exercises.
14. Collaboration and communication with other government departments and agencies, as well as, private and non-governmental organizations.
15. Emergency Alert System (EAS) testing and utilization.
16. Encouraging individuals and groups to obtain a NOAA Hazard Alert Radio.
17. Hazard identification.

### **C. RESPONSE**

Response involves actions taken immediately before, during, or directly after an emergency to protect lives and property and increase the effectiveness of recovery efforts.

Examples of response include, but are not limited to:

- ✓ Emergency medical services (EMS).
- ✓ Law enforcement.
- ✓ Fire and rescue services.
- ✓ Public works.
- ✓ Reception and mass care.
- ✓ Non-governmental services (donations/volunteers).
- ✓ Protective actions (shelter-in-place, evacuation).

## **D. RECOVERY**

The Recovery strategy will be directed by the Parish President and recommended by the OHSEP Director or as established by Hazard Specific Annex.

More specific information concerning mitigation, preparedness, response, and recovery is addressed in the functional annexes and the hazard-specific appendices to this EOP.

Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess damage and re-establish vital life-support systems; long-term recovery actions may continue for years.

Examples of recovery actions include, but are not limited to:

- ✓ Damage assessment.
- ✓ Debris clearance.
- ✓ Decontamination.
- ✓ Counseling.
- ✓ Disaster assistance.
- ✓ Temporary housing.
- ✓ Donations/volunteer management.
- ✓ Could include some mitigation efforts.

## SECTION 4: ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### Summary of contents of this section:

- ✓ 4.1 Responsibilities of parish departments and agencies.
- ✓ 4.2 Responsibilities of emergency operations staff officers during emergency.
- ✓ 4.3 Responsibilities of non-governmental organizations.
- ✓ 4.4 Responsibilities of state departments and agencies.
- ✓ 4.5 Responsibilities of federal departments and agencies.

This section summarizes the general responsibilities of parish, state, federal and private agencies, and corporations during an emergency.

### 4.1 RESPONSIBILITIES OF PARISH DEPARTMENTS AND AGENCIES

The following are tasked with primary and support responsibilities. More specific assignments can be found in the functional annexes and hazard-specific appendices to this EOP and in detailed SOP documents developed by each respective organization.

#### **A. PARISH PRESIDENT**

- ✓ Assumes responsibility for the overall response and recovery operations.
- ✓ Appoints an individual as Homeland Security and Emergency Preparedness Director.
- ✓ Declares a “Local State of Emergency within West Baton Rouge Parish if necessary.
- ✓ Provides overall leadership of Parish functions during and after a large emergency.

#### **B. HOMELAND SECURITY AND EMERGENCY PREPAREDNESS DIRECTOR, KNOWN FORTH THROUGHOUT THIS PLAN AS OHSEP DIRECTOR:**

- ✓ Manages the Emergency Operation Center as a physical facility (e.g., layout and set-up), oversees its activation, and ensures it is staffed to support response.
- ✓ Coordinates response and recovery operations, including overseeing adequate representation of essential departments and agencies at the EOC.
- ✓ Conducts hazard analysis for its jurisdiction.
- ✓ Ensures that plans are updated, and exercises are conducted.
- ✓ Oversees the planning and development of procedures to accomplish the emergency communications function during emergency response.
- ✓ Ensures a sufficient number of personnel are assigned to the communications and information processing sections in the Emergency Operation Center.
- ✓ Oversees the planning, development, and maintenance of the warning function.

- ✓ Oversees updated listings, including phone numbers of emergency response personnel to be notified of emergency situations.
- ✓ Designates one or more facilities to serve as the jurisdictions' alternate Emergency Operation Center.
- ✓ Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operations Center.
- ✓ Coordinates this plan and emergency response procedures with municipal governments.
- ✓ Coordinates with Staff Officers to ensure necessary planning considerations are included in the Emergency Operations Plans.
- ✓ Coordinates with the local chapter of the American Red Cross, Salvation Army, other public service non-profit organizations, the School Superintendent, etc., as appropriate to identify a lead organization, if possible, and personnel to perform mass care operations.
- ✓ Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction.
- ✓ Works with the Public Information Officer to develop emergency information packets and emergency instructions for the public.
- ✓ Coordinates planning requirements with the emergency management staff in neighboring jurisdictions.
- ✓ Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies.
- ✓ Advocates that mitigation concerns be addressed appropriately during response and recovery operations.
- ✓ Oversees the implementation of NIMS and coordinates activation of public alerting and the Emergency Alert System.
- ✓ Coordinates implementation of any protective action directives (including shelter-in place and evacuation).
- ✓ Coordinates relocation to alternate EOC, if necessary.
- ✓ Develops and maintains the EOP and EOC SOPs.
- ✓ Provides for EOC staff training and participation in drills and exercises.
- ✓ Coordinates all Parish emergency management training.
- ✓ Coordinates the assistance provided by private organizations, groups, or volunteers, in conjunction with the American Red Cross (ARC).
- ✓ Ensures that information released to the public is accurate and timely.
- ✓ Coordinates with federal, state, and local officials for the opening, and staffing of a Disaster Recovery Center (DRC).
- ✓ Issues protective action measures (i.e., evacuation, shelter-in-place, etc.).

### **C. LAW ENFORCEMENT**

- ✓ Responsible for advising the Parish President and the OHSEP on public safety matters.
- ✓ Maintain law and order including shelter occupancy.
- ✓ Protecting vital installations.
- ✓ Controlling traffic and provide access control.
- ✓ Supplement parish communications.
- ✓ Assists with all evacuation orders.
- ✓ Open Search and Rescue.
- ✓ Assisting with evacuation and shelter in place efforts.
- ✓ Assist OHSEP with the coordination of animal care with Animal Control.
- ✓ If needed during Parish sheltering operations, conduct sex offender information validation.

### **D. FIRE SERVICES**

- ✓ Fire suppression and protection.
- ✓ Supplement emergency medical services.
- ✓ Hazardous materials incident commander.
- ✓ Hazardous materials decontamination.
- ✓ Urban and open search and rescue.
- ✓ Assists with damage assessment.
- ✓ Public alert/notification.
- ✓ Provides a representative to the EOC.
- ✓ Conducts firefighting, rescue, EMS, and hazardous material operations.
- ✓ Assists in route alerting and door-to-door notification.
- ✓ Assists with the provision of EMS/first aid to evacuees at reception centers and mass care shelters.
- ✓ Assists with providing trained personnel for monitoring and decontamination.
- ✓ Provides transport of contaminated, exposed, and/or injured individuals.
- ✓ Assists in public evacuation by providing ambulance support.

## **E. SHELTER MANAGER**

- ✓ Provide Basic emergency medical services for shelter operations.
- ✓ Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to disaster victims.
- ✓ Meets with the heads of local public health, emergency medical, hospital, environmental health, mental health, and mortuary services, or their designees, to review and prepare emergency health and medical plans and ensure their practicality and interoperability. When appropriate, includes local representatives of professional societies and associations in these meetings to gain their members' understanding of and support for health and medical plans.
- ✓ Meets with representatives of fire and police departments, emergency management agencies, military departments, state and federal agencies, and the American Red Cross to discuss coordination of disaster plans.
- ✓ Assists facilities that provide care for special needs populations to develop a facility evacuation plan.
- ✓ Provides a representative to the EOC, as requested.
- ✓ Assists in making protective action recommendations.
- ✓ Provides health advisories to Public Information Officer (PIO).
- ✓ Coordinates with appropriate agencies on the handling, storage, and disposal of contaminated personal items and waste.
- ✓ Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested.
- ✓ Provides available special needs information to the appropriate emergency response agency.
- ✓ Provides nursing and mental health staff in response to event, as requested.
- ✓ Supports mass care sheltering operations, as needed.

## **F. PARISH PUBLIC INFORMATION OFFICER (OHSEP DIRECTOR OR ASSIGNED BY)**

- ✓ Advises the OHSEP Director, Parish President and Sheriff on matters of emergency public information. Establishes and maintains a working relationship with local media.
- ✓ Prepares a call-down list for disseminating of emergency public information to groups that do not have access to normal media (e.g., schoolchildren).
- ✓ Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.

## **G. PARISH AND MUNICIPAL PUBLIC WORKS / MAINTENANCE DEPARTMENTS**

- ✓ Emergency and routine maintenance of emergency services equipment and facilities.
- ✓ Provide adequate fuel supplies for emergency situations.
- ✓ Responsible for coordinating equipment support to remove impediments from evacuation routes and to facilitate traffic routing at access and traffic control points.
- ✓ Coordinates with private sector utilities and contractors for use of private sector resources in Public Work – related operations.
- ✓ Provide personnel for damage assessment.

## **H. SCHOOL TRANSPORTATION**

- ✓ Coordinates all evacuation planning activities with the OHSEP Director.
- ✓ Responsible for coordinating and obtaining transportation resources to ensure the movements of people who need assistance in evacuating the risk area.
- ✓ Identifies transportation resources likely to be available for evacuation operations; prepares an inventory of vehicle resources.

## **I. SCHOOL BOARD**

- ✓ Responsible for making School Board resources available.
- ✓ Develops and periodically exercises a student evacuation plan.
- ✓ Authorizes the use of school buses to transport schoolchildren and other evacuees.
- ✓ Authorizes the School Transportation Officer for the transport of school children to shelters.
- ✓ Provides public facilities for sheltering.
- ✓ Provides a representative to the EOC, as requested.
- ✓ Notifies all public schools of an emergency and coordinates transportation needs.
- ✓ Implements protective actions for public school populations.
- ✓ Appoints building managers for each facility used during emergency operations.
- ✓ Provides personnel for the preparation of food, if requested.
- ✓ Provides custodial services for evacuees housed in school system.
- ✓ Maintain readiness for all facilities to be potential mass care shelter site.

## **J. PARISH AND MUNICIPAL WATER DISTRICTS**

- ✓ Maintain water system.
- ✓ Coordinate with outside agencies to provide water to the parish and/or municipality when local water system is unavailable.
- ✓ Determine when parish's water system is available after an emergency.
- ✓ If appropriate, may assist in the duties of Parish and other Municipal Public Works responsibilities.
- ✓ Parish and Municipal Utilities Districts.
- ✓ Provide for the continued operation of wastewater systems.
- ✓ If appropriate, may assist in the duties of Parish and other Municipal Public Works responsibilities.

## **K. PARISH FINANCE DEPARTMENT**

- ✓ Maintain list of suppliers, vendors, and items of critical emergency need.
- ✓ Provide for appropriate record keeping of parish expenditures during a state of emergency, as declared by the parish president.

## **L. PARKS AND RECREATION DEPARTMENT**

- ✓ Take lead in all shelter's operations and activities.
- ✓ Provide public facilities for the use as a shelter area.
- ✓ Provide shelter managers for public shelters.
- ✓ If manpower is available, assist other departments.
- ✓ Provides a representative to the EOC, as requested.
- ✓ Provides vehicles with drivers to the Transportation Officer, if requested.
- ✓ Notifies Parish parks and campgrounds if there is the potential for hazardous conditions at those locations, including possible evacuation orders.
- ✓ Coordinates with American Red Cross as needed.

## **M. PLANNING DEPARTMENT**

- ✓ Provide for and advocate planning ordinances for mitigation.
- ✓ Furnish as available maps and other documents to the EOC to assist mitigation, preparedness, response, and recovery.
- ✓ Assists with damage assessment as requested.

## **N. COUNCIL OF AGING**

- ✓ Provides a representative to the EOC, as requested.
- ✓ Provides Parish Ride vehicles and drivers to Transportation Service, if requested.
- ✓ Provides available special needs information to the appropriate emergency response agency.
- ✓ Provides personnel to assist with operation of the Public Inquiry Center (PIC), if needed.
- ✓ Maintains updated list of special needs clients, nursing homes and assisted living facilities.
- ✓ Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), if requested.
- ✓ Provides limited meals, when available, for delivery to homebound individuals during emergencies.
- ✓ Manages spontaneous and unaffiliated volunteers through West Baton Rouge Parish Volunteers.
- ✓ Assists West Baton Rouge Parish Volunteers in establishing and maintaining a Volunteer Mobilization Center (VMC), if needed.
- ✓ Makes senior centers available for use during emergencies, including for use as Cooling Centers.
- ✓ Supports mass care sheltering operations, as needed.

## **O. 911 CENTRAL COMMUNICATIONS AND DISPATCH CENTER**

- ✓ Serves as the 24-hour contact point for emergency notification.

## **P. DEPARTMENT OF SOCIAL SERVICES**

- ✓ Provides a representative to the EOC, as requested.
- ✓ Establishes and manages reception center and mass care center operations (assisted by the American Red Cross, as available).
- ✓ Provides personnel for counseling, registration, food distribution, and administrative duties at mass care centers.
- ✓ Provide a rotation of knowledgeable representatives to a Disaster Recovery Center (DRC), as needed.
- ✓ Assists in record keeping of expenditures at reception and mass care centers.
- ✓ Coordinates assistance from non-governmental social service organizations.
- ✓ Provides available special needs information to the appropriate emergency response agency.
- ✓ Provides mass care center capacities and status reports to the EOC.

## **Q. CORONER'S OFFICE**

- ✓ Recovery and evacuation of remains and body identification.
- ✓ Disposition of human remains.
- ✓ Preservation or embalming.
- ✓ Notification of next of kin or representative.
- ✓ Grief counseling and family assistance.
- ✓ Documentation on each victim.
- ✓ Prepare and file death certificates.
- ✓ Resource listing for coroner operations.
- ✓ Safeguarding of personal effects of victims.
- ✓ Identification of morgue site.
- ✓ Establishment of staging area for coroner operation.

## **R. MUNICIPALITIES (PORT ALLEN, BRUSLY, AND ADDIS)**

- ✓ Submit resources requests to OHSEP.
- ✓ Report to the Emergency Operations Center (EOC) if deemed necessary by the Director of OHSEP.
- ✓ Perform any emergency support function as deemed necessary based on the current event.

## **S. FINANCE**

- ✓ Assist in inventory and control of post-event resources.
- ✓ Support financial requests that come from the Emergency Operations Center (EOC).
- ✓ Payroll (Including Other Governmental Employees).
- ✓ Vendor Checks.
- ✓ Annual Audit of Financial Statements.
- ✓ Emergency Purchasing Procedures.
- ✓ Deposit of Receipts.
- ✓ Sales Tax and Fee Processing.
- ✓ Service Fee Deposits and Processing.
- ✓ Participates in OHSEP's Special Assistance Team (SAT) during an emergency.
- ✓ Any emergency support function as deemed necessary based on the current event.

## **T. INFORMATION SERVICES**

- ✓ Technical support for city/parish government operations.
- ✓ Maintenance of data network, databases, 911 system, geographic information systems, phone, and integrated communications systems.
- ✓ Operates and maintains website.
- ✓ Responsible for the redundant data repository.
- ✓ Maintains the fiber optic system for the governments.
- ✓ Provides cybersecurity training for all Parish employees as well as, maintains various policies and procedures for Internet safety and security.
- ✓ Maintains a Cybersecurity Response Plan in case of any cybersecurity threats.
- ✓ Participates in staffing in staffing the parish EOC as needed.
- ✓ Any emergency support function as deemed necessary based on the current event.

## **U. LEGAL /PARISH ATTORNEY**

- ✓ Preparation of emergency legislation authorizing emergency purchases and expenditures.
- ✓ Provides legal advice as required.
- ✓ Participates in staffing OHSEP's Special Assistance Team (SAT) during a disaster.
- ✓ Any emergency support function as deemed necessary based on the current event.

## **V. PURCHASING**

- ✓ Procurement, distribution, and accountability of emergency supplies and equipment.
- ✓ Handles contractual services for all Parish agencies.
- ✓ Handles vendor and contractor insurance.
- ✓ Coordinates office supply vendor stocking program.
- ✓ Maintains the Parish fixed and movable asset inventory control.
- ✓ Coordinates public auctions for surplus Parish material and equipment.
- ✓ Participates in OHSEP's Special Assistance Team (SAT) during an emergency.
- ✓ Any emergency support function as deemed necessary based on the current event.

## **W. ANIMAL CONTROL**

- ✓ Deliver animal control services based on sound law enforcement principles and protect the public health and safety of the citizens of West Baton Rouge Parish through enforcement of both Title 14 of the Parish Code of Ordinances and the state animal cruelty laws.
- ✓ Provide aid and veterinarian care for K-9 and search and rescue dogs.
- ✓ Partners with ACRC and CAA.
- ✓ Any emergency support function as deemed necessary based on the current event.
- ✓ Maintains the animal shelter for rescued, seized, or impounded animals.

## **X. HUMAN RESOURCES**

- ✓ Coordinate with the Louisiana Workforce Commission – Baton Rouge Job Service Office in procuring additional manpower.
- ✓ Leave and pay policy for all disasters and/or emergencies.
- ✓ Processing payroll.
- ✓ Any emergency support function as deemed necessary based on the current event.
- ✓ Coordinate activation of Special Assistance Team (SAT) program upon request of OHSEP.
- ✓ When applicable, deployment of counselors to work with management and employees in coping with stress that accompanies disasters.
- ✓ Beneficiary files (life insurance).

## **4.2 RESPONSIBILITIES OF EOC STAFF OFFICERS DURING EMERGENCY**

### **A. PARISH PRESIDENT (ESF 1-17)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Person in charge of each disaster situation.
- ✓ As appropriate directs implementation of protective actions for public safety.
- ✓ If necessary, directs Emergency Operation Center staff to relocate to the alternate Emergency Operation Center to continue operations.
- ✓ When appropriate, terminates response operations and releases personnel.

### **B. OHSEP DIRECTOR / ACTIVE EOC DIRECTOR (ESF 1-17)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Immediately notifies the parish president of significant emergency situations that could affect the parish.
- ✓ Manages the Emergency Operation Center during emergencies.
- ✓ When directed by the Parish President or when circumstances dictate, directs the Emergency Operation Center staff to contact all tasked organizations, and inform them of the situation and direct them to take the actions appropriate for the situation.
- ✓ Activates the Emergency Operation Center when situations warrant or when directed to do so by the Parish President.
- ✓ Advising and briefing the Parish President and other key members of the emergency response organization on the emergency situation.
- ✓ Recommending to the Parish President actions to protect the public from the life-threatening consequences associated with the emergency situations.
- ✓ When directed by Parish President or when conditions warrant such action relocating staff to alternate Emergency Operation Center in order to continue response operations.
- ✓ When directed by Parish President terminating operations and de-activating the Emergency Operation Center.

**C. SHERIFF (ESF PRIMARY 13 / SECONDARY 1, 2, 9, 10,15 AND 17)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Responsible for identifying an Incident Commander, establishing a Command Post, and assigning appropriate personnel to the Incident Command staff if any or all is applicable.
- ✓ Notifies the EOC of the situation if the original notification did not come from the EOC.
- ✓ Responsible for sending a senior representative (Law Enforcement Officer) to the Emergency Operation Center when the Emergency Operation Center has been activated during an emergency.
- ✓ Manages law enforcement resources and directs law enforcement operations.

**D. 911 COMMUNICATIONS OPERATORS (ESF PRIMARY 2)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Responsible for continuous 24-hour coverage of Emergency Operation Center.
- ✓ Monitors all communications equipment.
- ✓ Responsible for prompt notification of the Emergency Operation.
- ✓ Center Staff, Emergency Operation Center personnel and other agencies as directed in the event of an emergency.
- ✓ Maintain significant logs.
- ✓ Message handling.
- ✓ Preparing summaries on status of damage.
- ✓ Displaying appropriate info in Emergency Operation Center.

**E. PUBLIC INFORMATION OFFICER (ESF PRIMARY 15)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Person responsible for serving as a Parish liaison with news organizations and the public to insure accurate and consistent emergency reporting.

**F. LAW ENFORCEMENT OFFICER (ESF PRIMARY 13 / SECONDARY 1, 2, 9, 10,15 AND 17)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Responsible for the communication link between the Sheriff's Office field operations and the Emergency Operation Center.

#### **G. TRANSPORTATION OFFICER (ESF PRIMARY 1)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ People responsible for coordinating and obtaining transportation resources to ensure the movement of people who need assistance in evacuating the risk area.
- ✓ School Services Officers (ESF Secondary 5,6,7,8 and 15).
- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Coordinates protective action measures for schools within West Baton Rouge Parish to include private schools.
- ✓ Evacuates students if appropriate.
- ✓ When directed by appropriate authority, makes schools available for use as mass care facilities.
- ✓ Conducts damage assessment of school facilities.

#### **H. SHELTER MANAGER (ESF PRIMARY 8 / SECONDARY 1, 5, 6, 7, 9 AND 10)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
- ✓ Coordinates with the Coroner's Office necessary mortuary services, to include operations of temporary morgues, and identification of victims.
- ✓ Collects information and reports damage/status of health and medical facilities and equipment to the Emergency Operation Center.

#### **I. FIRE SERVICES OFFICER (ESF PRIMARY 4 AND 10 / SECONDARY 2, 5, 6, 7, 8 AND 9)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Responsible for the communication link between Fire Departments field operations and the Emergency Operation Center.

#### **J. PUBLIC WORKS OFFICER (ESF PRIMARY 3 / SECONDARY 1, 5, 7, 12 AND 14)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Responsible for the communication link between Public Works field operations and the Emergency Operation Center.

**K. STATE POLICE REPRESENTATIVE (ESF PRIMARY 13 / SECONDARY 1, 2, 9, 10, 15 AND 17)**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Responsible for coordinating support law enforcement services to the Parish.

**L. NATIONAL GUARD LIAISON**

- ✓ When notified, reports to the Emergency Operation Center.
- ✓ Coordinates resource request between the Parish, the Louisiana National Guard and GOHSEP.

**M. TECHNICAL ADVISOR**

- ✓ Responsible for explaining and advising technical issues pertaining to his industrial facility.

**N. RADIOLOGICAL OFFICER**

- ✓ Person responsible for gathering radiological information pertaining to an accident that involves radioactive hazards.

#### **4.3 RESPONSIBILITIES OF NON-GOVERNMENTAL ORGANIZATIONS AND DEPARTMENTS**

In addition to the principal emergency response assignments indicated previously, assignment of support emergency functions may also be required. The following is a list of these resources and their possible assignments:

##### **A. COUNCIL ON AGING**

- ✓ Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency.

##### **B. HEALTH CENTER**

- ✓ Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency.
- ✓ Provide when requested, a representative to the EOC to serve as Health and Medical Officer.

##### **C. AMERICAN RED CROSS**

Based on available resources, the ARC may provide the following:

- ✓ Responsible for establishing a parish evacuee location.
- ✓ Provide liaison service between support parish reception centers and shelters inside and outside the parish.
- ✓ Provide a liaison to the EOC, as requested.
- ✓ Provides personnel and materials to support mass care activities.
- ✓ Provides food, comfort items, and in appropriate cases, clothing for evacuees.
- ✓ Coordinates with the Department of Children and Family Services (DCFS) to provide for evacuee registration at mass care shelters.
- ✓ Provides family linking services.

##### **D. PRIVATE UTILITY COMPANIES**

- ✓ Provide representative(s) to the Emergency Operation Center if needed/as needed.
- ✓ Restore essential services.
- ✓ Restore secondary services.
- ✓ Provide status reports/outage statistics to the EOC.
- ✓ Assist other utility companies, as necessary.

## **E. HOSPITALS**

- ✓ Provide for the handling and treatment of injured, contaminated, or exposed members of the public and emergency response personnel.
- ✓ Provide for disposal of on-premises, contaminated materials.
- ✓ Provide qualified medical personnel, supplies, and equipment.
- ✓ Develop and implement mass casualty plans.
- ✓ May provide a representative to the EOC, if requested.

## **F. LOUISIANA CAPITAL AREA VOLUNTEER AGENCIES ACTIVE IN DISASTERS (LCAVOAD)**

- ✓ Coordinate the efforts of volunteer groups and local governments to manage donations of goods and services.
- ✓ Assists citizens with the timely delivery of needed supplies and services.
- ✓ Coordinate the donations management functions pre and post disaster.

## **G. SALVATION ARMY**

- ✓ Coordinate donations management prior to and after a disaster.
- ✓ Maintain and coordinates homeless shelters in the Parish.
- ✓ Any emergency support function as deemed necessary based on the current event.

#### **4.4 RESPONSIBILITIES OF STATE DEPARTMENTS AND AGENCIES**

The State government is responsible for providing resources to support community response, and for some emergencies, performing technical response functions on behalf of the communities.

##### **A. GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS**

- ✓ Provides a representative to the West Baton Rouge Parish EOC, as requested.
- ✓ Activates and manages the State EOC.
- ✓ Coordinates State resources.
- ✓ Requests appropriate disaster declaration (i.e., Presidential, Small Business Administration, etc.).
- ✓ Assists local and State departments and agencies to coordinate protective actions.

##### **B. LOUISIANA STATE POLICE**

- ✓ Responsible for coordinating support law enforcement services to the parish.
- ✓ Provides response to hazardous materials incidents as required by Louisiana Revised Statutes.
- ✓ Coordinates response through GOHSEP.

##### **C. TECHNICAL ADVISOR (INDUSTRIAL)**

- ✓ Responsible for explaining and advising parish on technical issues pertaining to affected industrial facility.
- ✓ Provides a representative to the EOC, as requested.
- ✓ Assists in route alerting.
- ✓ Provides public address-equipped aircraft, as needed.
- ✓ Assists in selecting primary and alternate evacuation routes.
- ✓ Assists in staffing and providing equipment for access control points.

##### **D. MILITARY DEPARTMENT**

- ✓ Provides personnel and equipment to support direction and control actions at the scene and/or the Emergency Operation Center.
- ✓ Emergency Operation Center Staff Officers and Responsibilities during an emergency.
- ✓ Assists with access control and security for evacuated areas.
- ✓ Transports emergency supplies.

- ✓ Provides other resources and support as requested within its capabilities and as authorized by law.

**E. LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ)**

- ✓ Provides personnel, equipment, and materials to participate directly in the mitigation of hazardous material incidents.
- ✓ Depending upon the emergency, recommends or directs protective actions.
- ✓ Performs environmental monitoring and sampling.
- ✓ Provides technical assessment and advice.

**F. LOUISIANA DEPARTMENT OF NATURAL RESOURCES (DNR)**

- ✓ Notifies State parks and boaters of protective actions.
- ✓ Supports incident command during forest, field, or swamp fires.
- ✓ Assists in notification and evacuation of waterways.

## **4.5 RESPONSIBILITIES OF FEDERAL DEPARTMENTS AND AGENCIES**

The Federal Government is responsible for providing both technical and operational support to the communities throughout the State. The key agencies of the Federal response are identified, along with their respective response functions.

### **A. DEPARTMENT OF HOMELAND SECURITY (DHS) AND THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)**

- ✓ Coordinates overall Federal response.
- ✓ Provides Federal resources and disaster assistance to state and local government.
- ✓ Ensures Federal support exists for recovery operations.

### **B. UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)**

- ✓ Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.
- ✓ Provides advisories to the PIO concerning agriculture.
- ✓ Provides advisories to the PIO concerning food, water, milk, and livestock feed control.
- ✓ Provides guidelines to allow farmers access to restricted areas.
- ✓ Provides a representative to the EOC, as requested.

### **C. UNITED STATES COAST GUARD (USCG)**

- ✓ Notifies appropriate federal departments and agencies, as appropriate, to assist in response operations.

## **SECTION 5: INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION**

West Baton Rouge Parish will use a Joint Information System to disseminate information during an incident.

A Joint Information Center will be established to disseminate information from one central location.

Municipalities, Agencies, and organizations active in a disaster response or recovery will provide public information as a group.

Public information officers and respective agencies will not lose independence but will focus on delivering one consistent message.

## **SECTION 6: DIRECTION, CONTROL AND COORDINATION**

The Federal Emergency Management Agency, GOHSEP, and locally, the West Baton Rouge Parish Government legally designate the planning and carrying out of emergency responsibilities.

### **A. AUTHORITY TO INITIATE ACTIONS; IT IS PROVIDED THAT THIS PLAN**

- ✓ Is the official operations source for West Baton Rouge Parish, governing and otherwise pertaining to all disasters, related administrative and operational tasks in the Parish.
- ✓ Is authorized by and promulgated under the authority contained by those local, state, and federal statutes listed herein.
- ✓ Has the concurrence of the West Baton Rouge Parish President by the virtue of the letter of implementation signed by the Parish President.
- ✓ Has the concurrence of the GOHSEP, and by that authority, the concurrence of all other branches of the state government that operate under their direction and, or coordination under Public Law-288.
- ✓ It is understood that all Parish departments, agencies, and boards of local government are an integral part of this plan.

### **B. EXIST AS PART OF THE PLANNING ELEMENTS OF**

- ✓ Specifically named departments with specific emergency management roles.
- ✓ All other departments of parish government, which by virtue of their association constitute a large reserve of material and manpower resources. At the direction of the Parish President, such departments may be requested to supplement specifically assigned disaster response roles vital to the well-being of the parish.
- ✓ The executive group is aware of its responsibility to provide accurate and timely information to the public, especially in time of emergency. The mechanism by which this service is provided is fully addressed in the Public Information Annex.

### **C. COMMAND RESPONSIBILITY FOR SPECIFIC ACTION**

- ✓ The Parish President, under the authority provided by the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended and various Ordinances enacted by the West Baton Rouge Parish Council, has the responsibility for preparing for and responding to the many potential hazards faced by West Baton Rouge Parish. The Parish President's authority shall include, but not be limited to, the declaring of an emergency or disaster condition within his political jurisdiction.

- ✓ The OHSEP Director acts as the Chief Advisor to the Parish President during any declared emergency affecting the people and property of West Baton Rouge Parish. Various Parish agencies and departments under the direction but not authority of the OHSEP will conduct emergency operations.
- ✓ The Director of OHSEP, under the supervision of the Parish President, will be responsible for the coordination of all planning and emergency operations within West Baton Rouge Parish. This will include inter-agency or departmental coordination as well as coordination of civic groups, clubs, and organizations within West Baton Rouge Parish.
- ✓ The Parish President and the Director of OHSEP are responsible for determining the need to evacuate and have the authority to issue evacuation orders that will be enforced by law enforcement personnel. In situations where immediate threat to life and property is imminent, the local law enforcement or fire department has the authority to begin evacuation procedures while the evacuation orders go through the proper channel (i.e., hazardous materials incidents or civil disorders).
- ✓ State and Federal officials will coordinate their operations through the Parish President or his designated representative.

Elected Officials are responsible for the protection of the lives and property of the citizens, and they exercise ultimate control of emergency activities within the parish.

#### **D. EMERGENCY OPERATING CENTER (EOC)**

- ✓ The Emergency Operations Center (EOC) will be used for decision makers to exercise direction and control of parish operations, to gather information and to coordinate activities of the responders during emergency situations.
- ✓ The EOC is not normally activated but will be activated as needed.
- ✓ The parish EOC will use an operational structure that is based on the Incident Command System defined in the National Incident Management System. This mirrors the structure used at the state and outlined in the National Response Framework (NRF).
- ✓ Within the EOC, the ESFs have been assigned to the general staff sections of the incident command structure. This provides for better coordination and control. As situations require, direct collaboration between ESFs will be conducted.
- ✓ Emergency Response will be managed through the fifteen Emergency Support Functions outlined below. The actual functions of the ESFs are detailed in Volume II of this plan.
- ✓ If the relocation of the primary EOC becomes necessary, OHSEP has a Mobile Command Post and an alternate EOC that may be activated. The Mobile Command Post will serve as the site for primary direction and control.

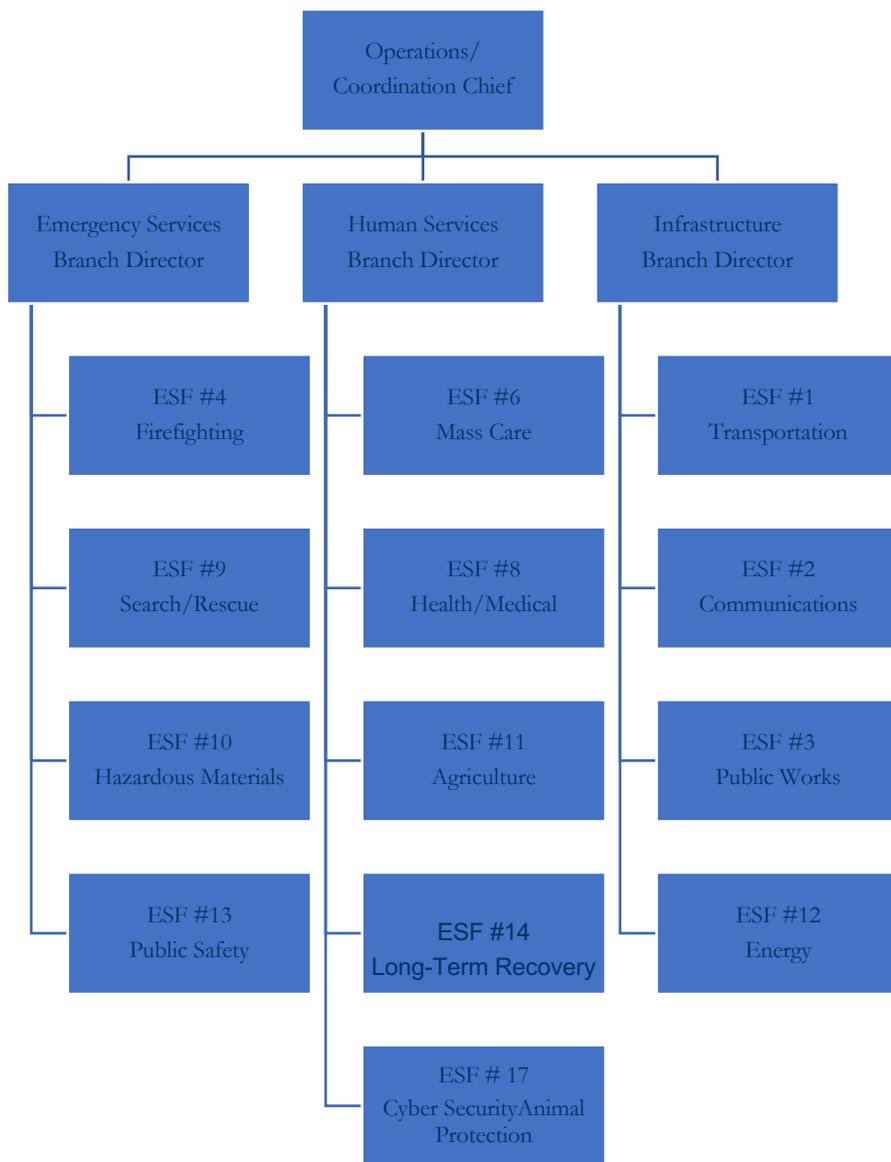


Figure 4 Parish EOC Organizations

- ✓ In those cases where an ESF is not staffed, ICS doctrine dictates that responsibilities and activities of that ESF revert to the section chief. If the section chief position is not filled, the responsibilities revert to the EOC Manager.
- ✓ The West Baton Rouge Parish Emergency Operation Center is located at the West Baton Rouge Parish Office of Department of Homeland Security & E-911 Offices @ 2413 Ernest Wilson Dr., Port Allen, LA 70767.

- ✓ OHSEP will monitor local events through media outlets, internet sites, the parish 9-1-1 center, reports from GOHSEP/FEMA or the National Weather Service or other sources. Based on impending events, the EOC manager will consider a partial or full activation of the EOC.
- ✓ Should relocation of direction and control be necessary because of enemy threat or another widespread situation involving the primary Emergency Operation Center, the alternate Emergency Operation Center would be activated. The alternate Emergency Operation Center is located within the West Baton Rouge EOC / ATM building.
- ✓ An incident involving hazardous substances, weapons of mass destruction or a nuclear power plant incident may involve response prescribed by other (incident specific) plans (Regional Task Force Response Plan, SARA Plan, Nuclear/Radiological Emergency Response Plan, High Hazard Dam Plan, etc.).

## **SECTION 7: ADMINISTRATION, FINANCE AND LOGISTICS**

The Emergency Operation Center is the primary site for all emergency operations. Facilities include an operations room, communications room, feeding areas, and office areas. If the Emergency Operation Center becomes unusable, the alternate Emergency Operation Center will be used.

### **SECTION 7.1: ADMINISTRATION**

#### **A. AGREEMENTS AND UNDERSTANDINGS**

Should local government resources prove to be inadequate during emergency operations; requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or negotiated emergency mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings are entered into by duly authorized officials. West Baton Rouge Parish has agreements to lend and accept assistance between municipalities and neighboring parishes. It is understood that written agreements are not necessary with state or federal agencies since these groups have a legal responsibility to provide assistance when called upon to do so.

#### **B. RECORDS AND REPORTS**

- ✓ OHSEP has the responsibility for submitting local reports to the GOHSEP.
- ✓ Local municipal governments will submit situation reports, requests for assistance and damage assessment reports to the OHSEP.
- ✓ Narrative and written log-type records of response actions will be kept by parish and municipal emergency management agencies. The logs and records will form the basis for status reports to GOHSEP.
- ✓ OHSEP will request reports from other agencies, relief organizations and nongovernmental organizations when deemed appropriate.
- ✓ Communications records are generated by communications operators and are maintained by their respected agencies.

#### **C. NONDISCRIMINATION**

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, or economic status in the execution of disaster preparedness, of disaster relief and assistance functions.

#### **D. CONSUMER PROTECTION**

Consumer complaints pertaining to alleged unfair or illegal business practices would be referred to the parish district attorney's office.

## **E. ADMINISTRATION OF INSURANCE CLAIMS**

Commercial insurance companies and their adjustment agencies manage insurance claims on a routine basis. Complaints should be referred to the Louisiana Department of Insurance . A representative of the American Insurance Association may be dispatched to a disaster area to assist with claim problems.

## **F. DUPLICATION OF BENEFITS**

No person, business concern, or other entity will receive assistance with respect to any loss for which he/she has received financial assistance under any other programs or for which he/she has received insurance or other compensation.

## **G. PRESERVATION OF HISTORIC PROPERTIES**

In the event of a disaster involving known historic properties in West Baton Rouge Parish, OHSEP will identify said historic properties within the designated disaster area for public assistance purposes.

## **H. INFORMATION COLLECTION AND DISSEMINATION**

The purpose of this section is to provide the effective collection, control, dissemination of emergency public information, and for the minimization of confusion, misinformation, and rumors during times of emergency. Long-term public educational efforts related to hazard awareness and family disaster preparedness planning is also outlined in this annex. During periods of emergency the public needs, and desires, detailed information regarding protective actions to be taken to minimize loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public should be made aware of potential hazards and the protective measures that can be deployed. We will use our notification system called Everbridge to disseminate.

## **I. EMERGENCY OPERATIONS CENTER (EOC)**

The OHSEP EOC is the primary site for coordination of all emergency operations. In the event the EOC should become unusable, the OHSEP Mobile Command Post will serve as the site for primary direction and control.

## **SECTION 7.2: FINANCE**

Department of Finance maintains the records of expenditures and obligations incurred during the response to an emergency.

Local and parish governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations

## **SECTION 7.3 LOGISTICS**

### **A. COORDINATION OF UNMET NEEDS**

When local municipal resources are committed, the OHSEP will coordinate assistance to satisfy unmet needs. If the parish requires additional assistance, it will call on mutual aid from adjacent parishes, its Regional Task Force (RTF), or from the GOHSEP. GOHSEP will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency that threatens to exceed the capabilities and resources of the parish and local government Emergency purchasing.

### **B. EMERGENCY PURCHASING**

Parish procedures provide for the purchasing of emergency equipment and supplies. Authorization for emergency purchasing will be directed by the Parish President or designee.

### **C. USE OF LOCAL FIRMS**

When major disaster assistance activities are carried out by contract or agreement with private organizations, firms or individuals, preference will be given, to the extent feasible and practicable to those organizations, firms, and individuals residing or doing business primarily in the affected area.

### **D. RESOURCES AND DISASTER RELIEF**

State agencies are expected to assist local efforts after local resources are deemed insufficient.

Federal and state disaster assistance will supplement not substitute for any relief provided by the parish. Possible reimbursement by the Federal Government for emergency work, restoration or replacement is contingent only upon a Presidential Declaration implemented under Public Law 93-288, Part II. It is the purpose of the Basic Plan to cover all aspects of Local response only, not contingent on any extraordinary State or Federal assistance.

Support by military units and the National Guard may be requested through the GOHSEP. Military assistance will complement and not be a substitute for parish participation in an emergency response. Military forces will remain at all times under military command but will support and assist parish forces. Request for military services should be “mission” oriented and include objectives, priorities, and specific information to accomplish assignments within the parish.

West Baton Rouge Parish personnel and equipment may be sent to assist other political subdivisions outside the parish upon authorization and in accordance with local, state, and federal laws and in coordination with the Regional Emergency Operation Plan.

Assistance needed with sheltering, feeding, etc. as necessary will be requested by executing mutual aid agreements with the American Red Cross, other volunteer groups, neighboring parishes and GOHSEP. If still more assistance is needed beyond state capabilities, GOHSEP will coordinate requests to the Federal Emergency Management Agency for a presidential declaration of an emergency or major disaster to allow supplemental federal assistance to be provided.

## SECTION 8: PLAN DEVELOPMENT AND MAINTENANCE

### A. DEVELOPMENT

Responsibility for overall development and maintenance of this EOP is statutory responsibility of West Baton Rouge Parish OHSEP Director.

The Director of OHSEP will provide guidance and direction for conduct of disaster assistance and recovery activities.

Directors of supporting agencies have the responsibility for maintaining internal Continuity of Operations Plans (COOP), Standard Operating Guidelines (SOGs), and resource data to ensure prompt and effective response to disaster to ensure the survivability of its senior management.

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation.

The Director of OHSEP will brief the Parish President, West Baton Rouge Parish Council and Municipal City Councils, departmental directors, and other appropriate officials in emergency preparedness and in this Plan in particular.

All agencies will be responsible for providing updates of their respective segments of the Plan as set forth earlier in Section IV, "Organization and Assignment of Responsibilities." The Director of OHSEP will maintain and update this plan as required. Also, the Director will coordinate an annual review and revision effort, as necessary. Officials in state/local agencies should recommend changes at any time and provide information periodically as to changes of personnel and available resources.

Maintenance of this document includes annual review and periodic updating of the plan and associated annexes. Additionally, the OHSEP Director is responsible for document control. This includes distribution of the plan and updating sections as required.

The Basic Plan will be adopted by West Baton Rouge Parish Council and municipalities by resolution or ordinance.

Functional and incident annexes will be approved and accepted by Emergency Management Agency.

Director and the agency head with responsibility for that function.

For training purposes and exercises, the Director of OHSEP may activate this Plan as necessary to ensure a readiness posture.

This Plan can be activated at least once a year in the form of a simulated emergency, regardless of actual events, in order to provide practical controlled operations experience to those who have EOC responsibilities.

**B. MAINTENANCE**

This EOP is designed to be a flexible, dynamic document subject to revision, as appropriate. EOP revisions may result from a variety of causes such as:

- ✓ New procedures, policies, or technologies.
- ✓ Lessons learned from an actual event or exercise(s).
- ✓ Feedback during training or case study review.
- ✓ To accommodate new organizations or organizational structures.

Major revisions to this EOP must be approved through the same adoption process as described above. Major revisions are those that significantly alter or establish new policy. The EOP will be reviewed annually and each time it is implemented. This plan shall be activated at least once a year (in the form of a simulated emergency if necessary) to provide practical operations experience to those who have emergency operations responsibilities.

**EOP revision schedule is as follows:**

<i>PROPOSED EOP REVISION SCHEDULE</i>					
	2023	2024	2025	2026	2027
<i>Basic Plan</i>	X	X	X	X	X
<i>ESF# 1: Transportation</i>	X		X		X
<i>ESF# 2: Communication</i>	X		X		X
<i>ESF# 3: Public Works and Engineering</i>	X		X		X
<i>ESF# 4: Firefighting</i>	X		X		X
<i>ESF# 5: Emergency Management</i>	X		X		X
<i>ESF# 6: Mass Care, Emergency Assistance, Housing and Human Services</i>	X		X		X
<i>ESF# 7: Logistics Management and Resource Support</i>	X			X	X
<i>ESF# 8: Public Health and Medical Services</i>	X			X	X
<i>ESF# 9: Search and Rescue</i>	X			X	X
<i>ESF# 10: Oil and Hazardous Materials Response</i>	X			X	X
<i>ESF# 11: Agriculture and Natural Resources</i>	X			X	X
<i>ESF# 12: Energy</i>	X			X	X
<i>ESF# 13: Public Health and Security</i>	X			X	X
<i>ESF# 14: Long Term Recovery</i>	X			X	X
<i>ESF# 15: External Affairs</i>	X			X	X
<i>ESF# 16: Unassigned</i>					X
<i>ESF #17: Cybersecurity</i>					X
<i>Donations Management</i>	X				X
<i>Debris Management</i>	X				X
<i>Direction and Control</i>	X				X
<i>Evacuation</i>	X				X

*Table 5-1EOP Revision Schedule 1*

### **C. LIMITATIONS**

Outcome of any emergency response may be limited by scope, magnitude, and duration of event.

Nothing in this EOP is to be construed as creating any duty of care owed by the Parish, Cities, or an organization cooperating in execution of this plan to any individual, corporation, firm, or other entity.

West Baton Rouge Parish's assets and systems are vulnerable to natural and technological disaster events and may become overwhelmed. Jurisdictions can attempt to make every reasonable effort to respond to a disaster based on magnitude, complexity, and available resources. In an event of severe devastation throughout the parish, fundamental resources such as water, food, first aid, utilities, fuel, shelter, and sanitation may be needed. West Baton Rouge Parish does not have sufficient resources on hand for long-term use and it is understood that state and/or federal assistance may be delayed for several days due to logistical requirements necessary for relocating assets.

Adequate funding is needed to support this plan and its programs. Performance of assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan.

Lack of funding may degrade services envisioned under this plan.

Disaster response and relief activities may be limited by:

- ✓ Inability of general citizenry to be self-sufficient for more than three days without additional supplies of food, water, medical, and shelter resources.
- ✓ Shortage of critical drugs and medicines at medical facilities due to reduced emergency storage capacities
- ✓ Shortage of trained response personnel and equipment to respond to requests for assistance for fire, emergency medical, law enforcement, or public works. These shortages may be felt immediately due to an increased need for twenty-four-hour operations sustained over an extended period.
- ✓ Damage to lifelines such as transportation routes, utilities, petroleum pipelines, and communications networks.

### **D. NON- DISCRIMINATION**

All local activities will be conducted in accordance with Chapter 44 of the Code of Federal Regulations, Part 205.16 (Nondiscrimination in Disaster Assistance). Further, it is policy of West Baton Rouge Parish and cities within, that no services will be denied on basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or presence of any sensory, mental, or physical disability.

## **E. RESPONSIBILITIES**

### **OHSEP Director**

May activate this plan at any time to ensure a state of readiness and maintains and updates this plan as required.

### **Local Elected Officials:**

Ensure legal documents of both public and private nature recorded by the designated official is protected and preserved in accordance with state and local laws.

### **Directors of supporting agencies**

Maintain internal plans, implementing procedures and resource data to ensure effective response to an emergency.

Responsible Directors of all agencies should recommend changes at any time and provide the necessary information as personnel changes occur.

This plan applies to all West Baton Rouge Parish agencies and departments assigned emergency responsibilities and to all elements of local government.

## SECTION 9: AUTHORITIES AND REFERENCES

### A. LEGAL AUTHORITY

- ✓ Americans with Disabilities Act of 1990.
- ✓ Architectural Barriers Act of 1968.
- ✓ Civil Rights Act of 1964, Title VI, Public Law 88-352, as Amended through Public Law 114-95 d. Code of Federal Regulations, Title 10, Parts 50 and 70.
- ✓ Code of Federal Regulations, Title 44, Chapter 1 f. Code of Federal Regulations, Title 49.
- ✓ . Communications Act of 1934 SEC. 706 (47 U.S.C. 606) War Emergency Powers of President.
- ✓ Consolidated Appropriations Act, 2012, Public Law 114-113.
- ✓ Continuing Appropriations and Military Construction, Veterans Affairs, and Related Agencies Appropriations Act, 2017, and Zika Response and Preparedness Act.
- ✓ Cybersecurity Enhancement Act of 2014.
- ✓ Department of Homeland Security Appropriations Act, 2015 I. Department of Homeland Security Social Media Improvement Act of 2015.
- ✓ Disaster Mitigation Act of 2000, Public Law 106-161.
- ✓ Emergency Information Improvement Act of 2015.
- ✓ FAA Extension, Safety, and Security Act of 2016.
- ✓ Fair Housing Act as amended in 1988, 42 U.S.C. 3601.
- ✓ Federal Communications Commission's Rules and Regulations Part 97, Sub-Part F.
- ✓ Fixing America's Surface Transportation (FAST) Act s. Homeland Security Act of 2002, Public Law 107-296, as amended through Public Law 114-190.
- ✓ Howard Coble Coast Guard and Maritime Transportation Act of 2014.
- ✓ Implementing Recommendations of the 9/11 Commission Act of 2007, Public Law 110-53.
- ✓ Integrated Public Alert and Warning System Modernization Act of 2015.
- ✓ Intelligence Authorization Act for Fiscal Year 2015.
- ✓ Maritime Transportation Security Act of 2002.
- ✓ National Cybersecurity Protection Act of 2014.
- ✓ Office of Management and Budget (OMB) Circular A – 133.
- ✓ Office of Management and Budget (OMB) Circular A – 87 bb. Oil Pollution Act of 1990.
- ✓ Pandemic and All-Hazards Preparedness Act, Public Law 109-417.
- ✓ Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308.
- ✓ Post Katrina Emergency Management Reform Act of 2006, Public Law 109- 295.
- ✓ Pre-disaster Hazard Mitigation Act of 2010.

- ✓ Protecting and Securing Chemical Facilities from Terrorist Attacks Act of.
- ✓ Rehabilitation Act of 1973, Public Law 93-112.
- ✓ Robert T Stafford Disaster Relief and Emergency Assistance Act Superfund Amendments & Reauthorization Act of 1986 (SARA), Public Law 99-149 kk. Water Resources Development Act of 1996, Public Law 104-303.
- ✓ Executive Order 13166 - Improving Access to Services for Persons with Limited English Proficiency.
- ✓ Executive Order 13228 – Establishing the Office of Homeland Security and the Homeland Security Council.
- ✓ Executive Order 13311 - Homeland Security Information Sharing.
- ✓ Executive Order 13347 – Individuals with Disabilities in Emergency Preparedness.
- ✓ Executive Order 13388 - Further Strengthening the Sharing of Terrorism Information to Protect Americans.
- ✓ Executive Order 13549 - Classified National Security Information Program for State, Local, Tribal, and Private Sector Entities.
- ✓ Executive Order 13618 - Assignment of National Security and Emergency Preparedness Communications Functions.
- ✓ Executive Order 13629 - Establishing the White House Homeland Security Partnership Council.
- ✓ Executive Order 13636 - Improving Critical Infrastructure Cybersecurity.
- ✓ Executive Order 13650 - Improving Chemical Facility Safety and Security.
- ✓ Executive Order 13691 - Promoting Private Sector Cybersecurity Information.
- ✓ Homeland Security Presidential Directive 5 - Management of Domestic Incidents.
- ✓ Homeland Security Presidential Directive 7 - Critical Infrastructure Identification, Prioritization, and Protection.
- ✓ Homeland Security Presidential Directive 7 – Critical Infrastructure.
- ✓ Identification, Prioritization and Protection.
- ✓ Homeland Security Presidential Directive 20 - National Continuity Policy b.
- ✓ Presidential Policy Directive 2 - National Strategy for Countering Biological Threats.
- ✓ Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience.
- ✓ Presidential Policy Directive 8 - National Preparedness.
- ✓ Presidential Study Directive 1 - Organizing for Homeland Security and Counterterrorism.
- ✓ Other executive orders and acts pertaining to disaster enacted or to be enacted two. State.
- ✓ Act 111, Emergency Interim State Executive Succession Act of 1963.
- ✓ Act 112, Emergency Interim Judicial Succession Act of 1963.
- ✓ Act 113 as amended, Emergency Interim Legislative Succession of 1963.

- ✓ Article IV, Section (A) of the Louisiana Constitution.
- ✓ Article IV, Section 14 of the Louisiana Constitution.
- ✓ Article IV, Section 5 (J).
- ✓ Emergency Regulation, Louisiana Administrative Code: Title 55, Part XXI.
- ✓ Homeland Security and Emergency Preparedness (LA Admin Code April 2007).

## **B. LOUISIANA**

- ✓ LA Act 253 of 1872 and Revised Statues of LA.
- ✓ Louisiana Disaster Recovery Manual dated January 2005, as amended.
- ✓ Louisiana Election Code, Louisiana R.S. Title 18 I.
- ✓ Louisiana Health Emergency Powers Act (LRS 29:760-772).
- ✓ Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended.
- ✓ Louisiana R.S. 29 Section 724 (RS 29:724).
- ✓ Louisiana R.S. 727 B and C, 728 and 729.
- ✓ Louisiana Significant/High Hazard Dam Safety Plan 1989.
- ✓ State Animal Cruelty Laws R. State Executive Order No. EWE93-22, August 9, 1993.
- ✓ State Executive Order No. KBB 2004-36 (8/20/04) & 2005-07 (11/04/05), KBB 2007-14 (5/31/07), and KBB 2007-28 (11/01/07).
- ✓ State Natural Disaster Assistance Act (NDAA).
- ✓ The Louisiana Disaster Assistance Act of 1993.
- ✓ The Louisiana Environmental Affairs Act, La. R.S. 30:1051 et seq.
- ✓ The Louisiana Executive Order No. EWE93-22 x. The Louisiana State Administrative Plan dated 1992, as amended.

## **C. VOLUNTEER, QUASI-GOVERNMENTAL**

- ✓ Act 58-4-1905, American Red Cross (ARC). Mennonite Disaster Services/FEMA Agreement.
- ✓ Salvation Army Charter, May 12, 1974, and Memorandums of Understanding between Louisiana and the agencies above.
- ✓ Mennonite Disaster Services - Agreement with FDAA 1974.
- ✓ Salvation Army Charter - May 12, 1974, d. Statements of Understanding between the State of Louisiana and the agencies above.

## D. FEDERAL

- ✓ Emergency Management Accreditation Program, 2007.
- ✓ Emergency Management Accreditation Program Standard.
- ✓ FEMA Radiological Emergency Preparedness Program Manual d. FEMA – 64, Emergency Action Planning Guidelines for Dams, 1985.
- ✓ FEMA Floodplain Management Regulations.
- ✓ FEMA NRC Memorandum of Understanding.
- ✓ FEMA Volunteer & Donations Management Support Annex.
- ✓ FEMA, “Guidance on Off-Site Emergency Radiation Measurement Systems, Phase 1 – Airborne Release: FEMA- REP-2, September 1980.
- ✓ FEMA, 1995, Emergency Communications, CPG 1-8, Washington, D.C.
- ✓ National Cyber Incident Response Plan, December 2016.
- ✓ National Disaster Recovery Framework.
- ✓ National Preparedness Goal M. National Response Framework.
- ✓ Federal Radiological Emergency Response Plan (FRERP).
- ✓ U.S. Environmental Protection Agency, “Manual of Protective Action Guides and Protective Actions for Nuclear Incidents” September 1975 as revised.
- ✓ U.S. Food and Drug Administration, “Accidental Radioactive Contamination of Human Food and Animal Feeds; Recommendations for State and Local Agencies” October 1982.
- ✓ U.S. NRC and FEMA Criteria for Preparation and Evaluation of Radiological Emergency Response Plans and Preparedness in Support of Nuclear Power Plants,” NUREG 0654, FEMA REP-1, Rev. 1, November 1980.

## APPENDICES TO THE BASIC PLAN

### APPENDICES IN THIS PLAN

- ✓ Appendix 1: Definitions
- ✓ Appendix 2: Acronyms
- ✓ Appendix 3: Organizational Chart
- ✓ Appendix 4: Lines of Succession
- ✓ Appendix 5: Critical Facilities
- ✓ Appendix 6: Essential Personnel
- ✓ Appendix 7: Adopting Ordinances

## **APPENDIX 1: DEFINITIONS**

The following is a glossary of terms, acronyms, abbreviations, and definitions that are used in this plan and are unique to emergency/disaster operations.

**Alert:** An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance requested from OHSEP.

**Annex:** A plan element that is devoted to emergency operations and describes the jurisdiction's approach to functioning in that area of activity in response to emergencies caused by any hazard that might affect the community.

**Appendix:** A plan element attached to a functional annex to provide information on special approaches or requirements generated by unique characteristics of specified hazards identified as being of particular concern to the jurisdiction.

**Applicant:** A State agency, local government, or private non-profit facility submitting a Project Application or request for direct Federal Assistance under the Act or on whose behalf the Governor's Authorized Representative takes such action. Aircraft Rescue Fire Fighter (ARFF) Aircraft Rescue Fire Fighter - refers to Baton Rouge Metro Airport Police/ARFF.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met, and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also: Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Basic Plan:** Establishes general policies, responsibilities, and procedures for implementing comprehensive emergency preparedness.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

**Congregate Care Facilities** – Public or private buildings in a reception area that may be used to lodge and care for evacuees.

**D&C:** Direction and Control.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Crisis Relocation Plan (CRP):** The contingency planning designed to move populations from high hazard areas to those of lower risk and to provide for their well-being (i.e., congregate care housing, feeding, fallout).

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need-to-know certain information to fulfill specific incident management responsibilities.

**Congregate Care Facilities:** Public or private buildings in a reception area that may be used to lodge and care for evacuees.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can function as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Disaster:** Any occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from a Natural, Technological, and/or National Security incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile military actions, hurricanes, landslide, mudslide, storms, tidal wave, tornadoes, wind driven water or other disasters.

**Disaster Recovery Manager:** Official appointed by the Director, GOHSEP, to coordinate post disaster recovery activities.

**D&C:** Direction and Control.

**DHS/FEMA:** The Federal Department of Homeland Security/Federal Emergency Management Agency.  
**Governor's Authorized Representative (GAR)** – The person named by the Governor in the Federal-State Agreement (normally the GOHSEP Director or his designee) to execute on behalf of the State all necessary documents for disaster assistance following a declaration of an emergency or major disaster, including certification of applicants for public assistance.

**Emergency:** Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Essential Personnel:** An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host parish residents or insure continuance of the nation's production capabilities and preservation of the economic system.

**Emergency Action Level (EAL):** A system that classifies the seriousness of an emergency/disaster situation. There are four (4) levels: LEVEL IV, LEVEL III, LEVEL II, and LEVEL I. The State may escalate to a more serious class if conditions deteriorate or are expected to deteriorate. The State may de-escalate to a less serious class if response actions have resolved the situation.

**Emergency Alert System (EAS):** A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a state of public disaster or other natural emergency, as provided by the Emergency Broadcasting System Plan.

**Emergency Operations Center (EOC):** Is a protected site from which public official's issue warnings and exercise direction and control during an emergency/disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations.

**EOP:** Emergency Operations Plan.

**EPI:** Emergency Public Information.

**FCO:** Federal Coordinating Officer.

**EPZ:** Emergency Planning Zone.

**ESF:** Emergency Support Functions.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, parish, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.

**Emergency Planning Zone (EPZ):** To facilitate a preplanned strategy for protective actions during an emergency, there are two emergency planning zones (EPZs) around each nuclear power plant. The exact size and shape of each EPZ is a result of detailed planning which includes consideration of the specific conditions at each site, unique geographical features of the area, and demographic information. The concept of zone-based emergency planning is common, perhaps best illustrated by the federal Radiological Emergency Preparedness program for fixed nuclear facilities, which uses two zones of ten miles and 50 miles in radius.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuees:** Spontaneous Persons who might leave an area in periods of intense crisis in response to a real or feared threat, whether or not they are advised to do so.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Federal Resource Coordinator (FRC):** Official who may be designated by the Department of Homeland Security in non-Stafford Act situations when a federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security to obtain support from other Federal departments and agencies. In these situations, the FRC coordinates support through interagency agreements and memorandums of understanding. The FRC is responsible for coordinating timely delivery of resources to the requesting agency.

**Federal-State Agreement (FEMA-State Agreement):** The document executed by the Governor, acting for the State and the Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provision of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**GOHSEP:** Governor's Office of Homeland Security and Emergency Preparedness. Hazardous Material.

**HAZMAT:** Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. The four traditional classes are: chemical, biological, radiological, explosive.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and vital information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Increased Readiness Reporting (IRR):** The reporting system used to report from selected local governments to the State and to the Federal level to determine the level of readiness for a given emergency.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**In-Place Protection Plan (Formerly Community Shelter Plan):** A planning document which includes a published map and emergency public information materials that enable a local government to give people the answers to questions, "Where do I go for shelter?" and "What do I do?" when the warning sounds. The IPP designates specific shelters to be used by people working or living in specific areas of the community, thus allocating the people to the best available fallout protection.

**Integrated Emergency Management System (IEMS):** A concept that applies prevention, mitigation, preparedness, response, and recovery activities to all hazards in a Local/State/Federal partnership.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, parish, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**LEVEL IV:** Normal operations are ongoing. staffing is in accordance with authorized agency manning levels.

**LEVEL III:** Events involve a potential or actual threat to the safety and welfare of the people in a threatened area(s) and has the potential of escalating.

**LEVEL II:** Events are in progress or have occurred which involve an imminent or actual major impact on the safety of the people in a stricken area(s).

**LEVEL I:** Events that are in progress which continue previously declared action levels and to initiate those actions that begin to lead the return of stricken area(s) back to a state of normalcy and pre-disaster design and use.

**Local Government:** Any parish, city, town, village, or other legal political subdivision within the State of Louisiana.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A parish, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Framework (NRF):** Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Security Emergency – Events include nuclear, conventional, chemical, biological warfare, civil disorder, terrorism, and/or energy shortages.

**Natural:** Events include floods, hurricane/tropical storm, erosion, drought, tornado, wildfire, earthquake subsidence, dam failure, severe storms, and winter storm/freeze.

**Resources:** Include materials (raw, basic, or finished), supplies, equipment, manpower, facilities, services, finished goods, and products.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**OHSEP:** Refers to the West Baton Rouge Parish Office of Homeland Security and Emergency Preparedness Implementing Procedures (IP's) – A set of instructions having the force of a directive, covering those specific actions which lend themselves to a definite or standardized procedure without loss of effectiveness during the conduct of emergency/disaster operations.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups and for a that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration;

evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identify in available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**State:** Generically, the term State is used to include the political subdivisions, boards, special districts, commissions, and Indian tribes or authorized tribal organizations.

**State Coordinating Officer (SCO):** The State Official designated by the Governor to function as principal assistant in the coordination and supervision of the Disaster Assistance Program and to act in cooperation with the Federal Coordinating Office (FCO) for the purpose of coordinating disaster assistance efforts with those of the Federal Government.

**Technological:** Events include hazardous materials (stationery and transportation), nuclear power facility, transportation accidents, and power failure.

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43

U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.).

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization, reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

**Universal Task List (UTL):** A menu of unique tasks that link strategies to prevention, protection, response, and recovery tasks for the major events represented by the National Planning Scenarios. It provides a common vocabulary of critical tasks that support development of essential capabilities among organizations at all levels. The List was used to assist in creating the Target Capabilities List.

**Unusual Event:** An incident that is out of the ordinary but does not present a current threat to persons or property even in the immediate vicinity. The incident may have the potential to escalate to a more serious emergency but is not expected to do so. No protective action will be implemented, and no emergency preparedness assistance should be needed.

**Urban Area Security Initiative (UASI):** The UASI program focuses on enhancing regional preparedness in major metropolitan areas. The UASI program directly supports the National Priority on expanding regional collaboration in the National Preparedness Guidelines and is intended to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response, and recovery.

**Weapons of Mass Destruction, WMD:** Term given to all chemical, biological, cyber, or nuclear weapons used in a terrorist attack.

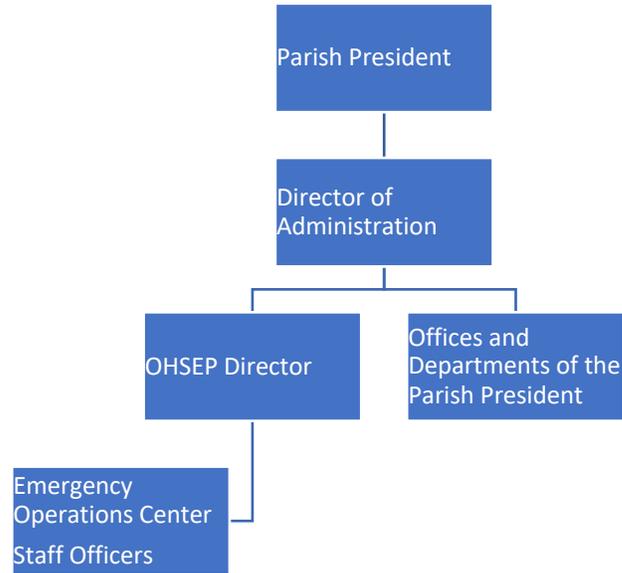
## APPENDIX 2: LIST OF ACRONYMS

AAR/IP	After Action Report/Improvement Plan
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
AUC	Area Unified Command
BLM	Bureau of Land Management
CAP	Civil Air Patrol
CBO	Community Based Organization
CBRNE	<b>C</b> hemical, <b>B</b> iological, <b>R</b> adiological, <b>N</b> uclear, <b>E</b> xplosive
CCRC	Capitol City Radio Club
CEO	Chief Executive Officer ( <i>also Chief Elected Official</i> )
CERT	Community Emergency Response Team
DES	Disaster and Emergency Services
DESC	DES Coordinator
DOC	Department Operations Center
DNRC	Dept. of Natural Resources &
DHH	Department of Public Health & Hospitals
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBO	Faith Based Organization
FEMA	Federal Emergency Management Agency
FOG	Field Operations Guide
GIS	Geographic Information System
HAZMAT	Hazardous Material
HIDC	Helena Interagency Dispatch Center
HSPD-5	Homeland Security Presidential Directive-5
IAA	Inter-Agency Agreement
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
LANG	Louisiana Army National Guard
LADOTD	Louisiana Department of Transportation
LCA	Louisiana Code Annotated
LE	Law Enforcement
LEPC	Local Emergency Planning Committee
LERN	Louisiana Emergency Response Network

LHP	Louisiana Highway Patrol
LNO	Liaison Officer
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MTDES	Louisiana Disaster & Emergency Services
NGO	Non-Governmental Organization
NIMS	National Incident Management Sys
NRF	National Response Framework team
NWS	National Weather Services
PIO	Public Information Officer
POLREP	Pollution Report
PIO	Public Information Officer
PVO	Private Voluntary Organizations
R&D	Research and Development
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
SAR	Search & Rescue
SECC	State Emergency Coordination Center (MTDES)
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
SDO	Standards Development Organizations
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
TCL	Target Capabilities List
UC	Unified Command
USAR	Urban Search and Rescue
US&R	Urban Search and Rescue
USC	United States Code
USGS	United States Geological Survey
VA	Veteran's Administration
VOAD	Voluntary Organizations Active in Disasters

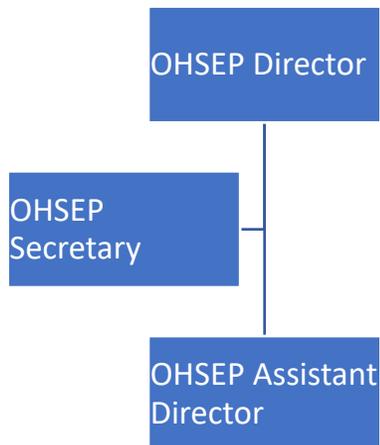
## APPENDIX 3: ORGANIZATION CHARTS

### General Organizational Chart



*Figure-1 General Organizational Chart*

### OHSEP Organizational Chart



*Figure 2 OHSEP Organizational Chart*

## **APPENDIX 4: LINES OF SUCCESSION**

### **A. AUTHORITIES AND LAWS**

All agencies other than the Parish President, will establish continuity of government through standard operating procedures, parish or city ordinance, executive order and/or memo. Ordinances, rules, and procedures by which OHSEP is organized and operated within this political jurisdiction.

Parish Presidents have authority, under emergency conditions, to:

- ✓ Declare a state of emergency.
- ✓ Proclaim and enforce curfews.
- ✓ Shut down nonessential government operations.
- ✓ Issue emergency executive orders, proclamations, and regulations that have the full force and effect of law in coordination with State authorities.

### **B. EOC**

#### **Location of EOC**

West Baton Rouge Parish Office of Department of Homeland Security & E-911 Offices @ 2413 Ernest Wilson Dr., Port Allen, LA 70767.

#### **Location of Alternate EOC(s)**

If the relocation of the primary EOC becomes necessary, OHSEP has a Mobile Command Post and an alternate EOC that may be activated. The Mobile Command Post will serve as the site for primary direction and control. If the Mobile Command Post cannot be utilized, operations will move to an alternate EOC selected after the event. The alternate EOC facility is the West Baton Rouge Parish Administration Building , ATM building. It is fully equipped and ready for emergency operations. This Alternate EOC (AEOC) has the basic minimum capabilities of the EOC.

### **C. LINES OF SUCCESSION FOR OFFICIALS, DEPARTMENT HEADS, AND SUPPORTING STAFF**

Line of succession for West Baton Rouge Parish has established through Home Rule Charter are outlined in this section. Effective emergency management operation depends on two key factors to ensure continuity of government. These factors include:

- ✓ Lines of succession specify replacements or principal elected officials should the incumbents be unable to perform the responsibilities of their office. The line of succession should be at least three deep, i.e., it should specify at least two replacements for principal officials.
- ✓ Vital Records Safeguarding: Each parish elected official, and department/agency is responsible for identifying, selecting, and protecting vital records, both paper and automated, that are essential

for continued public wellbeing. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., tax assessor, sheriff's office) be protected and preserved in accordance with applicable state and local laws. Examples include ordinances, resolutions, minutes of meetings, land deeds, and tax records.

#### **D. PARISH GOVERNMENT LINES OF SUCCESSION**

- ✓ Parish President
- ✓ Director of Administration
- ✓ OHSEP Director
- ✓ Parish Council Chairman

#### **E. OHSEP**

- ✓ Director
- ✓ Assistant Director
- ✓ EOC Coordinator

#### **F. FIRE DEPARTMENT**

- ✓ Fire Chief
- ✓ Chief of Operations
- ✓ Deputy Chief

#### **G. SHERIFF'S OFFICE**

- ✓ Sheriff
- ✓ Chief Criminal Deputy
- ✓ Chief of Operations
- ✓ Chief of Patrol
- ✓ Chief of Detectives

#### **H. CORONER'S OFFICE**

- ✓ Coroner
- ✓ Chief of Operations
- ✓ Deputy Coroner

## **I. SCHOOL BOARD**

- ✓ Superintendent of Schools
- ✓ Associate Superintendent
- ✓ Assistant Superintendent

## **J. ANIMAL CONTROL**

- ✓ Director
- ✓ Assistant Director
- ✓ Supervisor on Call

## **K. DEPARTMENT OF PUBLIC WORKS**

- ✓ Director
- ✓ Assistant Director
- ✓ Assistant to the Parish President

## **L. MUNICIPALITIES LINES OF SUCCESSION**

The following municipalities will follow the line succession:

- ✓ City of Port Allen
- ✓ Town of Brusly
- ✓ Town of Addis

## **M. MAYOR'S OFFICE**

- ✓ Mayor
- ✓ Mayor Pro-Tem
- ✓ Emergency Preparedness Director/Administrative Assistant to the Mayor

## **N. POLICE DEPARTMENT**

- ✓ Chief of Police
- ✓ Assistant Chief of Police
- ✓ Captain of Uniform Patrol

**O. FIRE DEPARTMENT**

- ✓ Fire Chief
- ✓ Assistant Fire Chief
- ✓ Supervisor on Call

**P. SCHOOL BOARD LINES OF SUCCESSION**

- ✓ Superintendent of Schools
- ✓ Associate Superintendent
- ✓ Asst. Superintendent

**Q. HEALTH DEPARTMENT LINE OF SUCCESSION**

- ✓ Health Department
- ✓ Parish Health Unit Director
- ✓ Asst. Director

## APPENDIX 5 CRITICAL FACILITIES

### A. VULNERABLE PRIORITY CRITICAL FACILITIES

The steering committee further identified “priority” critical facilities as those critical facilities that are vulnerable to a hazard and that could benefit from some type of mitigation. This was determined based on the following criteria:

- ✓ Need for recovery and restoration after a disaster.
- ✓ Owned by Government Agency or non-profit organization.
- ✓ Located in Flood Plain or hazard area; and/or
- ✓ Past Losses during a disaster.

Based on the above criteria, the steering committee selected the following facilities as priority critical facilities:

1. West Baton Rouge Office of Homeland Security and 9-1-1
2. Port Allen City Hall
3. Brusly Town Hall
4. Addis Town Hall
5. Addis Fire Station 1
6. Brusly Fire Station 1
7. Port Allen Fire Station 1
8. Lobdell Fire Station
9. Erwinville Fire Station 1
10. Rosehill Fire Station 1
11. Port Allen Maintenance Barn
12. Brusly Maintenance Barn
13. Addis Maintenance Facility
14. Parish Maintenance Facilities
15. West Baton Rouge Parish Council Administration Office
16. Port Allen Fire Department

17. West Baton Rouge Parish Court House.
18. Addis VFW Hall.
19. Erwinville Community Center.
20. Port Allen Community Center
21. Port Allen High School.
22. Brusly High School.
23. All Water Wells and Wastewater Treatment Plants
24. All Utilities

**Table-4 Critical Facilities**

GENERAL CRITICAL FACILITIES			
Name	Address	City	Facility Type
<b>Electrical Facilities</b>			
Erwinville Bulk			Electrical Substation
Entergy Pam			Electrical Substation
Entergy Claire			Electrical Substation
Entergy Copol			Electrical Substation
Entergy Addis			Electrical Substation
Entergy Cohen			Electrical Substation
Entergy Port Allen			Electrical Substation
Entergy Port Comm			Electrical Substation
<b>Fire Stations</b>			
Addis Fire Station 1	4343 Harris Ave	Addis	Fire Stations
Addis Fire Station 2	4372 Main St	Addis	Fire Stations
Addis Fire Station 3	6845 Hwy 1	Addis	Fire Stations
Brusly Fire Station 1	154 E Saint Francis St	Brusly	Fire Stations
Brusly Fire Station 3	2141 Antonio Rd	Brusly	Fire Stations
Brusly Fire Station 2	250 Elaine St	Brusly	Fire Stations
Erwinville Fire Station 2	11311 Section Rd	Erwinville	Fire Stations
Erwinville Fire Station 1	4436 Poydras Bayou Dr	Erwinville	Fire Stations
Lobdell Fire Station	2937 Lafiton Ln	Port Allen	Fire Stations
Port Allen Fire Station 1	700 N Alexander Ave	Port Allen	Fire Stations
Port Allen Fire Station 2	2616 Court St	Port Allen	Fire Stations
Port Allen Fire Station 3	5080 Rosedale Rd	Port Allen	Fire Stations
Rosehill Fire Station 1	8229 Rosehill Dr	Port Allen	Fire Stations
Rosehill Fire Station 2	10201 Bueche Rd	Erwinville	Fire Stations
<b>Fueling Station Facilities</b>			
Chevron	111 Lobdell Hwy	Port Allen	Gas Station
Langham's Chevron	111 Lobdell Hwy	Port Allen	Gas Station
Ewings Of New Roads	12610 HWY 190	Port Allen	Gas Station
Tiger Trax	12724 Hwy 190	Port Allen	Gas Station
Nino' S Casino	128 Lobdell Hwy	Port Allen	Gas Station
Cracker Barrel	133 Lobdell Hwy	Port Allen	Gas Station
Circle K	1432 HWY 190	Port Allen	Gas Station
Krawdaddy's	1660 LOBDELL HWY	Port Allen	Gas Station
Spillway Sportsman	1900 American Way	Brusly	Gas Station
Chevron	1920 American Way	Port Allen	Gas Station
Chevron	1940 HWY 1	Port Allen	Gas Station
H And R Truckstop	215 Lobdell Hwy	Port Allen	Gas Station

Ewings Of New Roads	222 LOBDELL HWY	Port Allen	Gas Station
Minnow's	3053 LOBDELL HWY	Port Allen	Gas Station
Racetrac	3111 Hwy 1	Port Allen	Gas Station
La 1 South Truck Plaza	3195 Hwy 1	Port Allen	Gas Station
Chevron	3847 Hwy 1	Port Allen	Gas Station
Easy Mile Convenience Store	430 N Alexander Ave	Port Allen	Gas Station
Jw Food Mart	561 S Vaughn Dr	Brusly	Gas Station
Circle K Stores	650 S Alexander Ave	Port Allen	Gas Station
Cajun Circus	6742 Hwy 190	Port Allen	Gas Station
Chevron	704 S ALEXANDER AVE	Port Allen	Gas Station
<b>Fueling Station Facilities Cont'd</b>			
<b>Name</b>	<b>Address</b>	<b>City</b>	<b>Facility Type</b>
Dickie's	7280 Hwy 1	Addis	Gas Station
Love's Country Stores #240	751 Lobdell Hwy	Port Allen	Gas Station
Harry's One Stop	7827 Hwy 1	Addis	Gas Station
Addis Service Station	7857 1st St	Addis	Gas Station
River Port Truck Stop	910 Lobdell Hwy	Port Allen	Gas Station
Conoco Phillips	995 Ernest Wilson Dr	Port Allen	Gas Station
Shell	133 LOBDELL HWY	Port Allen	Gas Station
<b>Governmental Facilities</b>			
Detention Center	1150 Northwest Dr	Port Allen	Governmental
Brusly Maintenance Barn	180 E Saint Francis St	Brusly	Governmental
WBR Emergency Operations Center	2413 Ernest Wilson Dr	Port Allen	Governmental
Port Allen City Hall	375 Court St	Port Allen	Governmental
Wbr Parish Maintenance Barn	553 Lobdell Hwy	Port Allen	Governmental
Wbr Natural Gas Maint. Barn	553 Lobdell Hwy	Port Allen	Governmental
Animal Control	553 Lobdell Hwy	Port Allen	Governmental
Brusly Town Hall	601 S Vaughn Dr	Brusly	Governmental
Addis Town Hall	7818 Hwy 1	Addis	Governmental
Wbr Parish Courthouse	850 8th St	Port Allen	Governmental
Wbr Parish Governmental Building	880 N Alexander Ave	Port Allen	Governmental
<b>Grocery Stores</b>			
Wal-Mart	3255 Hwy 1	Port Allen	Grocery Store
Benedetto's Marketplace	7737 Hwy 1	Addis	Grocery Store
<b>Medical Facilities</b>			
Steven's Pharmacy	1000 Court St	Port Allen	Medical/Vet/Pharmacy/Nursing Home
Noah's Pharmacy	400 W Saint Francis St	Brusly	Medical/Vet/Pharmacy/Nursing Home
Daniel's Pharmacy	710 E Main St	Brusly	Medical/Vet/Pharmacy/Nursing Home

Acadian Ambulance	1880 Court Street, Port Allen	Port Allen	Medical/Vet/Pharmacy/Nursing Home
Port Allen Care Center	403 N 15th St., Port Allen	Port Allen	Medical/Vet/Pharmacy/Nursing Home
Phil Padgett	610 N Jefferson Ave, Port Allen	Port Allen	Medical/Vet/Pharmacy/Nursing Home
WBR Parish Health Unit	685 Louisiana Ave, Port Allen	Port Allen	Medical/Vet/Pharmacy/Nursing Home
West Side Family Medicine	402 N. Vaughan Dr, Brusly	Brusly	Medical/Vet/Pharmacy/Nursing Home
Physician's Choice	402 N. Vaughan Dr, Brusly	Brusly	Medical/Vet/Pharmacy/Nursing Home
Prime Medical	3515 Hwy 1 S, Port Allen	Port Allen	Medical/Vet/Pharmacy/Nursing Home
Progressive Healthcare Provider	448 Michigan Ave, Port Allen	Port Allen	Medical/Vet/Pharmacy/Nursing Home
Gulf Coast Occupational Medicine	7640 Hwy 1 S, Addis	Addis	Medical/Vet/Pharmacy/Nursing Home
Louisiana Urgent Care	4451 Hwy 1 S, Port Allen	Wbr Parish	Medical/Vet/Pharmacy/Nursing Home
Dynamic Therapy, LLC	7523 Hwy 1 N, Addis	Addis	Medical/Vet/Pharmacy/Nursing Home
West Baton Rouge Primary Care	751 Court St, Port Allen	Port Allen	Medical/Vet/Pharmacy/Nursing Home
Lake After Hours	4463 Hwy 1 S, Brusly	Wbr Parish	Medical/Vet/Pharmacy/Nursing Home
Peak Performance Physical Therapy	400 W St. Francis St., Brusly	Brusly	Medical/Vet/Pharmacy/Nursing Home
Peak Performance Home Care	400 W St. Francis St., Brusly	Brusly	Medical/Vet/Pharmacy/Nursing Home
<b>Police Stations/ Sheriff Stations</b>			
Brusly Police Dept	150 E Saint Francis St	Brusly	Police Stations
Port Allen City of Police Dept	375 Court St	Port Allen	Police Stations
Addis City Police Department	7818 Hwy 1	Addis	Police Stations
West Baton Rouge Parish Sheriff's Office	850 8th St	Port Allen	Police Stations
<b>Schools</b>			
Devall Middle	11851 N River Rd	Port Allen	Schools
Faith Academy	13028 Hwy 190	Erwinville	Schools
Jumonville Memorial Campus	3233 Rosedale Rd	Port Allen	Schools
Port Allen High School	3553 Rosedale Rd	Port Allen	Schools
Holy Family Catholic School	370 6th St	Port Allen	Schools
Wbr Parish of School Board	3761 Rosedale Rd	Port Allen	Schools
Brusly Elementary School	400 S Labauve Ave	Brusly	Schools

Holy Family Pre-Kindergarten School	415 N Jefferson Ave	Port Allen	Schools
Brusly Middle School	601 N Kirkland Dr	Brusly	Schools
Chamberlin Elementary School	6024 Section Rd	Port Allen	Schools
Port Allen Elementary	609 Rosedale Rd	Port Allen	Schools
Port Allen Middle	610 Rosedale Rd	Port Allen	Schools
Lukeville Upper Elementary	6141 Hwy 1	Brusly	Schools
Brusly High School	630 N Vaughn Dr	Brusly	Schools
Cohn Elementary School	805 N 14th St	Port Allen	Schools
Sharon Baptist School	9433 Section Rd	Port Allen	Schools
<b>Sewer Facilities</b>			
Esperanza Estates	600 Esperanza Dr	Port Allen	Sewer Treatment Plants/Ponds
Westport S/S	1949 LOBDELL HWY	Port Allen	Sewer Treatment Plants/Ponds
Detention Center Sewer Plant	1150 Northwest Dr	Port Allen	Sewer Treatment Plants/Ponds
Airline Park	1398 W Parkway Dr	Port Allen	Sewer Treatment Plants/Ponds
Erwinville Sewer Lift Station	12102 Maple St	Port Allen	Sewer Treatment Plants/Ponds
Port Allen Sewage Treatment Plant	123 S 14th St	Port Allen	Sewer Treatment Plants/Ponds
Erwinville Lift Station	12464 Patricia Ave	Port Allen	Sewer Treatment Plants/Ponds
Erwinville Sewer Lift Station	12826 Pecan St	Port Allen	Sewer Treatment Plants/Ponds
Vieux Rivere	1446 Rue Riviere Dr	Port Allen	Sewer Treatment Plants/Ponds
Willows Of Antonio	2138 N WILLOW RIDGE AVE	Port Allen	Sewer Treatment Plants/Ponds
Oak Alley	2490 Oak Aly	Port Allen	Sewer Treatment Plants/Ponds
North Lift Station-Westport	2524 Commercial Dr	Port Allen	Sewer Treatment Plants/Ponds
Riverside Estates	2540 Riverside Dr	Port Allen	Sewer Treatment Plants/Ponds
Babytown Rd. - Lift Station	2615 Babytown Ln		Sewer Treatment Plants/Ponds
Morrisonville Acres	3110 Louise Dr	Brusly	Sewer Treatment Plants/Ponds
Wal-Mart Treatment Plant	3197 Hwy 1	Port Allen	Sewer Treatment Plants/Ponds
Wal-Mart Lift Station	3353 Hwy 1	Port Allen	Sewer Treatment Plants/Ponds

Reverand Manuel	3751 Hwy 1	Port Allen	Sewer Treatment Plants/Ponds
Woodlands	3803 Liberty Dr	Port Allen	Sewer Treatment Plants/Ponds
Brittany Estates	3826 Chatelain Dr	Port Allen	Sewer Treatment Plants/Ponds
Mulatto Bend	3941 Mulatto Bend Rd	Port Allen	Sewer Treatment Plants/Ponds
Fairview Estates	4215 Hwy 1	Port Allen	Sewer Treatment Plants/Ponds
Roseland Trace-Lift Station	4300 Roseland Dr	Port Allen	Sewer Treatment Plants/Ponds
Erwinville Wastewater Plant	4535 Poydras Bayou Dr	Port Allen	Sewer Treatment Plants/Ponds
Roseland Trace-Treatment Plant	4600 Rosedale Rd	Port Allen	Sewer Treatment Plants/Ponds
Antonia Estates - Treatment Plant	4691 Hwy 1	Port Allen	Sewer Treatment Plants/Ponds
Antonia Estates - Lift Station	4748 Golden Ridge Dr	Port Allen	Sewer Treatment Plants/Ponds
Blanchard Estates	4900 Edmonton Ave	Port Allen	Sewer Treatment Plants/Ponds
Community Center Sewer Plant	5110 Rougon Rd	Port Allen	Sewer Treatment Plants/Ponds
Ashland Plantation	5211 Sands Dr	Port Allen	Sewer Treatment Plants/Ponds
Lukeville Ext. Oxidation Pond	6068 Lukeville Ext	Brusly	Sewer Treatment Plants/Ponds
Treatment Plant - Westport	Lobdell Hwy	Port Allen	Sewer Treatment Plants/Ponds
<b>Sewer Facilities Cont'd</b>			
Name	Address	City	Sewer Treatment Plants/Ponds
Bourgeois	100 BOURGEOIS ST	Brusly	Sewer Treatment Plants/Ponds
East Live Oak		Brusly	Sewer Treatment Plants/Ponds
Brusly Sewage Treatment Plant	2320 Allene St	Brusly	Sewer Treatment Plants/Ponds
Brusly Pump Station	2320 Allene St	Brusly	Sewer Treatment Plants/Ponds
Lukeville - Lift Station #1	Hwy 1	Brusly	Sewer Treatment Plants/Ponds
Lukeville-Lift Station #2	Lukeville Ln	Brusly	Sewer Treatment Plants/Ponds

South Lift Station-Westport	S Westport Dr	Port Allen	Sewer Treatment Plants/Ponds
Venzule		Brusly	Sewer Treatment Plants/Ponds
Brusly Oaks		Brusly	Sewer Treatment Plants/Ponds
South Labauve		Brusly	Sewer Treatment Plants/Ponds
North Labauve		Brusly	Sewer Treatment Plants/Ponds
Ory Drive		Brusly	Sewer Treatment Plants/Ponds
West Live Oak		Brusly	Sewer Treatment Plants/Ponds
Addis Sewer Treatment Plant		Addis	Sewer Treatment Plants/Ponds
<b>Emergency Shelters</b>			
Addis VFW Hall	4433 Myhand St	Addis	Shelters
Erwinville Community Center	5900 Section Rd	Erwinville	Shelters
Port Allen Community Center	749 N Jefferson Ave	Port Allen	Shelters
Addis Community Center	7510 Hwy 1	Addis	Shelters
<b>Communication Facilities</b>			
ATT Mobility	10439 Rosedale Rd		Communication Tower
AT&T Mobility LLC	1100 Commercial Dr	Port Allen	Communication Tower
Nextel	111 Lobdell Hwy		Communication Tower
Verizon Wireless	1201 Poydras Bayou Dr	Port Allen	Communication Tower
Verizon Wireless	12822 Hwy 190	Port Allen	Communication Tower
AT&T Mobility	12822 Hwy 190	Port Allen	Communication Tower
Crown Castle South, Llc	12822 Hwy 190	Port Allen	Communication Tower
Gulf Coast Wireless	12956 Hwy 190	Port Allen	Communication Tower
AT&T	1471 Safe Energy Dr		Communication Tower
Clear Channel Communication	1620 Louisiana Ave		Communication Tower
Verizon Wireless	1718 Lobdell Hwy		Communication Tower
AT&T Mobility	200 Bates Industrial Dr		Communication Tower
Verizon Wireless	200 Bates Industrial Dr		Communication Tower
AT&T	2787 Hwy 190		Communication Tower
AT&T Mobility	3290 Hwy 190		Communication Tower
Pinnacle Towers	3920 Hwy 1		Communication Tower
Nextel	4114 Hwy 1		Communication Tower
ATT Mobility	4116 Hwy 1		Communication Tower
Verizon Wireless	4263 Holloway Rd	Port Allen	Communication Tower
AT&T Mobility Llc	447 Oaks Ave	Brusly	Communication Tower

Clear Channel Communication	4510 Rebelle Ln		Communication Tower
Verizon Wireless	4932 S River Rd		Communication Tower
Verizon Wireless	4955 Triple B Ranch Ln		Communication Tower
Verizon Wireless	520 Hwy 190	Port Allen	Communication Tower
USA Mobility Wireless Inc	6080 Hwy 1148		Communication Tower
AT&T Mobility	6660 Hwy 190		Communication Tower
Verizon Wireless	7126 Hwy 1		Communication Tower
Crown Communication	188 Allendale Drive	Port Allen	Communication Tower
T-Mobile USA	1002 Avenue D	Port Allen	Communication Tower
<b>Communication Facilities Cont'd</b>			
<b>Name</b>	<b>Address</b>	<b>City</b>	<b>Facility Type</b>
Gulf Coast Wireless	7424 Ed Lejeune St		Communication Tower
Pinnacle Towers Inc	7424 Ed Lejeune St		Communication Tower
ATT Mobility	7601 Rosedale Rd		Communication Tower
Nextel	7601 Rosedale Rd		Communication Tower
Verizon Wireless	7601 Rosedale Rd		Communication Tower
AT&T Mobility LLC	7615 Hwy 1	Brusly	Communication Tower
Nextel South Corp	7634 1st St		Communication Tower
Vzw Personal Communication	8053 Rosehill Dr	Buehce	Communication Tower
Nextel	8624 Hwy 190		Communication Tower
<b>Water Facilities</b>			
Avenue D Water Tower City Of PA	1002 avenue d	Port Allen	Water Tower/Wells
Crocodile Well	1081 Poydras bayou dr		Water Tower/Wells
Placid #1	1145 Lafiton In		Water Tower/Wells
Section Road Well	12450 Section rd.		Water Tower/Wells
Port Allen Water Well	829 N 12th Street	Port Allen	Water Tower/Wells
Port Allen 6th Street Water Well	762 6th Street	Port Allen	Water Tower/Wells
New Wwd #4 Site	1644 W Hugh Loop Rd		Water Tower/Wells
Placid #4 (Sunrise)	2151 N River Rd		Water Tower/Wells
Winterville Water Tower	2251 S Winterville Rd		Water Tower/Wells
Westport Water Tower	2425 S Westport Dr		Water Tower/Wells
Lobdell Water Tower	2298 Plantation Ave		Water Tower/Wells
Placid #5 (Ourso)	2809 Hwy 1		Water Tower/Wells
Placid #2	2999 HWY 1		Water Tower/Wells
Holiday Inn Well	3112 Webster Ln		Water Tower/Wells
Addis Plant/Tower/Well (Wwd #1)	7634 1ST ST		Water Tower/Wells
Arbroth Well	9363 Bueche Rd		Water Tower/Wells
Placid #3 (Hunter's Run)	955 NORTHWEST DR		Water Tower/Wells

Section Road Water Tower &(Well)	9960 Section Rd		Water Tower/Wells
Westgate	Beaulieu Lane		Water Tower/Wells
Wwd #2			Water Tower/Wells
Dolese	Hwy 1		Water Tower/Wells
Beaulieu Ln		Brusly	Water Tower/Wells
Alexander Park Water Tower			Water Tower/Wells
Brusly Water Tower			Water Tower/Wells
Beaulieu Ln Water			Water Tower/Wells
<b>Evacuation Routes</b>			
	I-10		
	US-190		
	LA 1		
	Rosedale		
<b>BRIDGES LOCATED ON EVACUATION ROUTES</b>			

## **APPENDIX 6: ESSENTIAL PERSONNEL**

Emergency services and the continued operation of vital facilities dictates the need for certain personnel to maintain operation around the clock.

Critical facilities and services will be kept in operation by a minimum number of key workers. These essential employees will commute to their work locations, in twelve-hour work shifts, from assigned lodgings in their host areas.

Transportation of essential workers, from the host area to the risk area and back, will be accomplished using privately-owned vehicles, and/or using buses which will be provided, with drivers, for the purpose of transporting key workers from host to risk areas and back. Buses assigned for these transportation requirements will remain in the risk area after unloading workers at their assigned work sites and will remain at the work site until the 12-hour shift has been completed and will then relocate back to the host area.

A critical component within the Parish Government is the definition of “Essential” and “Non-Essential” employee. Employees of the Parish shall refer to their Continuity of Operations Plans (COOP) and/or their immediate supervisor for guidance regarding this issue.

## **APPENDIX 7: ADOPTING ORDINANCES**

### **A. WEST BATON ROUGE PARISH**

Ordinance

Ordinance adopting the West Baton Rouge Parish All Hazards Emergency Operation Plan Update.

**Whereas** the West Baton Rouge Parish recognizes the need to have a coordinated approach to major incidents and disasters that affect the parish; and

**Whereas**, the West Baton Rouge Parish has the statutory responsibility to develop, implement, and maintain an effective Emergency Operation Plan under the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993; and

**Whereas**, the West Baton Rouge Parish has developed an Emergency Management Agency to oversee and complete these functions for the entire parish, municipalities and

**Whereas** all agencies and departments having responsibilities contained within this plan have acknowledged and agreed upon their roles and responsibilities; now

**Therefore, be it resolved**, that the West Baton Rouge Parish All Hazards Emergency Operation Plan Update is hereby adopted as the emergency management plan for the West Baton Rouge Parish.

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

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Riley Berthelot, Parish President, West Baton Rouge Parish Council

**B. CITY OF PORT ALLEN**

Ordinance

**City of Port Allen**

Ordinance adopting the West Baton Rouge Parish All Hazards Emergency Operation Plan Update

**Whereas** the City of Port Allen recognizes the need to have a coordinated approach to major incidents and disasters that affect the parish; and

**Whereas**, the West Baton Rouge Parish has the statutory responsibility to develop, implement, and maintain an effective Emergency Operation Plan under the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993; and

**Whereas**, the West Baton Rouge Parish has developed an Emergency Management Agency to oversee and complete these functions for the entire parish, municipalities and

**Whereas** all agencies and departments having responsibilities contained within this plan have acknowledged and agreed upon their roles and responsibilities; now

**Therefore, be it resolved**, that the West Baton Rouge Parish All Hazards Emergency Operation Plan Update is hereby adopted as the emergency management plan for the City of Port Allen.

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Insert Name  
Mayor, City of Port Allen

**C. TOWN OF BRUSLY**

Ordinance

Ordinance adopting the West Baton Rouge Parish All Hazards Emergency Operation Plan Update

**Whereas** the Town of Brusly recognizes the need to have a coordinated approach to major incidents and disasters that affect the parish; and

**Whereas**, the West Baton Rouge Parish has the statutory responsibility to develop, implement, and maintain an effective Emergency Operation Plan under the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993; and

**Whereas**, the West Baton Rouge Parish has developed an Emergency Management Agency to oversee and complete these functions for the entire parish, municipalities and

**Whereas** all agencies and departments having responsibilities contained within this plan have acknowledged and agreed upon their roles and responsibilities; now

**Therefore, be it resolved**, that the West Baton Rouge Parish All Hazards Emergency Operation Plan Update is hereby adopted as the emergency management plan for the Town of Brusly.

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Insert Name  
Mayor, Town of Brusly

**D. TOWN OF ADDIS**

Ordinance

Ordinance adopting the West Baton Rouge Parish All Hazards Emergency Operation Plan Update

**Whereas** the Town of Addis recognizes the need to have a coordinated approach to major incidents and disasters that affect the parish; and

**Whereas**, the West Baton Rouge Parish has the statutory responsibility to develop, implement, and maintain an effective Emergency Operation Plan under the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993; and

**Whereas**, the West Baton Rouge Parish has developed an Emergency Management Agency to oversee and complete these functions for the entire parish, municipalities and

**Whereas** all agencies and departments having responsibilities contained within this plan have acknowledged and agreed upon their roles and responsibilities; now

**Therefore, be it resolved**, that the West Baton Rouge Parish All Hazards Emergency Operation Plan Update is hereby adopted as the emergency management plan for the Town of Addis.

Passed this \_\_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Insert Name

Mayor, Town of Addis

## **APPENDIX 8: RELATED SUPPORTING PLANS (PUBLISHED SEPARATELY)**

- ✓ Nuclear/Radiological Emergency Response Plans.
- ✓ Hazardous Materials – SARA Plans.
- ✓ Continuity of Operations Plan.
- ✓ Hazard Mitigation Plan.
- ✓ Pandemic Influenza Plan.
- ✓ Pet Plan.
- ✓ Regional Task Force Plan.
- ✓ Debris Management Plan.
- ✓ Louisiana Shelter Operations Plan.
- ✓ Peacetime Radiological Response Plan.
- ✓ Disaster Recovery Manual.
- ✓ State of Louisiana Terrorist Incident Plan.
- ✓ State of Louisiana Hazard Mitigation Plan.
- ✓ Emergency Support Functions Support Plan.

# **EMERGENCY SUPPORT FUNCTION (ESF) 1 – TRANSPORTATION**

## **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Department of Public Works

## **PRIMARY/LEAD AGENCIES**

- ✓ West Baton Rouge Parish Department of Public Works
- ✓ West Baton Rouge Parish Sheriff's Department
- ✓ Municipal Police Departments

## **SUPPORT AGENCIES**

### **Federal Agencies**

- ✓ U.S Department of Transportation

### **State Agencies**

- ✓ Louisiana Department of Transportation and Development
- ✓ Governor's Office of Homeland Security and Emergency Preparedness
- ✓ Louisiana State Police
- ✓ Louisiana Army National Guard

### **Local Agencies**

- ✓ Local School Districts
- ✓ West Baton Rouge Council on Aging
- ✓ Local City/Parish 911 Dispatch Center
- ✓ School Districts

### **Other Agencies**

- ✓ Private Transportation Companies (trucking, moving, shuttle services, airports, railroad etc.)
- ✓ American Red Cross (ARC)
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.)
- ✓ First Responders, Volunteers
- ✓ Private Industry
- ✓ Amateur Radio: ARES/RACES
- ✓ Other members as directed by Director of OHSEP

# INTRODUCTION

## A. PURPOSE

Emergency Support Function (ESF) 1 describes how the parish will coordinate transportation needs during a time of a major emergency or disaster, including assessing damage to and restoring and maintaining transportation networks—specifically, roads and bridges. In the context of this plan, transportation refers to the infrastructure consisting of the means and equipment necessary to move goods and people from one location to another.

## B. SCOPE

The services and activities provided under this ESF will include the identification, acquisition, arrangement, mobilization and coordination of available parish government, school board, transportation agency, private industry and voluntary transportation equipment, manpower and technical expertise to meet the requirements of providing essential transportation services before, during and after emergencies and disasters.

Activities encompassed within the scope of ESF 1 include:

- ✓ Identify obstructions and damage to transportation infrastructure, as well as general impact assessments.
- ✓ Coordinate the repair and restoration of the state's transportation network.
- ✓ Process and coordinate requests for transportation support from local and tribal partners.
- ✓ Monitor, control, and coordinate vehicular traffic flow.
- ✓ Coordinate reporting on damage to and status of transportation infrastructure for all modes of transportation.
- ✓ Prioritize and initiate emergency work tasking to clear debris and obstructions from, and make emergency repairs to, the transportation infrastructure.
- ✓ Provide logistical transportation of evacuees, personnel, equipment, and materials and supplies.
- ✓ Provide maps for all modes of transportation.

## C. POLICIES

It is the policy of the parish that public transportation authorities and parish and state departments with transportation resources and support operations are responsible for assessing and restoring transportation systems under their control.

Priorities shall be determined and coordinated by the Emergency Operations Center (EOC), when activated.

Priorities should be established for use of limited public transportation assets and that support for public works field operations should be coordinated with the EOC.

Primary and support agencies should support the coordination and information collection of transportation damage assessments, which should be conducted as soon as possible, and reported to the EOC.

#### D. ESF ACTIVATION

ESF-1 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

Transportation Officer will coordinate with supporting agencies to assess and report the status of the parish's transportation network and current capabilities to the EOC.

When a disaster occurs, the Transportation Officer in coordination with OHSEP Director will activate the EOC, establish communications with leadership, and ascertain initial size up to determine an EOC staffing plan and set up operational periods. If the incident requires significant coordination of transportation activities, a notification will be made to GOHSEP requesting assistance.

#### E. EOC OPERATIONS

When ESF 1 is staffed in the EOC, the ESF representative will be responsible for the following:

- ✓ Serve as a liaison with supporting agencies and community partners.
- ✓ Provide a primary entry point for situational information related to transportation needs.
- ✓ Share situation status updates related to transportation with ESF 5, Information and Planning, to inform development of the Situation Report.
- ✓ Participate in, and provide ESF-specific reports for, EOC briefings including Disaster Cabinet and Economic Recovery briefings.
- ✓ Assist in development and communication of ESF 1 actions to tasked agencies.
- ✓ Monitor ongoing ESF 1 action.
- ✓ Share ESF 1 information with ESF 14, Public Information, to ensure consistent public messaging.
- ✓ Coordinate ESF 1 staffing to ensure the function can be staffed across operational periods.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

Due to multiple hazards within West Baton Rouge Parish, every resident is within a risk area. West Baton Rouge Parish is faced with several hazards that may require transportation support. Parish's transportation system consists of a complex network of road, rail, and air systems. Considerations that should be considered when planning for and implementing ESF 1 activities include:

- ✓ A significant emergency or disaster may severely damage transportation infrastructure.
- ✓ The movement of people, equipment, and supplies may be much less efficient in emergency conditions than under normal circumstances.
- ✓ Many localized transportation activities may be disrupted or hindered by damaged surface transportation infrastructure.
- ✓ In anticipation or reaction to a disaster evacuation that overwhelm standard routes may require resources beyond the reach of a local community.

In the event of an emergency requiring evacuation, transportation will be arranged for five groups:

1. School students while school are in session.
2. Children in the custody of day care centers.
3. Institutionalized persons in hospitals, nursing homes and prisons
4. Non-institutionalized disabled persons without means of transportation.
5. Persons without access to transportation.

West Baton Rouge Parish Schools Board will provide transportation assistance and has a contract for transportation with:

First Student, Inc.  
3233 Rosedale Road  
Port Allen, Louisiana 70767  
Phone: 225-389-1345

Parish Council on Aging will provide transportation assistance as needed.

West Baton Rouge Parish Sheriff's Office and Municipal Law Enforcement Departments will be the primary agencies for the removal of stalled vehicles. If the vehicle is unable to be pushed from the roadway local tow services may be requested through the 911 Center. If local tow services are unavailable Parish and Municipal Public Works equipment may be used to remove the vehicle. Impediments blocking state roads within West Baton Rouge Parish will be the primary responsibility of DOTD with the assistance of Parish and Municipal Public Works.

Pickup points have been established at local schools throughout the Parish to provide transportation for residents who do not have their own means. To supplement this process, bus routes may be established in addition to pick up points on a per emergency basis.

Traffic and Access control points will be established and manned by the Louisiana State Police, West Baton Rouge Parish Sheriff's Office, and Municipal Police Departments. Assistance from Regional transportation providers will be requested through the Parish EOC in accordance with Mutual Aid Agreements and the Regional Emergency Operation Plan.

## B. ASSUMPTIONS

ESF 1 is based on the following planning assumptions:

- ✓ The local transportation infrastructure will likely sustain damage during an emergency. The damage, depending upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
- ✓ West Baton Rouge Parish Sheriff's Office and Municipal Law Enforcement Departments will be the primary agencies for the removal of stalled vehicles. If the vehicle is unable to be pushed from the roadway local tow services may be requested through the 911 Center. If local tow services are unavailable Parish Municipal Public Works equipment may be used to remove the vehicle. Impediments blocking state roads within the Parish will be the primary responsibility of DOTD with the assistance of Parish and Municipal Public Works.
- ✓ Pickup points have been established at local schools throughout the Parish to provide transportation for residents who do not have their own means. To supplement this process, bus routes may be established in addition to pickup points on a per emergency basis.
- ✓ Traffic and Access control points will be established and manned by the Louisiana State Police, Parish Sheriff's Office, and Municipal Police Departments.
- ✓ Operations may require traffic control to divert traffic around damaged, isolated, or evacuated Areas.
- ✓ The immediate use of transportation systems for emergency operational activities may exceed local capabilities, thus requiring assistance from neighboring jurisdictions and/or State and Federal government.
- ✓ West Baton Rouge Parish Council on Aging will provide transportation assistance as needed and able. Residents will act in their own interest and evacuate the area when told.
- ✓ While all residents of West Baton Rouge Parish live within a risk area, it is unlikely that a parish wide evacuation order would be necessary with the exception of a foreign Attack or Homeland Security Event.
- ✓ Spontaneous evacuation will occur when there is sufficient warning of the threat. For planning purposes, it is presumed a percentage of the people at risk will evacuate before being directed to do so.
- ✓ Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

## CONCEPT OF OPERATIONS

### A. GENERAL

In accordance with the Parish Basic Plan and this ESF, the City/Parish Public Works Departments are the Primary agencies responsible for coordinating transportation system activities. Operating Procedures/Guidelines (SOPs/SOGs) developed by the Public Works Departments provide the framework for carrying out these activities.

Requests for assistance may be generated one of two ways. The requests should be forwarded to the EOC or be made in accordance with established Mutual Aid Agreements.

The City & Parish Public Works Directors oversee all municipal and parish roads and bridges in the jurisdiction.

Local government departments working at either an incident command post (ICP) or the EOC, should provide guidance for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people, equipment, and materials. Law enforcement agencies conduct the coordination for evacuation and movement during emergencies and disasters.

Identification of evacuation routes will be a coordinated effort among the primary agencies.

When transportation requests exceed the capability of the jurisdictions, agencies, and parish, the EOC will coordinate transportation activities with the state EOC.

### B. NOTIFICATIONS

- ✓ ESF Coordinator should notify the ESF-1 Primary Agencies of EOC activations and request that representative's report to the EOC to coordinate ESF-1 activities. This is typically accomplished radio broadcast, digital pager, or telephone contact.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal highway officials may also become critical members of the ESF-1 team.

## C. MITIGATION

- ✓ West Baton Rouge Parish has established the position of Transportation Officer within the EOC and has developed Transportation Implementing Procedures to implement ESF-1.
- ✓ OHSEP is continuously working with committees, taskforces, and other agencies to improve the efficiency of future evacuations.
- ✓ OHSEP identifies potential evacuation areas through a hazard analysis.
- ✓ Public education is being provided through the West Baton Rouge Parish Council.

## D. PREPAREDNESS

- ✓ Develop and maintain SOPs/SOGs dealing with transportation response.
- ✓ Maintain current inventories of transportation and fuel resources available and make this inventory available to the ESF Coordinator and provisions for vehicle security and parking in the reception area and provisions for assistance to or emergency removal of vehicles with mechanical problems.
- ✓ Maintain current resource directories of all commercial and industrial transportation assets, facilities, and supplies to include maintaining points of contact, their geographic locations, territories, and operating areas.
- ✓ Establish and maintain liaison with state and adjacent parish transportation officials.
- ✓ Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- ✓ Participate in exercises and training to validate this annex and supporting SOPs/SOGs.
- ✓ Ensure all ESF-1 personnel are trained in their responsibilities according to the departmental SOPs/SOGs.
- ✓ Create appendices containing helpful information including the approximate number of people requiring special needs, shelter locations and shelter management teams.
- ✓ Mutual aid agreements may be initiated with other jurisdictions or Regional Parishes, as necessary.
- ✓ Provide a means for essential workers to commute to hazardous areas.
- ✓ Provisions that have been made to provide security for the protection of property in the area that has been evacuated.
- ✓ Provisions that have been made for the return of people to their homes.

- ✓ Provisions for special needs populations.
- ✓ Policy and decision authority for reentry into evacuated area. This will be provided in coordination with the state. Provisions that have been made to control access to the evacuated area.
- ✓ Provisions for rest areas along evacuation routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities, as appropriate.

## E. RESPONSE

- ✓ The Parish President has the ultimate authority to order an evacuation. Louisiana Revised Statutes 29:727 Section F-5 [Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the boundaries of the parish if he deems this action necessary for mitigation, response, or recovery measures.] But in a case where there is not sufficient time, the incident commander with the cooperation of the OHSEP Director is delegated to authorize an evacuation by authority of this plan.
- ✓ The evacuees will be advised to move from the risk area via the safest available route.
- ✓ The Emergency Alerting System (EAS), WJBO 1150AM radio, and media organizations in neighboring jurisdictions will be used to keep evacuees and the public informed on evacuation activities and the specific actions they should take. The use of the parish Telephone Alerting System will supplement these services.
- ✓ The modes of transportation that will be used to move evacuees are as follows:
  - a) Personal vehicles.
  - b) School Buses.
  - c) Handicapped equipped vans (Council on Aging).
  - d) Ambulance (Acadian).
  - e) Commercial Buses.
- ✓ Residents who do not have their own transportation should make arrangements to get to a local school or if unable, call the Emergency Operation Center to arrange for pick up. There exist multiple designated shelters inside and outside the parish, which is discussed in further detail in ESF-6 along with the preparation thereof.

## F. RECOVERY

- ✓ When the emergency is concluded, the Transportation Officer will release transportation assets to their responsible owners and compile an after-action report on the operation
- ✓ Continue to render transportation support when and where required as long as emergency conditions exist
- ✓ Prioritize the repair and restoration of transportation infrastructure so that essential services such as fire, EMS, law enforcement and waste management should be given priority.
- ✓ All agencies involved in the recovery effort should keep detailed records of expenses in case there is a potential for federal and state reimbursement assistance.

## ORGANIZATION AND RESPONSIBILITIES

The Transportation Officer within the EOC has the Primary Responsibility for Emergency Transportation and is assisted by the OHSEP Director. That responsibility includes coordinating with support agencies to make sure that they develop and maintain plans and procedures.

### A. PARISH PRESIDENT

1. Requires the OHSEP Director or designee to report to the Emergency Operation Center when notified of an emergency.
2. Coordinates with the Sheriff a statement on the parish's policy on people that do not comply with evacuation instructions. The statement addresses the consequences for not evacuating and the services that will be discontinued or interrupted in the evacuation area.
3. Determines evacuation instructions or an evacuation order when appropriate.

### B. OHSEP DIRECTOR

1. Makes a recommendation to the Parish President on the appropriate evacuation option to implement.
2. Identifies evacuation routes.
3. Estimates the traffic capacity of each designated evacuation route.
4. Selects evacuation routes from risk area to designated mass care facilities.
5. Examines access to evacuation routes from each part of the risk area.
6. Oversees the implementation of the evacuation movement control plan.
7. Coordinates with Law Enforcement officials.
8. Ensures that the Shelter Management Teams are clear on location of mass care facilities outside of the risk area that will be used to house evacuees.
9. Reviews known information about the emergency and makes recommendations to the Parish President on the appropriate evacuation option to implement.
10. Coordinates the opening of routes and shelter areas with neighboring parishes.
11. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency.

### C. TRANSPORTATION OFFICER

1. Coordinates where appropriate, the use of school buses and drivers to support the overall evacuation effort.
2. Identifying central assembly area for picking up people without transportation.
3. Development of plans and procedures for the coordination of transportation during an emergency.
4. Development and maintenance of agreements with parish transportation providers for the use of vehicles in the event of an emergency.
5. Coordinating the movement of persons requiring transportation at the time of an emergency.
6. Satisfying transportation requests from other Emergency Operation Center staff officers during an emergency.
7. School students while school are in session.
8. Children in custody of Day Care Centers.
9. Non-institutionalized disabled persons without means of transportation.
10. Serve as liaison between parish government and rail, river, and air transportation systems.
11. Recruit backup emergency vehicle drivers.
12. Prepare status charts and maps with pickup points and routing.

### D. SUPERINTENDENT OF WEST BATON ROUGE PARISH SCHOOL BOARD

1. Evacuate students from school buildings when the situation warrants or when directed to do so by appropriate authority.
2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
3. Shelters students in school buildings when the situation warrants or when directed to do so by the appropriate authority.
4. Provides school buildings to use as staging areas.
5. Coordinates, where appropriate, the use of school buses/drivers to support the overall evacuation effort.
6. Coordinates with the ESF #1 Transportation Coordinator.

## E. LAW ENFORCEMENT

Providing traffic control during evacuation operations. Operation considerations include:

1. Route assignment, departure scheduling.
2. Road capacity expansion.
3. Entry control for outbound routes.
4. Perimeters for inbound routes.
5. Traffic flow, including dealing with breakdowns.
6. Secures, protects, and houses prisoners that must be evacuated.
7. limits access to the evacuated area.
8. Coordinates with the Transportation Officer.

## F. PUBLIC INFORMATION OFFICER

1. Disseminating the following types of instructional materials and information to evacuees:
  - a) Identification of the specific area to be evacuated.
  - b) List of items that evacuees should take with them.
  - c) Departure times.
  - d) Pick Up Points for people requiring transportation assistance.
  - e) Evacuation routes.
  - f) Locations of shelters or mass care facilities outside of the evacuation area.
2. Keeps evacuees and the public informed on evacuation activities and the specific actions they should take.
3. Disseminating information on appropriate actions to protect and care for companion and farm animals.

## G. PUBLIC WORKS OFFICER

1. Responsible for verifying the structural safety of routes that will be used to evacuate people.
2. Coordinates the removal of debris and stall vehicles when necessary to clear an evacuation route.

## H. HEALTH AND MEDICAL OFFICER

1. Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities, if evacuation becomes necessary.
2. Ensures transport and medical care is provided for the patients being evacuated.
3. Ensures continued medical care is provided for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

## I. SCHOOL SERVICES OFFICER

1. Evacuates students from school buildings when the situation warrants or when directed to do so by appropriate authority.
2. Closes school facilities and releases students from school when directed to do so by appropriate authority.
3. Coordinates where appropriate, the use of school buses and drivers to support the overall evacuation effort.

## J. ANIMAL CONTROL

1. Makes an initial estimate of the numbers and types of animals that may need to be evacuated.
2. Coordinates with the Transportation Officer to arrange travel routes and to schedule the timing for evacuation of farm animals, animals in kennels, veterinary hospitals, pet stores, animal shelters, and wildlife from the risk area.
3. As appropriate, mobilizes transportation vehicles that may be used to evacuate the animals.
4. Implement evacuation by sending evacuation teams to load and transport the animals being evacuated.
5. As appropriate, dispatches search and rescue to look for animals left behind their owners, stray animals, and other needing transport to a safe location.

## K. LOUISIANA STATE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT (DOTD)

1. Perform all duties necessary to protect state highways.
2. Remove or reduce hazards on the highways that tend to endanger the traveling public.
3. Close or restrict any portion of a state highway whenever the condition of any state highway is such that for any reason its unrestricted use or continued use will greatly damage that state highway.
4. Reconstruct, repair, and maintain state highways, bridges, and alternate routes.
5. Mobilize personnel and equipment required for emergency engineering services on state highways.
6. Assist the Louisiana State Patrol by providing vehicle traffic control; aiding in rerouting vehicle traffic around or away from the affected area; providing equipment and materials; and investigating injury reports and equipment loss.
7. Provide assistance for hazardous materials incidents.
8. Perform damage assessment, determine the usable portions of the state highway network, and provide cost estimates for state highway facilities.
9. Provide communication for emergency response operations.
10. Provide reader board and signage resources when requested as available on state highways.

## L. OTHER SUPPORT AGENCIES

1. Work with the primary agency to develop and maintain a workable transportation function.
2. Conduct damage assessment of local transportation network.
3. Develop and maintains their own SOPs/SOGs for response to requests for transportation support.
4. All organizations tasked by the Emergency Operations Plan.
5. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
6. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.
7. In a catastrophic event, some support agencies would contribute little or no support because they would be overwhelmed carrying out their primary responsibilities.

## M. LOUISIANA STATE POLICE

LSP is Louisiana's primary law enforcement agency and is tasked with protecting the people, property, and natural resources of the state.

Key ESF 1 responsibility for OSP include:

1. Provide personnel on-scene to assist with road closures, traffic redirection and other activities in line with OSP's mission functions.
2. Provide a police presence (escort) to vehicles carrying sensitive equipment or supplies. 3.3 Adjunct Agencies.

## **DIRECTION AND CONTROL**

The Transportation Officer is responsible for the implementation of ESF –1 with the assistance of the OHSEP Director and all other EOC Staff Officers.

## **CONTINUITY OF GOVERNMENT**

Continuity of government will be as provided in the basic plan.

## **ADMINISTRATION AND LOGISTICS**

If transportation needs exceed available resources, the Transportation Officer will report the situation to the OHSEP Director, who will seek additional resources from other surrounding Parishes and from the state and federal government.

Every agency providing emergency transportation support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal sources.

### **A. ADMINISTRATION**

The ESF #1 Transportation Coordinator shall maintain in chronological order a listing of all public notices given related to the evacuation.

Realizing that only approximate numbers of evacuees can be documented, all tasked organizations should be aware and relay to the Transportation Coordinator any approximation of people evacuated.

The ESF #6 Mass Care Coordinator shall maintain the number of and information on evacuees in temporary shelter facilities.

Primary and alternative evacuation route maps will be maintained.

Adequate records of all emergency-related expenses, including purchases, donations, supplies-in-hand, and labor, including all regular time, overtime and volunteer hours will be provided to West Baton Rouge OHSEP.

## B. LOGISTICS

Provisions shall be made by all tasked organizations to move from the area being evacuated those essential supplies and equipment items that are needed to sustain operations and to meet the needs of evacuees.

These include:

- ✓ Food and water.
- ✓ Medical supplies.
- ✓ Carriers, leashes, etc. For animals.
- ✓ Sanitation devices.
- ✓ Portable generators and lighting devices.
- ✓ Gas and diesel fuel.
- ✓ Public works equipment and vehicles.
- ✓ Police and fire fighting vehicles.

Each municipal agency and the West Baton Rouge Parish Sheriff's Department is responsible for signing mutual-aid agreements with neighboring jurisdictions. All agreements should be in writing and a copy forwarded to the West Baton Rouge OHSEP.

West Baton Rouge Parish Sheriff's Department has a mutual aid agreement through the Sheriff's Association Task Force with neighboring parishes. West Baton Rouge Parish OHSEP has mutual aid with neighboring parishes.

## **PLAN MAINTENANCE**

This OHSEP Director in coordination with the Transportation Officer is responsible for developing, maintaining, and coordinating plans, procedures, arrangements and agreements in support of this ESF.

The West Baton Rouge Parish Sheriff will be responsible for the Standard Operating Guidelines (SOGs) relating to evacuation procedures.

The West Baton Rouge Parish Sheriff will coordinate the planning of all evacuation operations related to emergency preparedness.

The West Baton Rouge Parish Sheriff will be responsible for periodically reviewing, updating, exercising, modifying, accepting, and approving the ESF #1 Transportation annex.

The Director of West Baton Rouge OHSEP is delegated responsibility for coordinating revision of this ESF.

This annex will be reviewed, updated, and revised according to the policy outlined in the Basic Plan.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

See Section 1 of the Basic Plan.

### **B. REFERENCES**

1. Pelican Parish Planning Guidance and Crosswalk for Parish.
2. Multi-Hazard Emergency Operations Plans.
3. Louisiana's Governor's Office of Homeland Security and Emergency Preparedness.
4. Plans Branch, March 2006.of Homeland Security. January 2009.
5. National Infrastructure Protection Plan.
6. West Baton Rouge Emergency Operations Plan.
7. Critical Infrastructure and Key Assets: Definition and Identification; October 2004.

## ACRONYMS AND DEFINITIONS

### A. ACRONYMS

See Appendix 1 of the Basic Plan.

### B. DEFINITIONS

Critical Infrastructure: is a term used by governments to describe assets that are essential for the functioning of a society and economy. Section 1016c of the USA PATRIOT Act of 2001 (42 U.S.C. 5195c) defines “critical infrastructure” as “systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.” HSPD 7 outlines the critical infrastructure “sectors” and has assigned federal departments called “SSA”s (Sector Specific Agency) responsibility for preparing Sector Specific Protection Plans (SPP) (see below).

- ✓ Agriculture and Food (PDF, 184 pages – 3.16 MB).
- ✓ Banking and Finance (PDF, 116 pages - 3.3 MB).
- ✓ Chemical (PDF, 143 pages - 1.36 MB).
- ✓ Commercial Facilities (PDF, 174 pages - 1.46 MB).
- ✓ Communications (PDF, 126 pages - 2.85 MB).
- ✓ Critical Manufacturing (PDF, 72 pages - 1.18 MB).
- ✓ Dams (PDF, 136 pages - 1.45 MB).
- ✓ Defense Industrial Base (PDF, 62 pages - 2.8 MB).
- ✓ Energy (PDF, 124 pages - 3.52 MB).
- ✓ Information Technology (PDF, 88 pages - 1.47 MB).
- ✓ National Monuments and Icons (PDF, 74 pages - 9.4 MB).
- ✓ Transportation Systems (PDF, 288 pages - 6.7 MB).
- ✓ Water (PDF, 134 pages - 11.5 MB).

Essential Services: is a general term usually defining both governmental and private industry services provided for general public health & safety (e.g., fire, EMS, law enforcement, public health, healthcare/hospital, waste management, drinking & wastewater services, utilities etc..) as well as services essential to a community’s economy (e.g. food, fuel, telecommunications, public transportation, etc.).

Key Resources: Section 2(9) of the Homeland Security Act of 2002 (6 U.S.C. 101(9)) defines “key resources” as “publicly or privately controlled resources essential to the minimal operations of the economy and government.”

Transportation Resources: Any of the vehicles, operators, and/or equipment, which make up a transportation system.

Transportation Systems: The Transportation Systems Sector of Critical Infrastructure consists of six key subsectors, or modes:

Aviation: includes aircraft, air traffic control systems, commercial airports, and additional airfields. This mode includes civil and joint use military airports, heliports, short takeoff and landing ports, and seaplane bases.

Highway: encompasses roadways and supporting infrastructure. Vehicles include automobiles, buses, motorcycles, and all types of trucks.

Maritime Transportation System: consists of coastline, ports, and navigable waterways which allow the various modes of transportation to move people and goods to, from, and on the water.

Mass Transit: includes multiple-occupancy vehicles, such as transit buses, trolleybuses, vanpools, ferryboats, monorails, heavy (subway) and light rail, automated guide way transit, inclined planes, and cable cars designed to transport customers on local and regional routes.

Pipeline Systems: include vast networks of pipeline that traverse hundreds of thousands of miles throughout the country, carrying nearly all the Nation's natural gas and about 65 percent of hazardous liquids, as well as various chemicals. Rail consists of railroads, miles of track, freight cars, and locomotives.

## ATTACHMENTS

Attachment 1: Organizational Chart

Attachment 2: Responsibility Chart

Attachment 3: Parish and Other Transportation Resources

1. Public Works:(On file in EOC).
2. School Board.
3. Council on Aging.
4. Bus Companies.
5. Medical Transport.
6. Wreckers and Town Trucks:(On File at 911 Center).

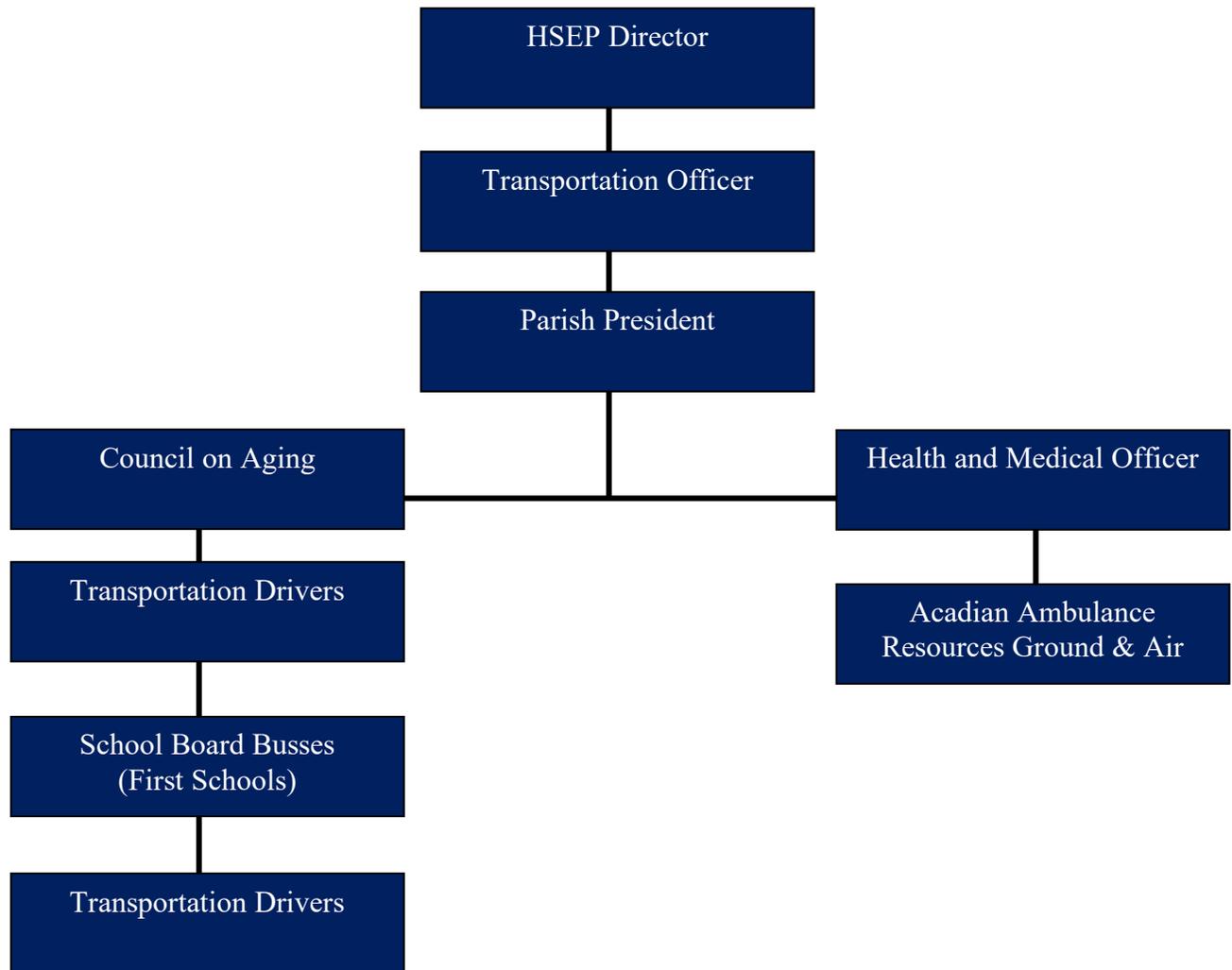
Attachment 4: Staging Areas and Pick-up Points for evacuation (On file in EOC)

Attachment 5: Evacuation Routes with Check Point (On file in EOC)

Attachment 6: Key Materials Supply Locations (On file in EOC)

Attachment 7: Key Supply Routes (On file in EOC)

Attachment 1: Organizational Chart



Attachment 2: Responsibility Chart

Agency support to the Transportation Officer

(Bold: Local Sources)

	Transportation – Air	Transportation – Land	Transportation – Water	Transportation – Operators	Traffic Control & Routing	Mobile Communications	Fuel Supply
Louisiana National Guard	X	X	X	X	X	X	
Department of Agriculture and Forestry						X	X
Department of Corrections (West Baton Rouge Correctional)		X		X		X	
Governor – Office of Elderly Affairs		X		X			
Department of Education		X					
Department of Health and Hospitals		X					
Public Service Commission		X					
Louisiana Board of Regents	X	X		X			
Louisiana State Police	X	X			X	X	
Department of Wildlife & Fisheries			X	X	X	X	
Volunteer Organizations *	X	X	X	X			
West Baton Rouge Council on Aging		X					
West Baton Rouge School District Transportation Contractor		X					
Acadian Ambulance Service	X	X					
West Baton Rouge Parish Sheriff's Office		X			X	X	
Municipal Police					X	X	
Fire Services					X	X	

### Attachment 3: Parish and Other Transportation Resources

- ✓ TAB A Public Works: (On file in EOC).
- ✓ TAB B School Board: (On file in EOC).
- ✓ TAB C Council on Aging: (On file in EOC).
- ✓ TAB D Bus Companies: (On file in EOC).
- ✓ TAB E Medical Transport: (On file in EOC).
- ✓ TAB F Wreckers and Tow Trucks: (On File at 911 Center).

### Attachment 4: Public Works Resources (On file in EOC)

### Attachment 5: School Board Resources (On file in EOC)

### Attachment 6: Council on Aging / BRAC Resources (On file in EOC)

### Attachment 7: Bus Companies

- ✓ Louisiana Coaches.
- ✓ Features: 23, 43, 47 & 55 Passenger Seating Capacity, Dual Climate Controlled Interior, Restroom Equipped (47, 43 & 55 Only), Public Address System with Easy Access Microphone.
- ✓ Louisiana Trailways, 5056 Taravella Road Marrero, LA 70072.
- ✓ Louisiana Trailways  
Lafayette Office  
107 Machine Loop Road, Scott, LA  
Phone: (504) 348-1177  
Fax: (504) 348-7337  
Toll Free: (888) 884-5226
- ✓ Alexandria Bus & Travel.
- ✓ Toll Free: 866-740-6000.
- ✓ Buses-Charter & Rentals.
- ✓ Minibuses 14-24 To 57 Passengers.
- ✓ Charter Tours.
  - a) Competitive Rates - Excellent Service.
  - b) Corporate Shuttle - Airport Transportation -Casinos.
  - c) Day Trip - School Trips - City Tours.
  - d) Special Occasions – Conventions.

[Attachment 8: Medical Transport \(On file in EOC\)](#)

[Attachment 9: Wrecker and Tow Trucks \(On file in EOC\)](#)

[Attachment 10: Staging Areas and Pick-up Points for Evacuation \(On file in EOC\)](#)

[Attachment 11: Evacuation Routes with Check Points \(On file in EOC\)](#)

[Attachment 12: Key Materials Supply Locations \(On file in EOC\)](#)

[Attachment 13: Key Supply Routes \(On file in EOC\)](#)

[Attachment 14: Evacuation Routes \(On file in](#)

## **EMERGENCY SUPPORT FUNCTION (ESF) 2 – COMMUNICATIONS, INFORMATION AND WARNING SYSTEMS**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Communications Center (911 Center)
- ✓ West Baton Rouge Parish Information Technology Department

### **PRIMARY/LEAD AGENCIES**

- ✓ OHSEP
- ✓ GOHSEP

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ U.S. Department of Commerce's National Telecommunications and Information Administration (NTIA)
- ✓ Federal Emergency Management Agency

#### **State Agencies**

- ✓ Louisiana Wireless Information Network (LWIN)
- ✓ Louisiana State Police
- ✓ Louisiana National Guard

#### **Local Agencies**

- ✓ West Baton Rouge Parish Sheriff's Department
- ✓ Municipal Police Departments
- ✓ Parish and Local Department of Public Works
- ✓ West Baton Rouge Parish Fire District #1
- ✓ City/Parish Public Health Department
- ✓ Local School Districts

#### **Other Agencies**

- ✓ Amateur Radio Club (CCRC)/Amateur Radio Emergency Services (ARES)
- ✓ Local Hospitals, EMS & Clinics
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.)
- ✓ Other members directed by Director of OHSEP

## INTRODUCTION

### A. PURPOSE

The purpose of Emergency Support Function (ESF) 2 is to describe how the parish will provide for, support and enhance technology for emergency communications systems; alert, warning and notification systems; and redundant communications systems during all phases of the emergency management cycle, including response and recovery operations.

Services under this ESF consist of the identification, mobilization and coordination of available Parish and local government owned, private industry and volunteer personnel and equipment essential to gather, coordinate and disseminate information before, during and after an impending or actual disaster situation.

In the event that normal means of communications become overburdened or destroyed, communications and information processing personnel shall use private industry, amateur radio teams and State and Federal assistance while re-establishing primary communication systems.

ESF 2 will also provide for the establishment of systems to disseminate to appropriate government officials and the general public timely forecasts of all hazards requiring emergency preparedness or response actions.

### B. SCOPE

ESF 2 coordinates establishment and maintenance of an effective communications and warning systems for use in a disaster. This ESF also monitors the overall status of the parish's communications infrastructure and coordinates provision of redundant, temporary communication as required.

This ESF applies to the communication assets of all Parish organizations including radio, West Baton Rouge Parish E-911, voice and data links, telephone and cellular systems, National Warning System, Emergency Alert System (EAS), and amateur radio, Alert and Warning support annexes.

The services and activities provided under this ESF will include the identification, acquisition, arrangement, mobilization and coordination of available parish government, school board, transportation agency, private industry and voluntary transportation equipment, manpower resources.

### C. POLICIES

The ESF-2 team should provide support to the 911 Dispatch Center as needed. It should not supplant nor duplicate 911 functions.

In order to maintain continuous direction and control during emergency situations, the 911 Supervisor can preempt the use of any radio system net located in the EOC.

All communications to the field from the EOC or the 911 Center, should support the Incident Command System, and should be directed through the Incident Commander, or if established, the designated on-scene Communications Officer.

No guarantee of a perfect system is implied by this plan. As assets and personnel may be overwhelmed, West Baton Rouge Parish can only endeavor to make every reasonable effort to respond to a hazardous event based on the situation, and on information and resources available at the time.

Two-way voice/data radios will be used in accordance with the State Interoperability Executive Committee (SIEC) Interoperability Plan to ensure operability between local and state agencies.

During a multi-agency emergency response, the various code systems used for brevity should be discontinued. "Clear text" should be used to ensure comprehension during transmission, particular between units from different agencies.

Tests of local warning systems should be conducted periodically to familiarize government and the public with their use.

#### D. ACTIVATION

ESF-2 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATIONS AND ASSUMPTIONS

### A. SITUATION

- ✓ West Baton Rouge Parish is susceptible to many incidents, both natural and technological, that could result in an emergency declaration by the Parish President.
- ✓ In most cases, a declaration of an emergency by the Parish President would require emergency communications.
- ✓ The West Baton Rouge Parish Communications Center (911 Center) operates continually and can activate the West Baton Rouge Parish's Emergency Plan, which includes emergency communications, at any time, with authorization from the OHSEP Director or as authorized by internal procedures.
- ✓ A continuous on-call status of the Emergency Operation Center staff, including communications personnel, ensures emergency assistance for the communications system.
- ✓ West Baton Rouge Parish's communications systems are based on the Louisiana Wireless information network P-25 800/700 MHz radio system, which is a statewide multizone wide-area radio system. Mobile radios are to operate on the LWIN (Louisiana Wireless Information Network) Statewide 700/800 MHz system.
- ✓ Secondary radio systems are still operational in Low and High Band frequencies.
- ✓ In addition to this plan West Baton Rouge Parish has developed EOP Implementing Procedures on EOC Activation, EOC Communications, EOC Decision Making and EOC Public Alert Notification.
- ✓ Emergency responders and EOC Staff members are contacted by the Emergency Operations Center through First Call and if necessary, through call list, as directed by the OHSEP Director, when conditions warrant and/or stipulated by standard operating procedures.
- ✓ The use of broadcast media, both radio and television are considered a warning measure within this plan.
- ✓ West Baton Rouge Parish Officials encourage the use of Weather Alert Radios (Tone Alert) for residents.
- ✓ West Baton Rouge Parish has established through this plan that all incident management entities use common terminology for communications.
- ✓ West Baton Rouge Parish is covered by four individual radio towers that are connected via microwave to form the Baton Rouge Simulcast site. In addition, coverage for West Baton Rouge Parish is offered by the Iberville Parish, Ramah, Livonia, South Baton Rouge, Pointe Coupee, Parker Rd, and Sage hill standalone sites.
- ✓ West Baton Rouge Parish can request for portable towers from DPS/Louisiana State Police.

- ✓ Emergency calls for service are received by the 911 Center and dispatched to the appropriate public safety agencies.
- ✓ Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.

## B. ASSUMPTIONS

- ✓ Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of impending disasters, disaster response and recovery operations, search and rescue operations, and coordination between the state, local governments, and response agencies. Local first responders have identified frequencies to be utilized for operation coordination, direction, and control communications.
- ✓ Due to design and construction, the existing communications system will survive or receive minimal damage from the effects of most disasters.
- ✓ Amateur radio operators will be available in an emergency or disaster.
- ✓ During emergencies, public safety personnel need access to a robust network able to freely share information between diverse groups of safety personnel and priority over civilian users of that network.
- ✓ West Baton Rouge Parish will utilize FirstNet. FirstNet will be used as it provides always-on priority and preemption, giving public safety users' calls, texts, and data the "lights and sirens" treatment to be first in line on the network. FirstNet helps save lives and keep communities safe. West Baton Rouge Parish will benefit from FirstNet's network, which is built for public safety with a dedicated network core that separates public safety traffic from non-public safety traffic.
- ✓ The Louisiana Wireless Information Network (LWIN), as one of the largest statewide radio systems in the country will be available to provide daily communications and coordinate accordingly with Federal, State, local and non-governmental agencies.
- ✓ Most declared emergencies would require some limited supplemental communications systems.
- ✓ GOHSEP/Louisiana State Police and Louisiana National Guard will provide support if necessary.
- ✓ The spontaneous voluntary support of ham radio operators, radio clubs, and private organizations with sophisticated communications equipment.
- ✓ Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
- ✓ Special needs groups such as hearing-impaired, sight-impaired, physically disabled, or institutionalized require special attention to ensure a workable warning system is established.\

- ✓ Emergency response organizations such as the fire department(s), municipal police department(s) and Sheriff's Office may be called upon to help warn the public, their ability to participate is assumed.
- ✓ If requested, radio and television stations will be willing to issue warning announcements.
- ✓ National Oceanic and Atmospheric Administration Weather Radio stations will disseminate watches and warnings issued by the National Weather Service; tone alert radios are automatically activated when such watches and warnings are issued.
- ✓ A public alert system will be intact and functional.
- ✓ A warning period will be available for most emergency situations, although the amount of lead-time will vary from hazard to hazard. Proper use of this warning system would save lives, reduce injuries, and protect property.
- ✓ At all times of the year, non-English speaking transient employees reside in West Baton Rouge Parish. Notification will be made to the employer; the employer will warn these residents through interrupters.
- ✓ Communication may be transmitted via social media sites.
- ✓ Local jurisdictions will require accurate and timely information on which to base their decisions and focus their response actions.
- ✓ Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.
- ✓ There are identified talk groups on LWIN that will be used for primary direction and control.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ ESF 2 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System.
- ✓ Parish 911 Dispatch Center will serve as parish's 24-hour communication center to receive notifications of emergency or disasters and activate ESF 2. Communications during emergencies and disaster situations will be carried out using the established communications systems used in day-to-day operations to the degree that they survive the disaster and continue to afford adequate communications within the parish. Primary and backup methods for each key communication requirement will be designated.
- ✓ Communications plays a critical role in emergency operations. Extensive communication networks between government, volunteer, and private, facilities exist and operate throughout West Baton Rouge Parish. Properly coordinated, this system provides effective and efficient response communications and interaction.
- ✓ The purpose of the EOC during an event is in support of the Incident Commander (IC), and the Incident Command Post (ICP). This support could include securing additional resources, coordinating response from outside agencies, providing Planning, Logistics and Finance support, managing information (collect, evaluate and share), reviewing legal, policy and financial issues, forecasting long-term response and recovery needs, damage assessment, and anticipating indirect impacts of the event.
- ✓ Communications in the field will normally be established by radio and cell phones. Each department or agency having a radio and cell phone system should designate personnel to operate their system and maintain communications with the Parish EOC.
- ✓ Communications with the state and federal government may be through landline telephone links, radios, facility hotlines, satellite phone, television, commercial telephones, cell phones, internet, and email.
- ✓ Communications with emergency response organizations, national weather service, mass care facilities, media, and adjacent jurisdictions may be through radios, facility hotlines, satellite phone, television, commercial telephones, cell phones, internet, and email.
- ✓ Communications with GOHSEP may be through Web EOC, radios, amateur radio clubs, commercial telephones, facsimile, internet, and email.
- ✓ Communication with private organizations may be through radios, facility hotlines, commercial telephones, cell phones, internet, and email.
- ✓ West Baton Rouge Parish 9-1-1 and IT departments provide information management support to parish government departments and offices in general and maintains the parish's wide-area network (WAN).
- ✓ The Emergency Alert System (EAS) operates through local radio and cable TV stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster.

- ✓ Event logs and communications traffic records are vital for documenting emergency actions for possible post emergency investigation or after-action reports.
- ✓ Records documenting the number of people involved in communication activities, whether paid or volunteer are needed for possible reimbursement under Presidential disaster declarations.
- ✓ Any lease, rental or mutual aid agreements related to the augmentation of communications equipment should be kept. If a serious event disrupts communications, the EOC should be activated.
- ✓ Representatives from Primary and Support agencies would cooperatively work out a response/recovery plan for the event causing the communications disruptions.
- ✓ During localized emergency situations, a mobile ICP may be utilized to establish communications from agencies involved at the scene. In more extreme circumstances, the mobile ICP may also be used to link field units with the decision makers stationed at the EOC.
- ✓ Procedures for handling messages and logging information are located in the West Baton Rouge Emergency Operations Plan and Implementing Procedures.

## B. NOTIFICATIONS

- ✓ The ESF Coordinator should notify the ESF-2 Primary Agency of EOC activations and request that representative's report to the EOC to coordinate ESF-1 activities.
- ✓ Depending on the location of the disaster and the area affected, the primary dispatch center should rapidly assess the need for communications support and identify, acquire, and deploy resources to support critical emergency operations.
- ✓ Support personnel should be contacted by available means regarding instructions and reporting locations. Those persons who are to report to the EOC should do so as they receive information regarding an emergency or disaster situation.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-2 team.
- ✓ West Baton Rouge Parish uses a multi-layer, overlapping system to advise persons living, working, or traveling within its boundaries of an emergency situation.

## C. NOTIFICATION PROCEDURES

The receipt and dissemination of warning information may use any or all of the following methods:

- ✓ Government officials are notified through commercial telephones, pagers, radios, Cell phones.
- ✓ General publics are notified through WJBO 1150 AM / WFMT 102.5 FM radio, telephone alerting system Telephone number data from AT&T, Wireless Emergency Alerts, and Local Media.
- ✓ The Emergency Alert System (EAS) is comprised of AM and FM radio and TV broadcast stations. It provides for the alerting of participating station and dissemination of standardized emergency information until the emergency subsides. The EAS can be activated by any level of Government.
- ✓ Parish Community Alert is Parish's secondary mass notification method to citizens during times of emergency. Citizens can be notified via landline phone, cell phone, text, or email.
- ✓ Fire District and Law Enforcement apparatus can provide warnings along specific routes using public address systems and sirens. These would be effective as an alternative to door-to-door notification.
- ✓ Social Media (Facebook, Twitter, Next-door, etc.).
- ✓ Activation of ARES/RACES for emergency radio communication.
- ✓ Activation of volunteer resources to provide door to door communications. Care would be taken to keep unprotected workers from entering hazardous areas to disseminate warning. • Print and electronic media, news releases, bulletin, and sandwich boards, posting of signs can provide an effective method of disseminating emergency information. Electronic media can be helpful in issuing bulleting to inform the public or emergency conditions with or without formal activation of the EAS.
- ✓ Other institutions and facilities notification - These include major industry, schools, hospitals, nursing homes, recreational facilities, institutions, and places of public assembly. Special locations are warned of an emergency with the use of, weather Radios (Tone Alert), commercial telephones, radios, alert teams, equipped with portable sirens and public addressing speakers.
- ✓ Hearing Impaired Individuals are notified via TTY/TDD Public Alert System.
- ✓ Non-English speaking transient employees are notified though their employer.

## D. MITIGATION

- ✓ Maintenance contracts are kept ensuring the communication system is operational.
- ✓ Auxiliary power is available for all primary communications networks.
- ✓ Security has been provided for all radio equipment.
- ✓ If the 700/800 Mhz P-25 compliant system is affected by a disaster, parish responders can still utilize the system if sites lose connection to the master site in site trucking mode. This allows everyone who is on the same site to communicate with other units within the same site. For example, if the radio system went into site trucking mode, everyone would be instructed to switch over to Radios site 13 on their radios. If this site went down, they would be advised to switch to a site that has not gone down to continue contact with the emergency operations center and dispatch. As a last resort, the radio user could utilize their radios in a talk-around mode on one of the national interoperability channels programmed into their radios. This would allow for short-range communications of up to three miles and would not allow direct contact to the parish emergency operations center or the parish dispatch center unless they were remarkably close to it.
- ✓ International Mutual Aid Channels repeaters are located across Homeland Security Region 2 for use during any disaster situation. Test all communications and warning equipment to ensure workability of the equipment.
- ✓ Develop and maintain back-up systems, including back-up power ability.
- ✓ Attempt to construct / place new equipment away from possible hazards.
- ✓ Ensure methods are in place to protect communications equipment, including cyber and telecommunications resources.

## E. PREPAREDNESS

- ✓ ESF 2 agencies regularly test communications equipment through weekly and monthly testing, and exercises with State EM and other parishes. After action reports are utilized to include corrective actions.
- ✓ Training of all radio operators in communication for responsible agencies on an on-going basis.
- ✓ Telecommunications and infrastructure restoration services are pre-identified that can quickly restore communications in the case that damage is done to telecommunications infrastructure.
- ✓ WBR 911 maintains an Amber Alert plan which outlines the process for issuing an Amber Alert
- ✓ Existing procedures are in place to set a standard protocol of communication among response agencies. Emergency exercises or drills are conducted on an on-going basis.
- ✓ Due to existing maintenance contracts, maintenance is available on a 24hr basis.

## F. RESPONSE

- ✓ 911 Dispatch Center will serve as the primary communications link between the EOC and the local 911 response resources. Dispatch will also relay emergency notifications to Parish officials and responders in accordance with their approved communications protocols.
- ✓ WebEOC will be utilized to track incident response and provide for a common operating picture for mt emergency operations center.
- ✓ Amateur radio both inside the EOC and within the community will be utilized in the event of telecommunications failure. Law enforcements can communicate with amateur radio through their police radios.
- ✓ Implement incident communications interoperability plans and protocols.
- ✓ Use established common response communications language (i.e., plain English) to ensure information dissemination is timely, clear, acknowledged, and understood by all receivers.
- ✓ Request external resources using the Emergency Management Assistance Compact (EMAC) and other mutual aid/assistance processes (inter- and intra-State).
- ✓ Ensure that all critical communications networks are functioning.
- ✓ Establish and maintain response communications systems onsite and ensure redundant communications circuits/channels are available for use.
- ✓ Maintain existing equipment and follow established procedures/guidelines for communicating with organization personnel performing field operations.
- ✓ Implement procedures/guidelines to inspect and protect communications equipment.
- ✓ Make arrangements to ensure emergency communications equipment can be repaired on a 24-hour basis.
- ✓ Establish and ensure radio connectivity between the ICP and the EOC.
- ✓ Natural hazards: The National Weather Service will issue these warnings to Emergency Alert Stations within the Greater Baton Rouge Area via NOAA Weather radio.
- ✓ Technological hazards: Warnings may be issued as a result of hazardous materials incidents. These are most likely to occur on the roadway, rail systems and/or fixed facilities.
- ✓ War Related / Terrorism Hazards / Homeland Security Hazards: The Department of Homeland Security will issue warnings and an overall threat level for the country, region, state, or local area. These warnings include five levels, (normal to severe) Green, Blue, Yellow, Orange and Red. (See Terrorism Annex for More Details).

- ✓ Communications may be initiated by field units, 911 Center and outside agencies to include federal, state, and local neighboring jurisdictions. Law Enforcement and Fire Service agencies will primarily use the 700/800 MHz radio P-25 compliant system for communication during an emergency.
- ✓ Acadian Ambulance will be communicated with through the 911 Center via Acadian's private operation center. Acadian Ambulance Air Units have LWIN capabilities.
- ✓ Emergency call-up of communications personnel is activated along with the Emergency Operation Center.
- ✓ When emergency operations are initiated the OHSEP Director will determine the extent to which support personnel will be required and will request assistance from West Baton Rouge Communication Center. Actual support requirements will be dependent on the severity of the incident.

## G. RECOVERY

- ✓ Phase down operations, as appropriate. Restore telecommunication and information system infrastructure.
- ✓ Continue to perform tasks necessary to expedite restoration and recovery operations.
- ✓ Clean, repair, and perform maintenance on all equipment before returning to normal operations.
- ✓ Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to make necessary changes in this ESF Annex to improve future operations.
- ✓ All activities in this emergency phase will continue until such time as emergency communications are no longer required.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. ALL ORGANIZATIONS TASKED BY EMERGENCY OPERATIONS PLAN SHALL HAVE THE FOLLOWING RESPONSIBILITIES

1. Maintain their existing equipment and follow established procedures for communicating with their organization personnel performing field operations.
2. All organizations should keep the Emergency Operation Center always informed of their operations and maintain a communications link with the Emergency Operation Center.
3. Provide backup communications capabilities for the Emergency Operation Center.
4. Provide backup communications link between the Emergency Operation Center and mass care facilities, as needed, through use of mobile and portable radio units.
5. Activate backup or alternate communications systems, as necessary.
6. Maintain emergency communications systems as long as necessary.
7. When practical, protect equipment against electromagnetic pulse effects by disconnecting them from antennas and power sources.
8. Phase down operations as appropriate.
9. Clean, repair, and perform maintenance on all equipment before returning to normal operations or to storage.

### B. PARISH PRESIDENT

1. When notified of an emergency, reports to the Emergency Operation Center.

### C. OHSEP

1. When notified of an emergency, reports to the Emergency Operation Center.
2. Directs the parish's overall emergency communication system and primary person responsible for establishment and maintenance thereof.
3. Supports media center communications operations as needed.
4. Preparing, revising, and implementing current communications plans in accordance with parish, state, and federal criteria.
5. Manages the 911 Dispatch Center - a 24/7, two-way radio communications center from which communications personnel can effectively operate.

6. Coordinating with local amateur radio operators, who may establish a secondary communications network to support communications needs between shelters, American Red Cross operations and others, as appropriate.
7. Periodically testing the communications system by test and exercises.
8. Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing support during the response and recovery phases of an emergency or disaster.
9. Coordinating meetings, plans, exercises, training, and other activities with the private sector.
10. Maintaining liaison with other agencies to ensure upgraded communications capabilities are compatible with jurisdiction-wide communications systems.
11. Provide communications necessary for the city and parish governments to communicate to all governmental entities as well as higher levels of government.
12. Software programming support to any radio subscriber authorized access to the Parish radio system.
13. Support mutual aid communications to adjacent counties.
14. Coordinate and maintain the operation of the communication systems as needed to fulfill communications capabilities within the parish.
15. Assist in identifying personnel and resources to support this ESF.
16. Work with support agencies to keep this ESF up to date.

#### D. MILITARY DEPARTMENT

1. Provides communications support to include personnel and equipment as directed by the governor.

#### E. OTHER SUPPORT AGENCIES

1. Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2. Maintain a communications link with the Parish EOC and provide ongoing status reports as requested.
3. When requested, deploy a representative to the EOC to assist with communications activities.
4. Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
5. Document all costs and expenses associated with response and recovery activities taking care to clearly segregate disaster related work if reimbursement becomes available from the state and federal government.

6. Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
7. Perform other emergency tasks as assigned.
8. Work with the ESF Coordinator to keep this Annex up to date.

#### F. LAW ENFORCEMENT

1. In coordination with OHSEP, develop and maintain procedures to provide communications and warning support and services when requested from the EOC.
2. Make Search and Rescue units and volunteers available to the EOC to assist in the warning effort.
3. Utilize a Public Information Officer (PIO) to disseminate information via news releases.
4. In coordination with ARES/RACES, provide on-scene (in-vehicle) radio communications as an emergency communication tool when all other methods fail.

#### G. FIRE DISTRICT #1

1. In coordination with OHSEP, develop and maintain procedures to provide communications and warning support and services when requested from the EOC.
2. In coordination with OHSEP, train personnel in proper warning methods such as public address systems, sirens, etc.

## **DIRECTION AND CONTROL**

The OHSEP Director, under direction of the West Baton Rouge Parish President, is the principal authority for the Emergency Operation Center and its Emergency Communication Operations.

## **CONTINUITY OF GOVERNMENT**

Continuity of government will be as provided in the basic plan.

## **ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

All communications will be logged throughout any emergency classification.

A complete listing of communications system expenditures will be maintained in the Emergency Operation Center.

Communication expenditures will be submitted to GOHSEP for reimbursement.

The OHSEP Director maintains Standard Operating Procedures that contain phone lists and radio (Talk Groups) frequencies that should be used to notify emergency personnel during emergency situations.

### **B. LOGISTICS**

AT&T, and COX provide emergency telephone service. The Emergency Operation Center is on the priority service restoration list.

Entergy provides emergency power service. The Emergency Operation Center is on both their respected priority restoration list.

The Emergency Operation Center has a dedicated emergency power diesel generator.

Radio maintenance is available 24-hours a day.

Electromagnetic Pulse, one of the effects of a nuclear detonation that is particularly damaging to radio equipment, had been considered. Plans call for the disconnecting of radios from antennas and power sources when an "Attack Warning" is issued. A portable radio unit will then be employed as a backup to maintain limited communications with field units. This procedure will be used until and "All Clear" is announced. Telephones will be used while operable.

## **PLAN DEVELOPMENT MAINTENANCE**

The OHSEP Director has the responsibility for coordinating revision of this annex and keeping attachments current.

Directors of supporting agencies are responsible for maintaining internal plans, implementing procedures and resource data.

All other agencies given responsibility in this plan are responsible for the maintenance of their respective annexes or appendices.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

See Section 1 of the Basic Plan.

### **B. REFERENCES**

1. Guide for All Hazard Emergency Operations Planning, 1996, Federal Emergency Management Agency.
2. Pelican Parish Planning Guidance and Crosswalk for Parish Multi-Hazard Emergency Operations Plans, Louisiana's Governor's Office of Homeland Security and Emergency Preparedness, Plans Branch, March 2006.
3. National Response Framework. January 2008: ESF-2 – Communications. Target Capabilities List. September 2007: Communications.
4. Louisiana Homeland Security and Emergency Assistance and Disaster Act (Louisiana Disaster Act).
5. Statewide Communications Interoperability Plan.
6. Homeland Security Tactical Interoperability Communications Plan (TICP).
7. Louisiana State Emergency Operations Plan.

## **ACRONYMS AND DEFINATIONS**

### A. ACRONYMS

- ✓ See Appendix 1 of the Basic Plan.

### B. DEFINITIONS

- ✓ See Appendix 2 of the Basic Plan.

## **ATTACHMENTS**

Attachment 1: Communications Organizational Chart

Attachment 2: Responsibility Chart

Attachment 3: List of Government Assets:

Attachment 4: List of private industry and volunteer assets

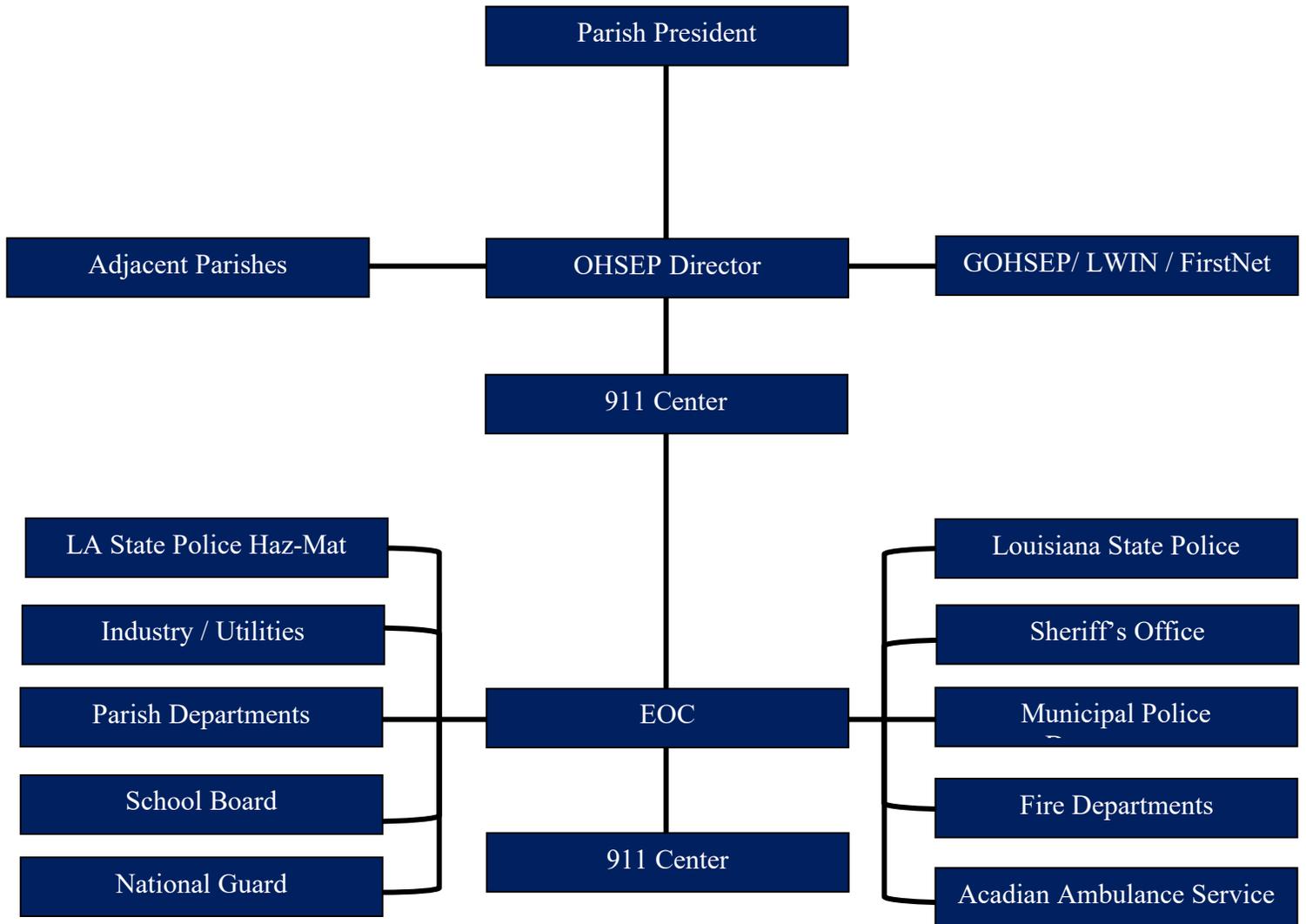
Attachment 5: Communications nets

Attachment 6: Communications procedures and instructions

Attachment 7: Interoperability Plan

Attachment 8: EOC Activation

Attachment 1: Communications Organizational Chart



Attachment 2: Responsibility Chart

Agency support to the Governor’s Office of Homeland Security and Emergency Preparedness, Louisiana State Police and Louisiana National Guard.

	Authority / Policy	Coordination	EOC Operations	Analysis	Personnel	Fixed Sites	Mobile Sites
West Baton Rouge OHSEP	X	X	X	X	X	X	X
West Baton Rouge 911 Center		X	X	X	X	X	X
West Baton Rouge Parish Sheriff’s Office		X	X	X	X	X	X
Municipal Police Departments		X	X	X	X	X	X
West Baton Rouge Parish Fire District #1			X	X	X	X	X
Acadian Ambulance Service			X		X		X
Volunteer Organizations *			X		X	X	X

\* To include private relief organizations (i.e., American Red Cross, Salvation Army, Mennonite Disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.

Attachment 3: List of Government Assets

- ✓ Personnel, Callout List – Refer to the EOC Notifications Database.
- ✓ Equipment – On File at EOC and within CAMEO.

Attachment 4: List of Private Industry and Volunteer Assets

- ✓ Refer to: EOC Notification Database.

Attachment 5: Communications Nets

- ✓ On File 911 Center.

Attachment 6: Communications Procedures and Instructions

Attached: EOC Implementing Procedures Communications

Attachment 7: EOC Activation

Attachment 8: Interoperability Plan

- ✓ On File 911 Center.

## COMMUNICATIONS

### A. PURPOSE

To establish procedures for the effective transmission of emergency information to, from and within the Emergency Operations Center (EOC).

### B. DEFINITIONS

The definitions provided in the Emergency Operations Center implementing procedure are applicable to the terms used in this procedure.

### C. SITUATION

In the event of a major emergency event, the EOC / 911 Center will serve as the primary Parish telecommunications center for emergency response organizations.

### D. RESPONSIBILITIES

The EOC Director on duty is responsible for:

- ✓ Activating and operating the EOC communications center during an emergency.
- ✓ Enlisting communications support from local telecommunications groups.
- ✓ Maintaining adequate telecommunications systems and manpower for effective communications.

The EOC Message Coordinators are responsible for:

- a) Monitoring and operating assigned communications stations.
- b) Prompt relay of messages.

Recording significant events by:

- a) Entry into the EOC Station Log.
- b) Completion of an EOC Internal Message Form.

911 Center Operators will continue to handle dispatch of emergency response units and maintain radio communications with all responding agencies as part of its normal operation.

## PROCEDURE

### A. EOC ACTIVATION

1. Maintain coverage of all responding agency communication.
2. Monitor weather and inform the incident commander of adverse conditions.
3. Place EOC Station Log, EOC Internal Message Forms and pencils at each radio and telephone station.
4. Brief Message Coordinators and assign to stations upon arrival at the EOC.
5. Test communications systems and report malfunctions.
6. Ensure staffing of the following communications stations:
  - a) Parish Sheriff.
  - b) State Police.
  - c) Municipal Police.
  - d) Regional/State Homeland Security.
  - e) Area Hospitals/Health Centers.
  - f) Parish Government/Emergency Preparedness.
  - g) Parish Fire Department.
  - h) Parish School Board.
  - i) Regional Homeland Security Parishes.
  - j) Telephone.
  - k) Commercial Telephone Lines.
  - l) Cellular Telecommunications.
- ✓ Establish communication with the following agencies if not previously established.
  - a) Municipal Fire and Police.
  - b) Neighboring Parishes, as necessary.
  - c) Louisiana Office of Homeland Security and Emergency Preparedness.
  - d) WJBO 1150AM – EAS Station.
- ✓ Provide communications support to EOC Staff, as necessary.
- ✓ Maintain Alert status until emergency escalation, reduction or close out.

## **EMERGENCY SUPPORT FUNCTION (ESF) 3– PUBLIC WORKS & ENGINEERING**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Department of Public Works

### **PRIMARY/LEAD AGENCIES**

- ✓ West Baton Rouge Parish Department of Public Works
- ✓ OHSEP

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ FEMA
- ✓ US Department of Transportation

#### **State Agencies**

- ✓ Louisiana State Police
- ✓ Louisiana National Guard
- ✓ Louisiana DOTD

#### **Local Agencies**

- ✓ West Baton Rouge Parish Sheriff's Department
- ✓ Municipal Police Departments
- ✓ Parish and Local Department of Public Work
- ✓ Office of Community Planning & Development

#### **Other Agencies**

- ✓ Private Industry
- ✓ As directed by OHSEP Director

## INTRODUCTION

### A. PURPOSE

The purpose of this ESF is to provide technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities, provision of potable water, disposal of solid waste and debris management, and provision of emergency power.

This ESF is developed for the cooperative efforts of West Baton Rouge Parish and the incorporated municipalities to perform public works and engineering tasks in the event of a disaster or emergency. It is intended to provide for support to local jurisdictions in meeting needs related to response and recovery.

### B. SCOPE

- ✓ The scope of this ESF is to remove debris from streets, manage storm damage, provide rapid restoration of water/sewer services, repair essential services, immediately provide damage assessment information and cooperate with other emergency agencies.
- ✓ Activities within the scope of this ESF include providing technical evaluations, engineering services, construction management, emergency contracting, emergency repair of water and waste facilities, debris clearance, landfill, and emergency power.
- ✓ ESF 3 provides for the coordination of all available public works, public utilities, engineering and construction resources and expertise in an emergency or disaster.
- ✓ It also provides for the identification, agreement, mobilization, and coordination of available parish government, private industry, and volunteer resources to provide essential services before, during and after emergencies and disasters.
- ✓ Coordinating and contracting for the temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, airfields, trails and bike routes and any other facilities necessary for passage of rescue personnel.
- ✓ Coordinating and contracting for the restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.
- ✓ Coordinating and contracting for the demolition or stabilization of damaged structures and facilities, designated as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
- ✓ Technical assistance including structural inspection of Parish facilities, commercial buildings, private residences, and structures, as resources permit. Assisting in the preparation of Project Worksheets (PWs) and Preliminary Damage Assessments (PDAs) as required.

### C. POLICES

- ✓ Support for public works field operations should be coordinated with the Emergency Operations Center (EOC).
- ✓ Each organization under this ESF should follow its own internal SOPs when responding to an incident. When appropriate, agencies should assign a representative to the EOC or command post, as the circumstances dictate.
- ✓ Appropriate local agencies, volunteers, and private sector resources should be used as available to provide assistance for public works and engineering activities.
- ✓ Debris clearance and road repairs should be given priority to support immediate lifesaving emergency response activities.
- ✓ Public works and engineering requests that cannot be met at the local level should be forwarded to GOHSEP for assistance.
- ✓ Agencies should perform tasks within their own policies, authority, and guidelines for providing public works and engineering services.

#### D. ESF ACTIVATION

- ✓ ESF 3 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.
- ✓ ESF 3 may be activated at either the request of Public Works or when an activation of the EOC includes ESF 3 activation.
- ✓ When an incident exceeds Public Works capability to stabilize the incident, or requires the support of other Parish Departments, Public Works may request the activation of ESF 3 through OHSEP.
- ✓ When EOC is activated, ESF 3 may be activated as part of a full or partial activation. When ESF 3 is activated, OHSEP will coordinate staffing of the ESF 3 coordinator position with Public Works Director or designee. The position may require staffing for multiple operational periods, until demobilized. The EOC Manager will determine staffing requirements for the EOC.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ West Baton Rouge Parish Public Works entities will provide all services associated with public works as referenced in this annex.
- ✓ The requirement for emergency public works and engineering services expands directly in proportion to the magnitude of the disaster.
- ✓ In all major emergencies the public works/utilities functions requirement will include, but not be limited to, providing water, electricity, natural gas, sanitation, sewerage, street maintenance, drainage, and debris removal, to include a disposal site.
- ✓ The parish government and its municipalities have public works/public utilities capabilities and can call on this resource in the event of a major emergency or disaster.
- ✓ Utilities providers will restore utilities on a priority basis as per utility policy.
- ✓ The parish government has communication and a good working relationship with both private and public utilities. All private utilities have parish government on their priority restoration list.
- ✓ West Baton Rouge Parish has multiple utility districts within its boundaries.
- ✓ Entergy and Pointe Coupee Electric provides electrical service.

### B. ASSUMPTIONS

- ✓ Local government can handle most emergency situations. However, if local capabilities are exceeded, support will be requested from state and federal agencies.
- ✓ A major emergency or disaster may cause extensive damage to property and infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable.
- ✓ Public utilities may be damaged or be partially or fully inoperable.
- ✓ Access to disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
- ✓ It may be necessary to use bicycle routes and trails for motor vehicles before some roads because of limited damage to them or importance in reaching critical resources or impacted areas.
- ✓ Damage assessment of the disaster area will be required to determine potential workload.

- ✓ Assistance from the federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- ✓ Parish departments, under Emergency Proclamation, may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.
- ✓ In the aftermath of floods, fires, windstorms, or earthquakes, solid waste debris can impact emergency responders, delay repair and reconstruction, and pose a threat to the public, health and safety, and the environment.
- ✓ . To the maximum extent possible during a disaster, utility systems will continue to provide services through their normal means. Solid waste cleanup is an essential component to terminating emergency conditions.

## **CONCEPT OF OPERATIONS**

### **A. GENERAL**

- ✓ West Baton Rouge Public Works Director or their designees will serve as the primary coordinators of the public works and engineering function. When the Emergency Operations Center (EOC) is activated, they will send a representative to coordinate activities, as necessary.
- ✓ For small, localized events the Emergency Support Function (ESF) 3 will operate out of the Public Works Building A. If communication demands increase and response becomes more complex due to a regional or a catastrophic event, then an ESF 3 position will be established at the Parish EOC.
- ✓ Other parish departments may be contacted to provide manpower, equipment, or technical advice. Supplemental public works assistance may be requested through normal mutual aid channels or through the EOC.
- ✓ The day-to-day public works, public utilities, and private utility's organizational structure will remain intact during a major emergency.
- ✓ The parish government will use all local manpower, equipment, and materials as may be necessary to carry out its emergency functions.
- ✓ During a serious emergency parish and municipal Public Works and Utilities will designate an EOC representative. This representative will be selected by the municipal and parish Public Works and Utilities, by the agency not or least effected by the emergency. Due to manpower shortages, in some cases; a representative may not be available.
- ✓ The parish government will encourage the conservation of all utilities by employees and citizens during an impending, actual or post emergency.

## B. MITIGATION

- ✓ Each agency has internal procedures to ensure its safe operation.
- ✓ Each respected agency / department maintains equipment and facilities to ensure their operation.

## C. PREPAREDNESS

- ✓ Maintain readiness of equipment and supplies.
- ✓ Keep roster of key personnel updated.
- ✓ Identify resources and keep resource list updated ensure a list is maintained in the Parish EOC.
- ✓ Conduct necessary training concerning internal emergency procedures and parish Emergency Operation Plan.
- ✓ If necessary, establish procedures to use private resources.
- ✓ Participate in parish and city emergency preparedness exercise.
- ✓ If schedule allows, participate in monthly LEPC meetings.
- ✓ Entergy conducts yearly exercises and training seminars for its employees.

## D. RESPONSE

- ✓ Utilities should take preparations to secure physical plant operations and equipment if response is initiated and threat is imminent.
- ✓ Public Works will provide sand and gravel for emergency work. This also includes providing sand and sandbags for support of flood control. Public Works will provide sand/bags for public pick up at the parish maintenance barn, municipal maintenance barns, , fire stations, or other designated locations.
- ✓ ESF 3 coordinator will collect damage assessments for critical infrastructure and key facilities to determine technical inspection and emergency repair requirements.
- ✓ Effect emergency repairs, as necessary.
- ✓ Provide temporary repair of damaged Parish roads and bridges, if possible. Emergency work to clear debris and wreckage from roads and bridges will establish priority to opening lifelines after an incident. Debris removal will be accomplished through the debris management plan.
- ✓ Provide support to other parish and city agencies if resources are available and assistance is requested.
- ✓ Maintain communications with other parish utilities and departments.

## E. RECOVERY

- ✓ Initiate damage assessment as directed by parish and city leaders.
- ✓ Ensure operation of equipment and physical plant services, make repairs and report damage and cost to the EOC.
- ✓ If directed by Parish and City leaders, assist in the demolition of those structures considered unsafe for occupancy if legal and necessary.
- ✓ Entergy has established mutual aid agreements with 5 utilities in the gulf south region.
- ✓ Electrical utilities will be restored on a priority basis, Hospitals, Public Utilities, Police Stations, Jails Large customers.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

- ✓ The public works, public utilities, and private utilities organizational chart is shown as Appendix 1 of this annex.
- ✓ The head of each municipality, business, commission, board, department, and agency will retain control of assigned personnel and equipment.
- ✓ Each agency identified in this plan will require periodic training and exercising of all employees to include NIMS.

West Baton Rouge Parish has developed EOC Implementing Procedures for Public Works, which includes accounting for key personnel and their

## **AGENCY RESPONSIBILITIES**

### **A. OHSEP**

1. Coordination of emergency public works/utilities, and private utilities.
2. Coordinate EOC activation and call-out of essential staff.
3. Assist in the development of mutual aid agreements.
4. .
5. Coordinate public information and warnings.
6. Identification of private utility contacts.
7. Maintain liaison with local utilities, including the ability to contact on a 24- hour a day basis.
8. Development of a resource list.
9. Review and update of emergency plans and development of emergency preparedness exercises.
10. Maintain detailed reports/logs of entire emergency.

### **B. PARISH AND MUNICIPAL WATER DEPARTMENTS**

1. Maintain a potable water supply plan.
2. Regulate water and utility usage in times of shortages as appropriate, assuring priority use set to meet immediate and essential emergency needs.
3. Within available means, protect existing water supplies and restore damaged systems.
4. Provide information necessary for compiling damage and operational capability reports for main treatment plant, satellite treatment plants, pump stations, and reclaimed water facilities.

### C. PARISH CONTRACT MONITOR

1. Coordination of parish's private company contracts during emergencies.
2. Maintenance of own emergency operations plan, accounting for company contracts and their assignments.
3. Situation reporting.
4. Maintenance of detailed log of department operations.

### D. PARISH AND MUNICIPAL PUBLIC WORKS / MAINTENANCE DEPARTMENTS ARE RESPONSIBLE FOR

1. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
2. Perform emergency Work to clear debris and wreckage from roads and bridges to open lifelines.
3. Provide inspections of Parish roads and bridges to determine damage and safety.
4. Emergency engineering and maintenance of roads and bridges.
5. Coordination with the Sheriff's Office, city police departments and Emergency Operation Center to facilitate traffic control and movement.
6. Assistance to other departments with rescue support.
7. Assistance providing emergency transportation.
8. Assistance in providing barricades as required.
9. Assistance of other departments with emergency debris and clean-up operations.
10. Maintenance of detailed log of department operations.
11. Assistance with damage assessment operations as part of survey teams.
12. Providing status reports of field operations to the Emergency Operation Center.
13. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
14. Assistance in providing shelter and food, if needed in the emergency, for public works employees in the field.
15. Maintenance of essential departmental facilities.
16. Maintenance of an adequate supply of sand, sandbags, and public pick-up locations (Mostly located at Fire Stations or Schools).

17. Ensuring emergency power for all vital government facilities (buildings, pumps etc.).
18. Inspecting, designating, and demolishing hazardous structures.
19. Repairing and restoring essential services and vital facilities.

#### E. PARISH AND MUNICIPAL WATER DISTRICTS

1. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
2. Situation reporting. and maintenance of detailed log of departmental operations.
3. Providing department status reports to the Emergency Operation Center.
4. Assistance with damage assessment operations as part of survey teams.
5. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
6. Maintenance of essential department facilities and assistance in securing them against damage.
7. Ensuring water supplies for all vital facilities and repairing and restoring of essential service.
8. Continue to operate in the tradition of self-help and interservice mutual aid before calling for area, regional, or state assistance.

#### F. PRIVATE AND MUNICIPAL NATURAL GAS PROVIDERS

1. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
2. Situation reporting.
3. Maintenance of detailed log of department operations.
4. Providing department status reports to the Emergency Operation Center.
5. Assistance with damage assessment operations as part of survey teams.
6. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
7. Maintenance of essential departmental facilities and assistance in securing them against damage.
8. Ensuring emergency supply if able to all vital facilities.
9. Repairing and restoring essential service.
10. Continue to operate in the tradition of self-help and interservice mutual aid before calling for area, regional, or state assistance.

## G. PRIVATE UTILITY COMPANIES

1. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
2. Maintenance of updated parish maps.
3. Situation reporting.
4. Maintenance of detailed log of department operations.
5. Assistance with damage assessment operations as part of survey teams.
6. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
7. Maintenance of essential departmental facilities and assistance in securing them against damage.
8. Repairing and restoring essential services and vital facilities.
9. Continue to operate in the tradition of self-help and interservice mutual aid before calling for area, regional, or state assistance.

## H. AT&T TELEPHONE SERVICE

1. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
2. Maintenance of updated parish maps.
3. Situation reporting.
4. Maintenance of detailed log of department operations.
5. Assistance with damage assessment operations as part of survey teams.
6. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
7. Maintenance of essential departmental facilities and assistance in securing them against damage.
8. Repairing and restoring essential services and vital facilities.

## I. CABLE TV, INTERNET, WIRELESS SERVICE

1. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
2. Maintenance of updated parish maps.
3. Situation reporting.
4. Maintenance of detailed log of department operations.
5. Assistance with damage assessment operations as part of survey teams.
6. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
7. Maintenance of essential departmental facilities and assistance in securing them against damage.
8. Repairing and restoring essential services and vital facilities.

## J. SOLID WASTE/DEBRIS CLEAN-UP

1. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
2. Maintenance of updated parish maps.
3. Coordination of solid waste/debris clean-up with public works/utilities and private contractors.
4. Maintenance of detailed log of department operations.
5. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.

## K. DAMAGE ASSESSMENT OFFICER

1. Coordinate damage assessment activities with the public works/utilities, private utility functions, and Parish Contract Monitor in the recovery phase.

## L. RESPONSIBILITIES OF OTHER SUPPORT AGENCIES

1. Help repair and reestablish essential services, coordinate the mobilization of personnel and equipment, and conduct critical infrastructure inspections as appropriate.
2. Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
3. Participate in drills and exercises to evaluate local communications capability.
4. Maintain records of expenditures and document resources utilized during recovery.

## **DIRECTION AND CONTROL**

Representative(s) of the public works/utilities and private utilities operating from the Emergency Operation Center will coordinate the assignment of personnel and equipment. Representatives of Public works/utilities and private utilities will coordinate with the OHSEP Director in setting priorities for resources and activities in the field, when necessary.

Assisting military forces will work under the direct supervision of their own superiors but will serve under direction of the senior public works official where they are deployed

Private Utilities will maintain their own direction and control.

Mutual aid forces will operate under the direct supervision of their own supervisors. The OHSEP Director will coordinate the call-up and deployment of mutual aid forces if requested to do so by Parish and Municipal Public Works / Utilities directors (superintendents).

Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.

## **CONTINUITY OF GOVERNMENT**

See Basic Plan.

## **ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

There is a tremendous need for public works services during emergencies. The Public Works/Utilities Directors will ensure that public works/utilities activities are administered in an orderly and efficient manner. The OHSEP Director will give priority to requests by the public works administrator for additional resources and personnel to support public works activities.

The public works/utilities directors will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.

### **B. LOGISTICS**

Obtaining emergency supplies will be coordinated with the Public Works / Utility Representative (if available) in the Emergency Operation Center.

The public works/utilities director will request equipment, supplies, and personnel services necessary to support response and recovery work. Records of all purchases will be maintained.

## **PLAN DEVELOPMENT AND MAINTENANCE**

The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.

Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

All other agencies given responsibility in this plan, in coordination with the OHSEP are responsible for maintenance of their respective annexes or appendices.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

See Basic Plan.

### **B. REFERENCES**

1. Guide for All Hazard Emergency Operations Planning. (SLG) 101, 1996, Federal Emergency Preparedness Agency.
2. Natural Disaster Recovery Planning for local Public Officials. MP-85. Washington: Federal Emergency Preparedness Agency, 1979.
3. National Incident Management System. United States Department of Homeland Security, 2005.

## ACRONYMS AND DEFINATIONS

### A. ACRONYMS

See Section 1 of Basic Plan.

### B. DEFINITIONS

**Critical Infrastructure:** An interdependent network of vital physical and information facilities, networks, and assets, including in the telecommunications, energy, financial services, water, and transportation sectors, that private business and the Government rely upon. Critical infrastructures are those systems and assets so vital to the Nation that their incapacity or destruction would have a debilitating impact on national security (including national economic security) and/or national public health or safety.

**Essential Services:** is a general term usually defining both governmental and private industry services provided for general public health & safety (e.g., fire, EMS, law enforcement, public health, healthcare/hospital, waste management, drinking & wastewater services, utilities etc..) as well

## ATTACHMENTS

[Attachment 1: Organizational Chart](#)

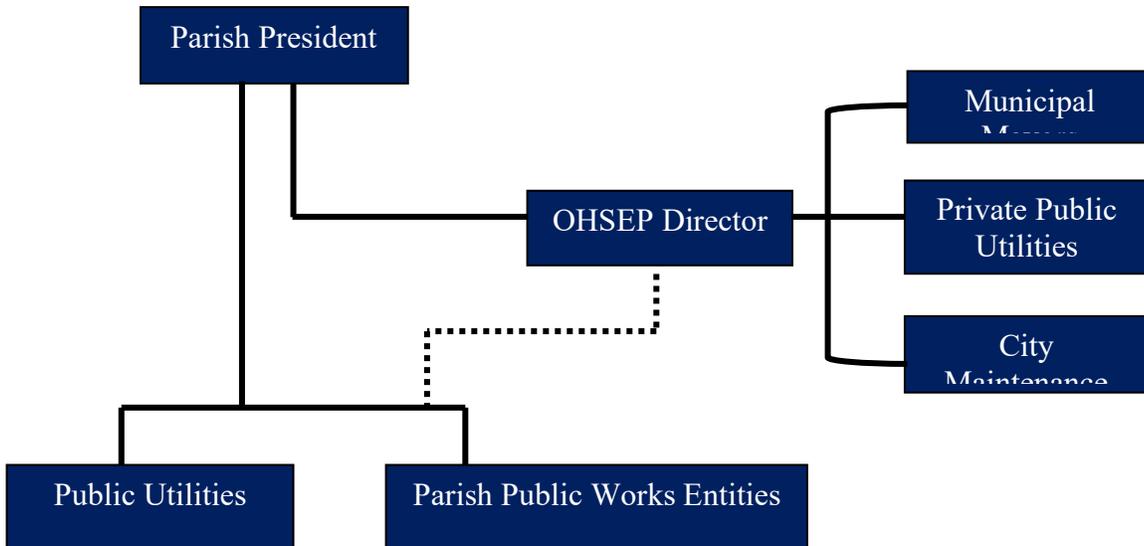
[Attachment 2: Responsibility Chart](#)

[Attachment 3: Public Works Resources](#)

- ✓ Parish resource list: on file in EOC.
- ✓ Municipal resource list: on file in EOC.
- ✓ Utility contact list: on file in EOC.
- ✓ List of mutual aid agreements: on file in EOC.
- ✓ List of contractors: on file in EOC.
- ✓ List of materials suppliers: on file in EOC.

[Attachment 4: Debris Management Plan](#)

Attachment 1: Public Works/Utilities Organizational Chart



Attachment 2: Responsibility Chart

Agency support to the Public Works and Engineering Representative	Engineering Personnel and Equipment	Debris Removal	Debris Disposal	Coastal Restoration	Watershed Protection
Parish Public Works / Maintenance Department	X	X	X		X
Municipal. Public Works / Maintenance	X	X	X		X
Water Districts	X				
Private Utilities	X				
Telephone and internet providers	X				
DOTD	X	X	X	X	X

### Attachment 3: Public Works Resources

- ✓ Parish resource list: on file in EOC.
- ✓ Municipal resource list: on file in EOC.
- ✓ Utility contact list: on file in EOC.
- ✓ List of mutual aid agreements: on file in EOC.
- ✓ List of contractors: on file in EOC.
- ✓ List of equipment suppliers: on file in EOC.
- ✓ List of materials suppliers: on file in EOC.

### Attachment 4: Debris Management Plan

- ✓ See Annex F.

## **EMERGENCY SUPPORT FUNCTION (ESF) 4 - FIRE SERVICES**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Fire District #1

### **PRIMARY/LEAD AGENCIES**

- ✓ West Baton Rouge Parish Fire District #1
- ✓ Office of State Fire Marshall

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ U.S. Department of Agriculture
- ✓ U.S. Forest Service (USDA-USFS)

#### **State Agencies**

- ✓ Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP).
- ✓ Louisiana Department of Health & Hospital.
- ✓ Department of Agriculture/Forest Service.
- ✓ The Department of Environmental Quality.
- ✓ Louisiana Department of Agriculture and Forestry.
- ✓ The Department of Wildlife and Fisheries.

#### **Local Agencies**

- ✓ Office of Homeland Security and Emergency Preparedness (OHSEP).
- ✓ West Baton Rouge Parish Sheriff's Department.
- ✓ Municipal Police Departments.
- ✓ City/Parish 911 Dispatch Center.
- ✓ Public Works Agencies.
- ✓ Public Health Agencies.
- ✓ Local Hospitals, EMS & Clinics.

#### **Other Agencies**

- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.).
- ✓ American Red Cross

## INTRODUCTION

### A. PURPOSE

- ✓ The purpose of ESF 4 is to provide an organizational framework that will effectively utilize all available firefighting apparatus and personnel within West Baton Rouge Parish control the dispatching of such equipment and manpower to locations where needed and provide for effective operations at the scene during an emergency/disaster.
- ✓ To provide for the detection, control and suppression of rural and urban fires caused by natural or technological events. Services provided under this ESF shall include actions taken through the application of equipment, manpower and technical expertise to control and suppress fires that have or threaten to become disasters.
- ✓ Provision of such services will be in accordance with mutual aid compact agreements with local governments, private industry, and other parishes using established recognized standards of firefighting methods under the Incident Command System.

### B. SCOPE

- ✓ This ESF addresses all firefighting activities including the detection and suppression of wildland, rural, and urban fires occurring separately or coincidentally with a significant natural or technological disaster.
- ✓ The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures/guidelines that are contained in other documents.

### C. POLICIES

- ✓ During emergency situations, West Baton Rouge Fire District #1, will mobilize all available apparatus and personnel required to cope with the situation. Mutual aid agreements are activated when initial resources are inadequate. When mutual aid resources are exhausted, then the provisions for regional/state fire mobilization may apply.
- ✓ The process and procedures established within local, regional, state, and federal mobilization guides shall be followed in responding to an emergency or disaster.
- ✓ Fire response activities should operate under existing authorities and regulations.
- ✓ This ESF is effective immediately upon approval.
- ✓ As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- ✓ All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOP/SOGs.

- ✓ All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- ✓ Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response, and subsequent duty.

#### D. ESF 4 ACTIVATIONS

ESF 4 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

### SITUATION AND ASSUMPTIONS

#### A. SITUATION

- ✓ The West Baton Rouge Parish Fire District #1 has the responsibility of fire prevention, control, suppression, hazardous materials response, basic medical support, and other public safety services. These responsibilities become more significant during an emergency.
- ✓ Situations could arise that would hinder firefighting capabilities or overwhelm local resources.
- ✓ West Baton Rouge Parish Fire Services is composed of one fire district, four (4) response zones for dispatch purposes. In addition to these government Fire Services, 3 industrial fire departments; Dow, Placid and Exxon Mobil are located in or have the ability to respond to emergencies within West Baton Rouge Parish.
- ✓ Wildfire/Forest Fire is identified in the Parish Hazard Identification and Vulnerability Analysis (HIVA) as having a moderate probability of occurrence, moderate vulnerability, and a moderate risk rating. Forest and wildfires are most likely to occur during the local dry season, and anytime during prolonged dry periods causing drought or near-drought conditions.
- ✓ It is the responsibility of each Fire Chief to advise municipal, Parish and State leaders on needed changes to fire and zoning codes and ordinances.
- ✓ West Baton Rouge Parish Fire District #1, West Baton Rouge Parish Office of Community Development and Louisiana State Fire Marshal's Office, will be responsible for fire code enforcement.
- ✓ The Louisiana State Fire Marshall has the primary state responsibility for firefighting. That responsibility includes the coordination with support agencies to make sure that they develop and maintain plans and procedures.
- ✓ A major disaster or catastrophic event may result in many urban and rural fires. Ignition sources that would normally be of a lesser concern grow in their potential under a disaster condition.

- ✓ In disaster conditions, these fires could spread rapidly, cause great damage, and seriously threaten lives and property. Fire departments in the immediate vicinity of the disaster would most likely be totally committed to such an immediate area and would probably be stretched beyond their response capacity. Their own and other firefighting resources would be difficult to obtain, manage, coordinate, and utilize due to the disruption of communication, transportation, utility, and water systems within disaster locales.
- ✓ In addition to detection, control and suppression of rural and urban fires caused by natural or technological events. West Baton Rouge Parish Fire District #1 may be called upon to provide support for Public Alert Notification.
- ✓ Fire agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and the Parish EOC.
- ✓ Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information and may do so when needed unless otherwise involved.

## B. ASSUMPTIONS

- ✓ Urban, rural, and wildland fires will occur within West Baton Rouge Parish. In the event of an earthquake or other significant event, large, damaging fires could be common.
- ✓ In a disaster some firefighting resources may become scarce or damaged. State and other resources may be called upon.
- ✓ Trained personnel and specialized equipment are available to meet HazMat and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) incidents that could occur.
- ✓ Wheeled-vehicle access may be hampered by road or bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be needed in these situations.
- ✓ Efficient and effective mutual aid among the various local, Parish, state, and federal fire agencies requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and communications.
- ✓ Existing fire personnel and equipment will be able to handle most emergency situations using the existing mutual aid agreements.
- ✓ Coordination and direction of the local efforts, including volunteers, will be required.
- ✓ Normal fuel supplies may not be available due to facility damage or lack of electricity to operate pumps.
- ✓ Fire resources and personnel will be tasked with a variety of missions, many of which will not directly relate to fire suppression.
- ✓ Damaged areas will be restricted and may not be readily accessible.

- ✓ Secondary events or disasters will threaten lives and property, as well as firefighting personnel.
- ✓ State and federal agencies will respond when necessary.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ ESF #4 uses established firefighting and support organizations, processes, and NIMS procedures as outlined in the National Interagency Mobilization Guide. Responsibility for situation assessment and determination of resource needs lies primarily with the local Incident Commander.
- ✓ West Baton Rouge Fire District #1 manages and coordinates firefighting, emergency medical services (EMS) and rescue activities. During an incident, the individual incident commanders are responsible for conducting situation and damage assessments as well as for determining resource needs with the EOC.
- ✓ The primary responsibility of the fire service in West Baton Rouge Parish is fire control, suppression, and prevention under any disaster condition. The Fire Chief will have the authority of this plan to examine all aspects of emergency response and recovery activities. Only the Parish President may override this decision after consultation with all parties.
- ✓ Due to the many hazards that can affect West Baton Rouge Parish, the fire service in general may be called upon to perform duties outside of fire control, suppression, and prevention.
- ✓ All incident management activities will be in accordance with the National Incident Management System – Chapter II Command and Management.
- ✓ Fire suppression is divided into three distinct response categories:

#### a) Urban Fires

West Baton Rouge Fire District #1 will have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements are executed.

Fire suppression and control assistance may, in some instances, be provided on a limited basis by state and/or federal agencies and the military by pre-established mutual aid agreements.

If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal Government under an emergency declaration by the President. Requests for such assistance are handled through normal Emergency Management channels.

#### b) Wildland Fires

West Baton Rouge Fire District #1, supporting agencies, and the Louisiana Department of Natural Resource (DNR) and Louisiana State Fire Marshall take action on wildfires, regardless of land ownership, which jeopardize DNR protected lands outside incorporated cities and towns.

In those instances when a fire or fires threaten such destruction as would constitute a major disaster, federal fire suppression assistance may be made available under the Disaster Relief Act of 1974 (PL 93-288, Section 417) when requested through normal Emergency Management channels.

c) Wildland Urban Interface (WUI)

The WUI is that area where urban development borders or overlaps upon forest or grassland area. Fires that occur in the WUI are managed in accordance with existing mutual aid agreements and response plans.

## B. NOTIFICATION

Fire Services in West Baton Rouge Parish are initially notified by 911 Dispatch of the need to respond. On-scene assistance is likewise requested through the Parish 911 Dispatch depending on the support needed. Notifications and requests for assistance should be made in accordance with established Mutual Aid agreement. Requests for Fire services support to help coordinate ESF 4 activities in the EOC should be made by the ESF Coordinator.

## C. MITIGATION

- ✓ Review possible hazards to identify emergency operations in which the fire service would play a major role.
- ✓ Locate facilities that store or use hazardous materials, identify the materials and the problems each could cause. Maintain a map and list of these facilities.
- ✓ West Baton Rouge Fire District #1, West Baton Rouge Parish Office of Community Development and Louisiana State Fire Marshal's Office will be responsible for fire code enforcement.
- ✓ West Baton Rouge Fire District #1 conducts fire prevention activities at least annually.
- ✓ West Baton Rouge Fire District #1 or municipal / parish inspection agency will inspect shelters and key facilities for fire safety, conduct fire code inspections and coordinate with appropriate personnel for building inspections and compliance strategies.
- ✓ West Baton Rouge Fire District #1 will also conduct fire education and life safety training and education programs.

## D. PREPAREDNESS

- ✓ Establish mutual aid agreements to maximize utilization of resources.
- ✓ Review/revise/develop plans, programs, and agreements on fire-related public safety protection activities including region-wide or interstate automatic and mutual aid response protocols.
- ✓ Develop procedures/guidelines and protocols for coordinating protective action communications with at-risk population on-scene.
- ✓ Develop plans, procedures/guidelines, and protocols for resource management in accordance with the National Incident Management System (NIMS) and include pre-positioning of resources to efficiently respond to an event.
- ✓ Maintain fire service resources, such as, apparatus and personal protective equipment.
- ✓ Training of personnel in fire service practices to include:
  - a) Special Rescue.
  - b) Basic Fire Fighting.
  - c) Hazardous materials identification.
  - d) National Incident Management System.
- ✓ Development of communication procedures to be used prior to, during and after an emergency.
- ✓ Establish communication links with law enforcement agencies for coordination of warning and evacuation confirmation functions.
- ✓ Coordinate disaster response training with the Emergency Operation Center.
- ✓ Maintain fire pre-plans.
- ✓ Maintain minimum standards for training are for each respective department.
- ✓ All Fire Departments participate in the parish-wide mutual aid organization.
- ✓ West Baton Rouge Fire District #1 is represented on the Local Emergency Planning Committee (LEPC)
- ✓ Hazardous materials training is offered multiple times each year to members.

## E. RESPONSE

When activated, the Fire Chief will issue warnings and coordinate with appropriate agencies to support ESF 4. The Fire Chief will also coordinate public information as part of ESF-15 External Affairs.

- ✓ Provide fire suppression for emergencies involving fire or potential fire to include public shelters.
- ✓ Respond to hazardous materials incidents and provide a command post along with incident / unified command.
- ✓ Respond to calls for fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation. Provide extrication for vehicle accidents.
- ✓ Provide temporary power and emergency lighting at emergency scenes when needed.
- ✓ Assist in warning the public for evacuation, traffic routing, and/or traffic control, when possible.
- ✓ Provide and coordinate urban search and rescue operations.
- ✓ Support public alert notification through route alerting.
- ✓ Provide for decontamination of emergency workers and equipment.
- ✓ Advise the EOC of protective action recommendations for the public at risk.
- ✓ Fire Department is responsible for high angle rescue and technical rescue.
- ✓ Provide and coordinate firefighting assistance with other jurisdictions per existing mutual aid agreement.

## E. RECOVERY

- ✓ Relay damage information from the field to the EOC.
- ✓ Decontamination of emergency workers and equipment.
- ✓ Assist in damage assessment. Conduct and/or assist with arson investigation.
- ✓ Continues EOC operations until it is determined that EOC coordination is no longer necessary.
- ✓ Updates plans and procedures based on critiques and lessons learned during an actual event.
- ✓ Return apparatus and equipment to regularly assigned locations.
- ✓ Assist the public in recovery operations as resources allow.
- ✓ Provide critical payroll and other financial information for cost recovery through appropriate channels.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- ✓ West Baton Rouge Fire District#1 is the primary agency for ESF 4. If an emergency occurs within the Parish limits, the Fire Agency in which the emergency occurs will exercise overall authority for fire service activities and responsibilities.
- ✓ The Incident Command System (ICS) is used by first responders and the Parish to manage an emergency incident. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature. The ranking member of the first arriving response unit assumes command until relieved.
- ✓ An Incident Command Post (ICP) is established as the focal point for all emergency operations. In a disaster, several Incident Management Organizations, each with an ICP, may be established to manage the significant areas in need.
- ✓ During EOC activations, the Fire Chief provides staffing for ESF 4 in the Parish. The ESF 4 Coordinator coordinates with emergency management, public works, and resource stewardship to implement the ESF 4.

### A. PRIMARY AGENCY

1. Provide Incident Command for emergency operations. If an EOC activation is deemed necessary, a Fire Liaison can be appointed to provide support in the EOC.
2. Support warning and evacuation efforts.
3. Provide hazardous materials response, as appropriate, upon acceptance of and within boundaries of the incident command structure and agency training and capability.
4. Provide Medical Response which includes Advanced Life Support (ALS) and Basic Life Support (BLS).
5. Coordinate all fire services activities within their jurisdiction.
6. Fire suppression.
7. Fire prevention.
8. Public alert / notification.
9. Support for radiological protection as needed.
10. Provide fire suppression for shelters.
11. Responding and establishing incident command for hazardous material incidents.
12. Establish mutual aid agreements.
13. Assist in search and rescue operations.
14. Fire Code enforcement.
15. Alert all emergency support services to the dangers associated with technological hazards and fire during emergency operations.
16. Fire Department is responsible for high angle and technical rescue.
17. Provide and coordinate Urban Search and Rescue (US&R).
18. Rural and swift water/flood water.

19. Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
20. Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.

## B. FEDERAL AGENCIES

1. Limited fire suppression and control assistance is available from federal agencies and the military by pre-established agreement.
2. Federal Emergency Management Agency (FEMA) administers fire suppression assistance to the state pursuant to Stafford Act (PL 93-288, Section 420) when a fire destruction threat would constitute a major disaster.
3. Provide training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy.
4. U.S. Department of Agriculture, U.S. Forest Service (USDA-USFS) acts as the Principal Advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression. Provides protection in National Forests and assist in control of fires that threaten to spread from nearby lands into National Forests.

## C. DEPARTMENT OF PUBLIC WORKS

1. Provide logistical support such as transportation of equipment and commodities.
2. Provide heavy equipment and operators, as needed, to support emergency operations and/or assist in coordination of outside vendors.
3. Provide temporary construction or repair of critical infrastructure to support emergency operations.
4. Clear lifelines and perform emergency repair of roads and bridges.
5. Provide technical specialists.

## D. LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY

1. Primary responsibility for forest fires.
2. Support for local fire control operations.

## E. LOUISIANA STATE FIRE MARSHALS OFFICE

1. Fire code enforcement.
2. Arson investigation.
3. Advise public officials on needed changes to fire and zoning codes.

## F. LOUISIANA ARMY NATIONAL GUARD (LANG)

1. May aid and support to incident response operations upon request through appropriate emergency management channels.

## G. LOUISIANA STATE FIRE MARSHALL

1. Coordinates fire suppression efforts and provides resources to control wildland fires in the state on DNR protected lands.
2. May aid and resources for non-DNR protected lands or incidents to local jurisdictions as available.

## H. SUPPORT AGENCIES

1. To minimize the effects of an emergency/disaster and facilitate recovery efforts, organizes, and coordinates the preparation of plans, develops and maintains the Emergency Operations Center and alternates, identifies equipment resources, and provides training opportunities. Provide for alert and warning of persons located in the affected area.
2. Serve as liaison between local jurisdictions and response agencies and the State for requesting resources when the capabilities of local response agencies are exceeded.
3. Provide for information and resource management support as needed.

## DIRECTION AND CONTROL

- ✓ The National Incident Management System will be the basis for all Command and Management organization.
- ✓ The Fire Chief will be responsible for coordinating all emergency fire services operations.
- ✓ If an incident spreads into more than one response zone or is occurring in multiple response zones, a unified command system shall be utilized. A fire service representative will assist in direction and control from the Emergency Operation Center. In all cases the IC/UC must establish communications with the EOC if activated.
- ✓ The ICS has been adopted and is used by many first responders and local jurisdictions in the State of Louisiana to manage incidents and events. The purpose of ICS is to establish command and control with a system recognized by all responders, using the same organization and nomenclature.
- ✓ The ranking member of the first arriving response unit assumes command until relieved.
- ✓ Command Post (ICP) is established as the focal point for all emergency operations.
- ✓ Upon determination of fire protection responsibility and the need for additional resources, management responsibility may pass from local to state or federal agencies.
- ✓ In a disaster, several ICS units may be established to manage the significant areas of need. The IC should adapt the management structure to reflect the need and complexity of the incident. A Unified Command may be established.
- ✓ The IC may also take other management steps such as requesting activation of the EOC and requesting fire activities coordination by a Rural Fire Coordinator and/or DNR/Fire Marshal agency representative within the EOC. The EOC may provide support to the Incident Commander(s) in such areas as evacuation, communications, transportation, shelter, and any other resources required.
- ✓ A situation map may be maintained by the EOC Planning Section to illustrate the affected areas and any other pertinent information such as anticipated fire activity and possible evacuation routes.
- ✓ Fire agencies may request activation of the Local Incident Support Team, (LIST), or a State or Federal Incident Management Team (IMT) to assist with managing the incident.
- ✓ Law Enforcement may provide traffic control, scene security, and assist with movement of people and animals in the case of evacuation.
- ✓ Routine operations will be handled by standard operating procedures. State and federal support will be called upon as needed.
- ✓ Fire agencies may request activation of other local agency resources, such as Search and Rescue units, or law enforcement. These resources may be made available if not otherwise occupied. All non-traditional resource requests should be made to the Parish EOC.

## **CONTINUITY OF GOVERNMENT**

Continuity of government will be as provided in the basic plan.

## **PLAN DEVELOPMENT & MAINTENANCE**

- ✓ It is the responsibility of the fire department to insure its own operational capabilities It will coordinate the planning of all fire services as related to emergency preparedness operations.
- ✓ This ESF should be reviewed and revised annually unless significant changes warrant earlier revision. Continued and regular revision and updating should keep this document valid and useful.
- ✓ Regular testing and exercising should establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

## **AUTHORITIES AND REFERENCES**

### A. AUTHORITIES

See Basic Plan, Section I.

### B. REFERENCES

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
2. National Response Framework. January 2008. ESF 4 – Firefighting.
3. Target Capabilities List. September 2007. Fire Incident Response Support.

## ACRONYMS AND DEFINITIONS

### A. ACRONYMS

See Section 1 of Basic Plan.

### B. DEFINITIONS

Advanced Life Support (ALS): Units staffed by paramedics that can administer drugs, fluids, and other advanced procedures to sustain life until the patient can be transported to a medical facility.

Basic Life Support (BLS): Fire service aid units staffed by Emergency Medical Technicians (EMTs).

Comprehensive Emergency Management Plan (CEMP): An all-hazards emergency operations plan.

Department of Natural Resources (DNR): State agency responsible for the management of state trust lands and preservation of forests, water, and habitat.

Defensible Space: Defensible space means an area, either natural or manmade, where material capable of allowing a fire to spread unchecked has been treated, removed, or modified to slow the rate and intensity of an advancing wildfire and to provide a safe working area for wildfire suppression operations to occur while protecting life and/or improved property.

Development: land use development or construction projects that involve substantial property improvement and usually a change in the land use character within a subject property or properties. Such development generally involves using land for residential or commercial/industrial purposes.

Evacuation: the temporary movement of people and their possessions from locations threatened by a hazard.

Fire Protection Plan: a document prepared for a specific project or development proposed for the WUI area. It describes ways to minimize and mitigate the fire problems created by the project or development, with the purpose of reducing impact to (and enhancing) the community's fire protection delivery system.

Hazard Identification and Vulnerability Assessment (HIVA): An analysis of potential natural, human caused, and technological hazards that rates the risk, determines vulnerability, and predicts adverse impact.

Incident Command Post (ICP): Location on scene from which all incident planning and tactical operations are directed.

Incident Command System (ICS): Nationally accepted organizational model for management of emergency personnel.

Search and Rescue (SAR): The search for and provision of aid to people who are in distress or imminent danger. Includes many specialties sub-fields determined by the type of terrain the search is conducted over.

Structure: that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built-up or composed of parts joined together in some definite manner.

U.S. Department of Agriculture, U.S. Forest Service (USDA-USFS): Agency of the U.S. Department of Agriculture that administers the nation's national forests and grasslands.

Wildland-Urban Interface (WUI): the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

## ATTACHMENTS

Attachment 1: Responsibility Chart

Attachment 2: Responsibility

Attachment 3: Parish Fire Fighting Resources: on file in EOC (CAMEO)

- ✓ Fire Stations.
- ✓ Personnel.
- ✓ Call out lists.
- ✓ Equipment.

Attachment 4: Mutual Aid Agreements, updated annually: on file in 911

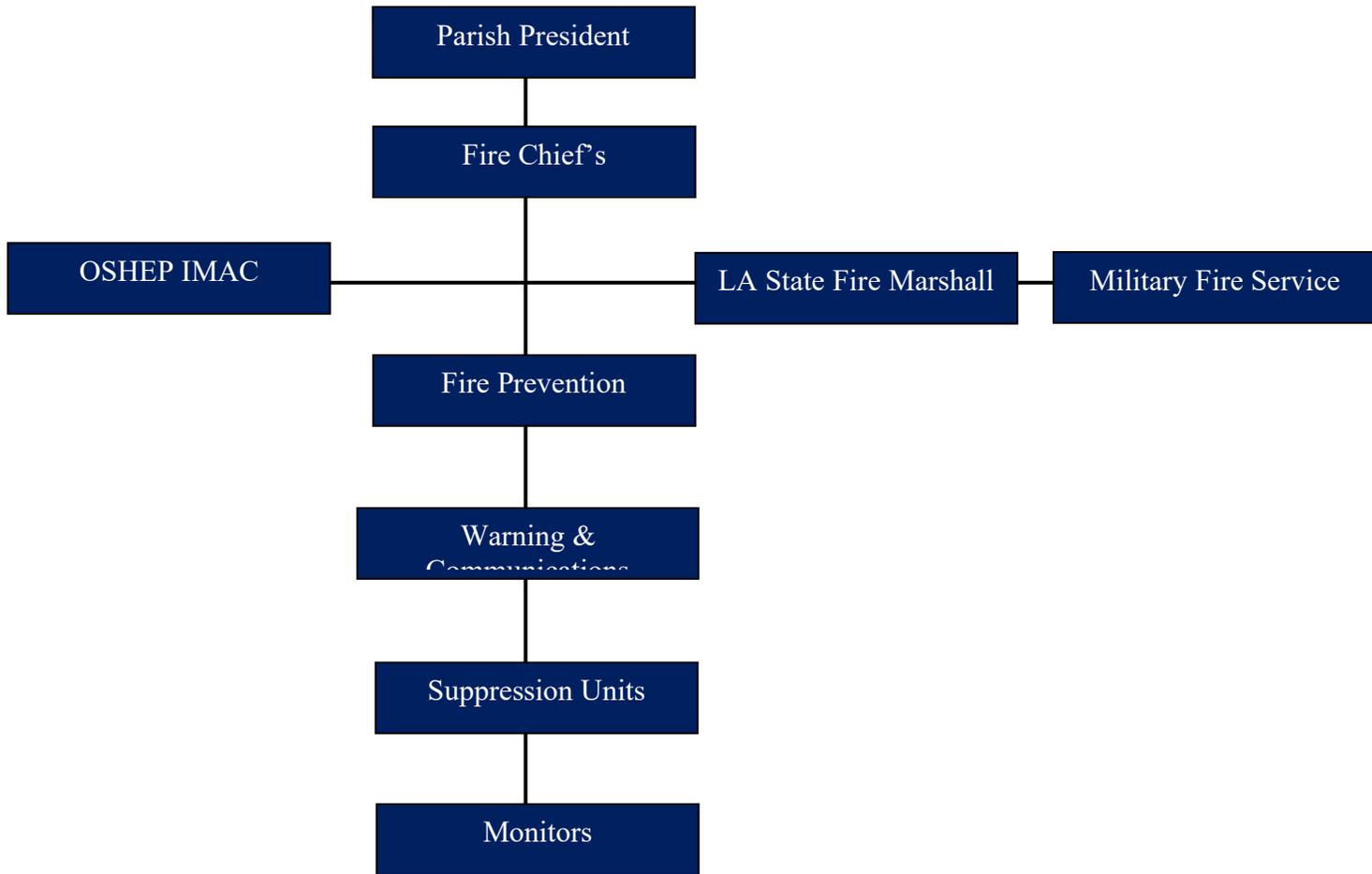
Attachment 5: Private Fire Fighting Resources: on file in EOC

- ✓ Fire Stations.
- ✓ Personnel.
- ✓ Call out lists.
- ✓ Equipment.

Attachment 6: Mutual Aid Agreements, updated annually: on file in EOC

Attachment 7: Fire Department Locations

Attachment 1: Organizational Chart



Attachment 2: Responsibility Chart

Agency support to the Louisiana State Fire Marshall	Fire Fighting Equipment and Personnel	Petroleum & Fuels Service	Training and Technical Assistance	Transportation – Air	Transportation – Water	Transportation – Land
West Baton Rouge Fire District #1	X		X			
Louisiana National Guard	X	X	X	X		X
Department of Environmental Quality			X			
State Fire Marshal			X			
Department of Transportation and Development	X	X	X			X
Department of Wildlife and Fisheries	X			X	X	X
Volunteer Organizations *	X		X	X		X
*To include private relief organizations (i.e., American Red Cross, Salvation Army, Mennonite Disaster Service, etc.); private industry; professional associations and participants in mutual aid agreements, etc.						

Attachment 3: Parish Fire Fighting Resources on file in EOC

Attachment 4: Mutual Aid Agreements, updated annually: on file in 911

Attachment 5: Private Fire Fighting Resources: on file in EOC

This includes:

- ✓ Fire Stations.
- ✓ Personnel.
- ✓ Call out lists.
- ✓ Equipment.

Attachment 6: Mutual Aid Agreements, updated annually: on file in EOC

Attachment 7: Fire District Maps

West Baton Rouge Parish Fire District #1		
Name of Fire Station	Location	Address
Station #11	Addis	8202 Laws Rd. Addis, LA 70710
Station #13	Addis	6875 Hwy 1, Addis LA 70710
Station #21	Brusly	154 E. Saint Francis Addis, LA 70710
Station #22	Brusly	4236 Choctaw Rd, Brusly LA 70719

## **EMERGENCY SUPPORT FUNCTION (ESF) 5 – EMERGENCY MANAGEMENT**

### **ESF COORDINATOR**

- ✓ Office of Homeland Security and Emergency Preparedness (OHSEP)

### **PRIMARY/LEAD AGENCIES**

- ✓ Office of Homeland Security and Emergency Preparedness (OHSEP)
- ✓ GOHSEP

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ Civil Air Patrol (CAP)
- ✓ FEMA

#### **State Agencies**

- ✓ Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP).
- ✓ Louisiana DOTD.
- ✓ Louisiana State Police (LSP).
- ✓ Louisiana Army National Guard (LANG).

#### **Local Agencies**

- ✓ West Baton Rouge Parish Sheriff's Department.
- ✓ Municipal Police Departments.
- ✓ City/Parish 911 Dispatch Center.
- ✓ Local School Districts.
- ✓ Public Works Agencies.
- ✓ Public Health Agencies.

#### **Other Agencies**

- ✓ Local Hospitals, EMS & Clinics.
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.).
- ✓ American Red Cross (ARC) and United Way.
- ✓ Amateur Radio: ARES/RACES.

## INTRODUCTION

### A. PURPOSE

- ✓ The purpose of ESF 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the local governments.
- ✓ Emergency Management supports overall activities for incident management and to maintain the Emergency Operations Center (EOC) in a state of readiness.

### B. SCOPE

- ✓ ESF includes preparations for emergencies. It includes the analysis of parish potential hazards and capabilities, the development of plans, procedures, agreements, and arrangements to deal with emergencies and disasters, training of parish government, local government and volunteer personnel and exercising of plans.
- ✓ When emergencies occur, ESF 5 will include activating the parish Emergency Operations Center (EOC), collecting, communicating, and analyzing information about impending and impacting emergencies, assessing the impact and damages from emergencies, coordinating evacuation activities, setting all available resources into motion, and restoring the affected people and property to their pre-disaster condition, wherever possible.
- ✓ ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to reposition assets for quick response. During the post-incident response phase, ESF 5 transitions and is responsible for support and planning functions.
- ✓ ESF 5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations for large scale incidents. This include OHSEP alert and notification, staffing of the EOC, incident action planning, provide support to operations, logistics and material direction and control, information management, facilitation of requests for State assistance, resource acquisition and management, worker safety and health management, facilities management, financial management, and other support as required.

### C. POLICIES

- ✓ ESF #5 staff establishes required facilities, supplies, and equipment to support activities related to the management of incidents. These facilities include but are not limited to the Multi-Agency Coordination Center (MACC), the Joint Information Center (JIC), Mobilization Centers, Staging Areas, and Disaster Recovery Centers.
- ✓ ESF #5 staff provides the informational link between the local MACC and State. ESF #5 serves as the centralized conduit for situation reports to the MACC from the various incidents and ESFs.
- ✓ The Incident Command System (ICS) should be used in any size or type of disaster to manage response personnel, facilities, and equipment.
- ✓ The on-scene Incident Management Team (IMT) is in charge of managing the incident situation from the Incident Command Post (ICP). ESF 5 operations should support, not supersede, IMT operations.
- ✓ The IMT should establish response objectives and resource allocation priorities. The ESF 5 activities should be in support of, not duplication of these operations.
- ✓ ESF 5 should be coordinated from the West Baton Rouge Parish Emergency Operations Center (EOC) or alternate site if the EOC is non-operational.
- ✓ The EOC will be managed by the Parish OHSEP Coordinator or designee.
- ✓ ESF 5 is responsible for coordinating the Parish support infrastructure in the affected area in anticipation of requirements for prevention, response, and recovery and in support of the Incident Management Team activities.
- ✓ Local governments and departments should participate in the incident action planning process coordinated by the Incident Management Team.
- ✓ ESF 5 provides recruits representatives to staff key positions in the EOC.
- ✓ ESF 5 staff establishes required field facilities, supplies, and equipment to support response activities related to the management of disasters or emergencies.
- ✓ The EOC should make every deliberate effort to facilitate the ease with which the local governments make their reports.
- ✓ West Baton Rouge Parish supports the implementation of written mutual aid agreements to ensure a seamless resource response to affected areas.

#### D. ESF ACTIVATION

ESF 5 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government. These hazards are identified in the Pre- Disaster Mitigation Plan (PDM) which is a supporting document to the EOP.
- ✓ The OHSEP is mandated by parish ordinances to direct and control the parish response to any emergency that may threaten the lives and property of its residents.
- ✓ Public officials OHSEP designate the Emergency Operation Center as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.
- ✓ In the event that any emergency would threaten the lives and property of the people of West Baton Rouge Parish, the Emergency Operation Center would be activated providing local conditions permitted.
- ✓ Any unmet needs of the parish may be resolved through terms established in letters of agreement with support parishes and through the efforts of GOHSEP.
- ✓ The West Baton Rouge Parish Emergency Operation Center is located within the West Baton Rouge Office of Homeland Security and Emergency Preparedness and E-911.
- ✓ The Secondary Emergency Operation Center is located at the East Baton Rouge Parish EOC.

### B. ASSUMPTIONS

- ✓ West Baton Rouge Parish will utilize Intrastate Mutual Aid Compact (IMAC), which is a system of intrastate mutual aid between parishes in the state, to provide and promote mutual assistance among the parishes in the prevention of, response to, and recovery from, an emergency or disaster as defined in R.S. 29:723, occurring in a parish, or any other event that exceeds a parish's capability or resources.
- ✓ There will be an immediate and continuing need to collect, process, and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.

- ✓ The Emergency Operation Center or an alternate facility is available.
- ✓ Adequately trained staff are available at EOC.
- ✓ All equipment needed to accomplish any task within the Emergency Operation Center is functional.
- ✓ Hazards could individually or in combination cause a grave emergency in any area of the parish. It is also assumed that these risks will vary greatly in scope and intensity, ranging from small in area to encompassing the entire parish.
- ✓ Actions to minimize the effects of any disaster will be conducted as soon as possible by parish officials and affected parish agencies after the response.

State agencies will be requested to assist local efforts after local resources are deemed insufficient.

- ✓ Federal and state disaster assistance may supplement not substitute for any relief provided by the parish. Assessment of damage impacts and EOC operations may be delayed due to minimal staffing. Local governments impacted the most will be given priority for assistance and support as needed and available.
- ✓ During the early stages of the event little information will be available and the information received may be vague and inaccurate, verification of this information and caution can delay response to inquiries.
- ✓ Reporting from the local government to the EOC will improve as the event matures.
- ✓ Reporting of information may be delayed due to damaged telecommunications infrastructure.
- ✓ Assessment of damage impacts and EOC operations may be delayed due to minimal staffing.
- ✓ Local governments impacted the most will be given priority for assistance and support as needed and available.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ ESF-5/Emergency Management is organized consistent with the requirements of the National Response Framework, the National Incident Management System and uses the Incident Command System (composed of Planning, Operations, Logistics and Finance/Administration Sections with their standardized Units, Teams, positions, forms, and terminology) to manage its emergency/disaster responsibilities. This structure and system support incident assessment, planning, procurement, deployment, and coordination of emergency management support operations for West Baton Rouge Parish.
- ✓ The Emergency Operation Center is used as a centralized management center to facilitate policy making, coordination, and overall direction of responding forces in large-scale emergency situations.
- ✓ Depending on the nature, extent, severity and location of an incident, West Baton Rouge OHSEP in coordination with other agencies will determine appropriate evacuation routes/plans for the primary EOC and secondary EOC in case these facilities are damaged.
- ✓ Pursuant to the Incident Command System structure, the Planning, Logistics, Finance/Administration and Operations Section Coordinators plus staff at the Emergency Operations Center (EOC) assist the EOC Manager in achieving the overall mission.
- ✓ ESF #5 provides a trained and experienced staff to fill management positions in the Command, Operations, Planning, Logistics, and Finance and Administration Sections of the MACC, if activated or established.
- ✓ The primary function of the Multiagency Coordination System (MACS) is to coordinate activities above the field level (or incident level). Under the National Incident Management System (NIMS), neither an EOC nor a MAC Group has any direct incident command involvement, and they will often be located some distance from the incident scene.
- ✓ The MACS, staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts of field operations.
- ✓ The MACS, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the State. Interaction with Incident Command System NIMS ICS will be used as the organizational structure to manage the EOC's response activities for the purpose of enhancing the ability to interface with the emergency response agencies that routinely use ICS and the various ICPs that may be established in the field or at other remote sites during the incident. It is not intended that the Parish EOC try to assume incident command responsibilities for all of the separate incidents that may occur as the result of a major emergency/disaster, nor does it have authority to do so. The function of the EOC is to coordinate the flow of communications between the different operating agencies and different levels of government and the public and is also responsible for identifying resources to meet requests for assistance and to allocate those resources as priorities may dictate. Accordingly, personnel assigned to the Operations Section of the EOC will be more involved in serving as a liaison with local government agencies and field units and coordinating the identification and delivery of resources rather than the traditional duties of directing the operational response. Command decisions that may be necessary will be performed in a cooperative style, consistent with principles of the Unified Command System.

- ✓ For Incidents of National Significance (INS), ESF 5 coordinates with the Federal Emergency Response Team – Advance (ERT-A) to assess state and local resource needs and identify specific requests for Federal emergency management assistance. Emergency Response Team, called the ERT-A, is headed by a FEMA team leader, and is composed of FEMA program support staff and ESF representatives. In predictable disasters, such as hurricanes, ERT-A teams may be sent into the area before the storm strikes to set up emergency communications equipment and help coordinate prompt response efforts. The OHSEP Director or his designee is also the primary EOC Director who has the responsibility for management of the Emergency Operation Center. In the absence of the OHSEP Director, the designate don-call EOC Director will fulfill the responsibilities of the Director unless another individual is directed to do so by the Parish President.
- ✓ The Parish President has the ultimate authority. But in the absence of the Parish President, he delegates his emergency authority as authorized in the Louisiana Homeland Security and Emergency Assistance and Disaster Act of 1993 as amended in this order:
  - a) Director of Administration.
  - b) OHSEP Director.
  - c) Parish Council Chairman.

### C. NOTIFICATION

- ✓ West Baton Rouge Parish 911 Dispatch is the parish's 24-hour Warning Point.
- ✓ When the parish or an area of the parish has been threatened or impacted by an emergency or disaster event, E911 Dispatch will notify the OHSEP Director or his designee who in turn will notify the State Emergency Operations Center Duty Officer. The state Emergency Operations Center notifies applicable state agencies including the Regional Response Manager of FEMA Region 6.
- ✓ ESF-5/Emergency Management will be activated or placed on standby upon notification by the OHSEP. Upon instructions to activate this Emergency Support Function, the ESF-5 Coordinator and Support Agencies will implement their procedures to notify and mobilize all personnel, facilities and physical resources potentially needed, based on the emergency circumstance.
- ✓ The OHSEP Coordinator should notify the Support agencies of EOC activations and request that representative's report to the EOC to coordinate ESF-5 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with ESF 5 activities.

### D. MITIGATION

- ✓ The director of OHSEP will designate an ESF 5 Emergency Management Coordinator to organize and administer the ESF.
- ✓ The West Baton Rouge Parish Emergency Operation Center is located within the West Baton Rouge Office of Homeland Security and Emergency Preparedness & E-911.
- ✓ The Secondary Emergency Operation Center is located at the East Baton Rouge Parish EOC.

- ✓ The Primary Emergency Operation Center utilizes an electronic security and access control measures.
- ✓ The OHSEP has completed a hazard analysis of the Parish indicating a wide variety of potential problems that could and have threatened the community in the past year. (A copy of this study is maintained in the OHSEP).
- ✓ All parish departments and outside agencies, as well as personnel with emergency responsibility in the Emergency Operation Center have been identified and procedures have been estimated to activate the same. These organizations will also identify alternate operations sites that can be used, if needed.
- ✓ Resources needed to sustain the activated Emergency Operation Center have been identified and their availability determined.
- ✓ Communications equipment, compatible with other departments and agencies, is kept updated and functional.
- ✓ Public awareness programs include:
  - a) Tours of the Emergency Operation Center and an explanation of its purpose and functions.
  - b) Printed educational materials are distributed throughout the parish.
  - c) The Public Information Officer releases public information and educational information after review by the Parish President and the OHSEP Director.
- ✓ The State of Louisiana has established building codes and the West Baton Rouge Parish Office of Community Development enforces them. The West Baton Rouge Parish Office of Community Development enforces will review building codes periodically and make recommendations to the Parish Council and/or the Louisiana Emergency Preparedness Association.
- ✓ The West Baton Rouge Parish Basic Plan contains a current list of critical facilities and parish buildings and structures requiring priority assessment.

## E. PREPAREDNESS

To facilitate emergency management, West Baton Rouge Parish will:

- ✓ Develop and maintain the Parish's Emergency Operations Plan with its annexes and appendices along with operational Procedures for Emergency Operation Center activation and staff duties. These procedures are maintained under separate cover at the Emergency Operation Center.
- ✓ Develop and maintain information and liaison with agencies and organizations at local, parish, state and federal government, private industry, and Non-Governmental Organizations (NGO) that could furnish assistance in an emergency or disaster.

- ✓ Build, equip, organize, and maintain the Emergency Operations Center as a control and coordination facility for state departments and agencies, private industry and volunteer groups to come to work together to deal with the potential and actual consequences of emergencies and disasters.
- ✓ Provisions will be made to protect personnel within the parish from exposure to hazardous substances. Procedures have been developed to protect personnel at the Emergency Operation Center from environmental hazards.
- ✓ The Emergency Operation Center is divided into three functional units, which are:
  - a) Executive: includes the Parish President, OHSEP Director or his designee and Parish Sheriff. The function of this group is to advise the Parish President on decisions made during an emergency or disaster and to organize the parish's response.
  - b) Communications: 911 Operators. The function of this group is to transmit and receive communications from field units, citizens, Emergency Operation Center, and other public and private agencies.
  - c) Operations: refer to the Basic Plan.
- ✓ The Operations Room can place necessary maps and supplies needed to conduct direction and control activities by governmental officials and emergency staff during response and recovery.
- ✓ The Emergency Operation Center has adequate provisions for food, water, and housing for its assigned staff.
- ✓ A preventative maintenance program is adhered to for all equipment, fixed or mobile, and regularly scheduled testing of this equipment is performed.
- ✓ Training sessions and briefings are conducted for emergency staff assigned to the Emergency Operation Center. Exercises in the Emergency Operation Center, and in the field are also conducted and critique with the entire staff.
- ✓ The degree of activation of the Emergency Operation Center may vary depending upon the emergency.
- ✓ Communications equipment is tested with field representatives on a regular basis.
- ✓ Develop and maintain a roster of essential contacts for ESF #5. Ensure critical information (telephone, cell, email, etc.) are listed.
- ✓ Develop and maintain a database or system to collect information on resources and equipment utilizing NIMS resource typing standards.
- ✓ Train ESF #5 personnel on routine and emergency safety standards for both field operations and Parish EOC activations.

## F. RESPONSE

- ✓ As an emergency threatens, the ESF 5 Coordinator will assess the threat, potential needs and alert and mobilize appropriate state agencies, private industry, and Nongovernmental Organizations (NGO) whose capabilities would best be suited to responding to the emergency.
- ✓ The Emergency Operation Center is activated according to the degree or level of the emergency and as directed by the OHSEP Director.
- ✓ Request to activate the Emergency Operation Center should be directed to the OHSEP Director.
- ✓ In the event of Emergency Operation Center activation, operational materials for each emergency function will be placed at OHSEP designated locations in the Operations Room for use by operations staff officers. The operational materials contain the needed supplies, message and reporting forms and the implementing procedures for that department or emergency function.
- ✓ Briefing sessions are held for all Emergency Operation Center Staff Officers, the Parish President, and administrative staff in a timely manner.
- ✓ Outside support agencies that may have to lend assistance are contacted.
- ✓ Initial contact is made with the public through the Emergency Operation Center.
- ✓ All operations will be coordinated through the Emergency Operation Center.
- ✓ The Unified Command structure shall be used to bring together the Incident Commanders of the major organizations involved in the incident to coordinate an effective response, while at the same time allowing each to carry out their own jurisdictional, legal, and functional responsibilities.
- ✓ In most cases, the initial command will be assumed by the first responder managing the response on-scene, which may or may not be a parish employee. That individual will assume the role of Incident Commander (IC) and manage the response from the on-scene Incident Command Post (ICP) in accordance with NIMS ICS structure. The ICP will be primarily focused on tactical on-scene management but may perform an EOC-like function in smaller-scale incidents or during the initial phase of the response to larger, more complex events.
- ✓ Incident Command System – NIMS:
  - a) The Incident Command System is “scene specific.” The Incident Commander in coordination with the Emergency Operation Center will develop a management structure based on the needs of the incident. As the incident grows in size and complexity so will the management structure.
  - b) The function of Incident Command is to provide overall management at the incident site.
  - c) The Incident Commander is responsible for activation of the on-scene command post in which he directs, controls and orders resources, including people and equipment.
  - d) All actions taken by any incident commander will be in accordance with federal, state, and local law and with the benefit of the lives and property of the citizens of West Baton Rouge Parish in mind.
  - e) Some examples of who may become an Incident Commander include:
    - a) Fire Chief.
    - b) Law Enforcement officer.
    - c) Public Works official.

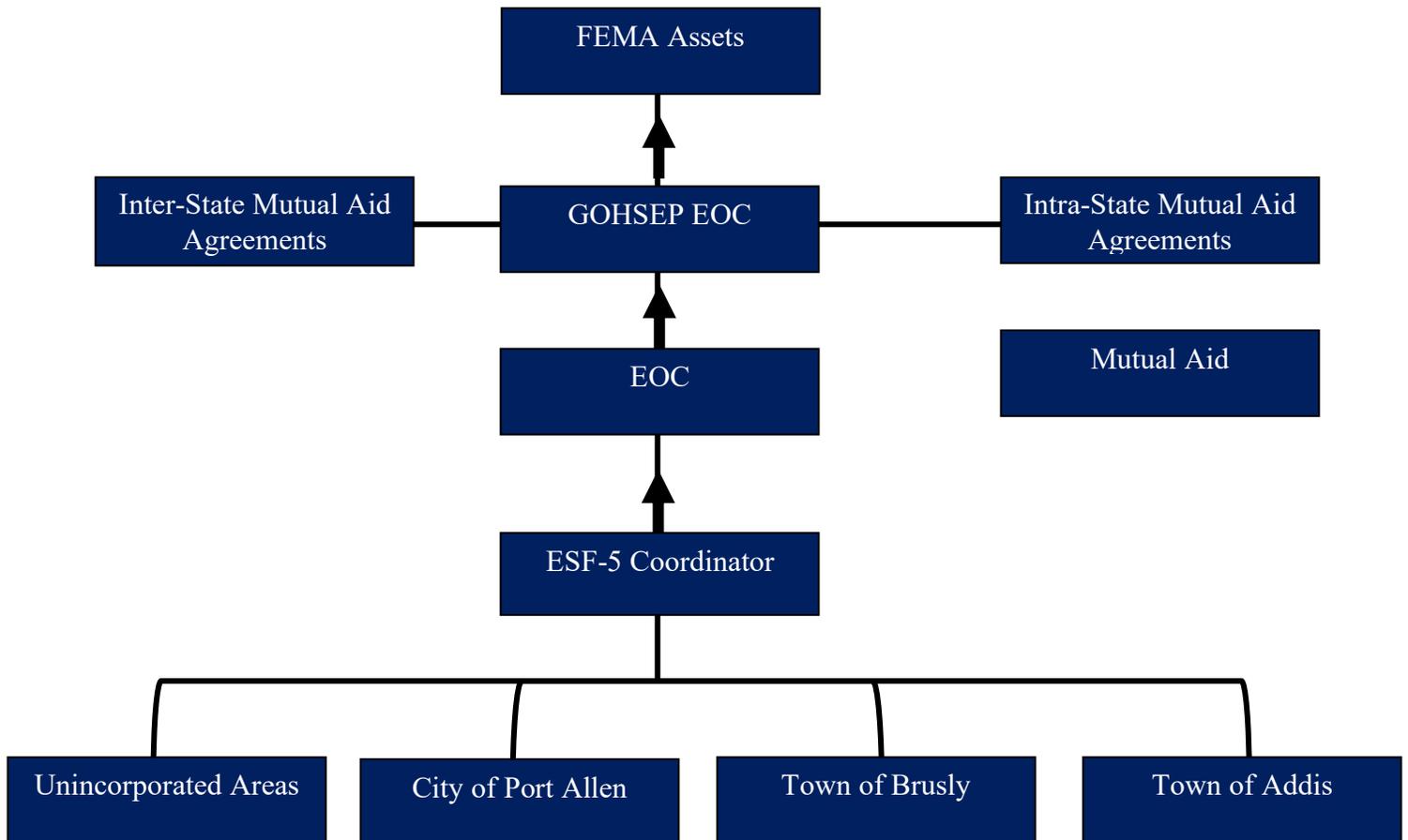
- ✓ Information Processing
  - a) A significant events log is begun at the onset of the emergency and maintained for the duration. The log contains records of key disaster-related data. A copy of all logs of this type will be retained and kept on file.
  - b) 911 Operators will keep event logs. These will include disaster-related information, which will be reported from the field.
  - c) The OHSEP analyzes disaster-related information from the field and inputs into the parish WebEOC.
  - d) The OHSEP employees will do the disaster condition reporting and retaining.
  
- ✓ The West Baton Rouge Parish Sheriff's Office and / or Municipal Police will provide security for the EOC.
- ✓ Communications equipment is tested with field representatives.
- ✓ The Parish President, Sheriff, Mayors and Police Chiefs of municipalities within West Baton Rouge Parish are briefed on the situation as conditions warrant.
- ✓ The standard operating procedures for a particular type of emergency is followed through using a previously proposed checklist for the determined emergency.
- ✓ The OHSEP Director or his designee or Incident Commander through the OHSEP Director or his designee may implement protective actions for the public upon authorization of the Parish President.
- ✓ Emergency workers with proper parish placard and credentialing will be allowed into the risk area(s) if conditions are safe and/or appropriate personal protective equipment is available.
- ✓ Motor vehicles, tractors, utility vehicle and other means will be used to transport emergency workers as necessary and authorized by the on-scene commander.
- ✓ Evaluate the ability to communicate with ESF #5 personnel and implement alternate communications if primary systems are down.
- ✓ Work with appropriate local agencies/departments to communicate and assist with persons of special needs.

## G. RECOVERY

- ✓ Recovery operations commence as soon as possible after the emergency; debris clearance from roadways should be the first priority to allow assistance into the affected area(s).
- ✓ Damage assessment report forms and digital cameras are disseminated to assigned damage assessment teams once emergency conditions have terminated.
- ✓ Disaster documentation - West Baton Rouge OHSEP has developed an app to aggregate photos after a disaster or other event such as a tornado for documentation to provide to FEMA. The preferred method to collect data is to use the SURVEY 123 app downloadable from the google play or apple app store. Users who have not downloaded the app can always click on the use webform and make sure their phone is geotagging photos by making sure that GPS geotagging is on.
- ✓ The Public Works officer/Law Enforcement/Fire Services organizes damage assessment, including the collection and reporting of appropriate data to include hazardous facilities, bridges, roads, etc. and advise on priority repairs and unsafe structures and report the information to the OHSEP Director.
- ✓ All Emergency Operation Center and field personnel are phased down to begin a deactivation.
- ✓ The Emergency Operation Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.
- ✓ Data collection of logs, forms, expenditures, equipment, materials, and personnel is begun at onset of emergency.
- ✓ To review and have available the Louisiana Disaster Recovery Manual.
- ✓ Upon the recommendation from the OHSEP Director or his designee and Incident Command the Parish President will authorize re-entry.
- ✓ Work with local entities to maintain alternate means of communication and reporting.
- ✓ Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.
- ✓ Maintain open and ongoing communication with other state, local and municipal entities that were impacted by the emergency or disaster and assist in their overall efforts for recovery operations, including continuing debris removal.
- ✓ Conduct initial property damage assessments by coordinating with appropriate State and local officials at affected sites if human safety is not a concern.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- ✓ ESF #5 is organized in accordance with the National Incident Management System (NIMS). The ESF #5 structure supports the general staff functions described in the NIMS at the Multi-Agency Coordination Centers.
- ✓ During emergency operations, the EOC will follow the Incident Command System (ICS) structure and be organized into five major sections: Management, Operations, Plans, Logistics, and Finance/Admin. All EOC personnel, which include Emergency Support Function (ESF) primary and support agencies, will be organized into one of these five sections.
- ✓ Response to an emergency/disaster event in West Baton Rouge Parish is progressive as demonstrated in the figure below: Progressive Requests for Emergency/Disaster Resources. The initial response to an emergency/disaster situation is met by the use of the emergency management resources available at the local level.
- ✓ When the emergency management needs for resources and/or services exceed the capability of what is available in the jurisdictions within West Baton Rouge Parish, established mutual aid agreements with surrounding counties to provide emergency management, such resources are utilized.
- ✓ When needed emergency management resources cannot be located through mutual aid agreements, West Baton Rouge Parish Emergency Operations Center requests resources through GOHSEP. The state Emergency Operations Center locates resources through intra- and inter-state mutual aid agreements and federal assets.
- ✓ Request for Emergency Assistance Flow Upwards from the Lowest Level



- ✓ West Baton Rouge Parish will initiate ESF-5/Emergency Management notification and will request assistance from the primary and support agencies to help staff the ESF-5 position in the Emergency Operations Center.
- ✓ In the Incident Command Structure, ESF-5/Emergency Management is located in Planning as: Incident Command System Structure: ESF-5–Emergency Management.

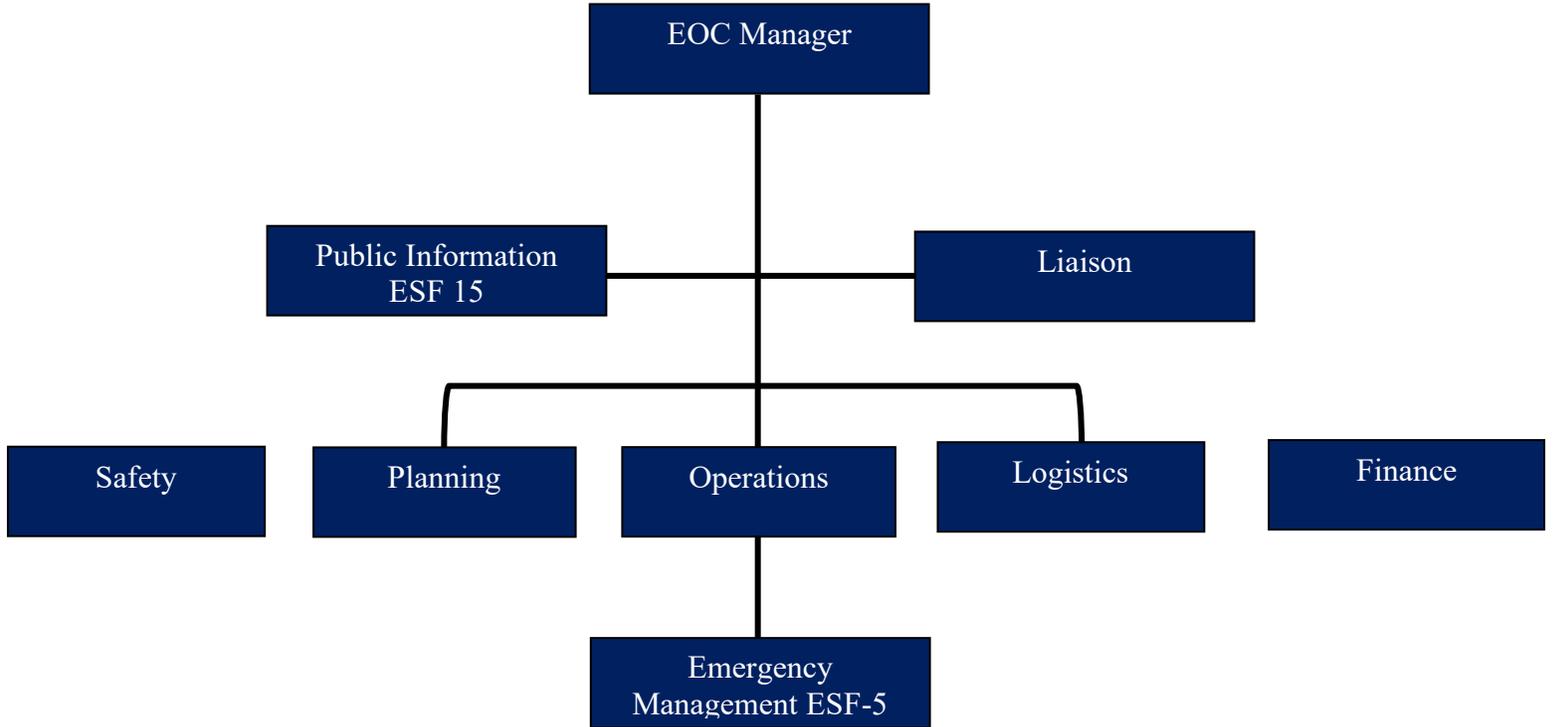


Figure 1: Incident Command System Structure: ESF-5/Emergency Management

During an activation of the EOC, support agency staff is integrated with the emergency management staff to provide support that will allow for an appropriate, coordinated, and timely response.

ESF-5 will give priority to five fundamental, interrelated functions:

- ✓ Use technology and human intelligence to collect, analyze and disseminate information on disaster impacts, including direct impacts (people, buildings, infrastructure) and indirect impacts (debris generated, hazmat releases).
- ✓ Assess the capabilities of local government, the business community and volunteer agencies to effectively respond to the disaster.
- ✓ Assess and prioritize the immediate needs of impacted communities and neighborhoods.
- ✓ Incorporate the analyses into Incident Action Plans that establish operational objectives and identify resource requirements to accomplish these objectives.
- ✓ Utilize an Incident Action Matrix to establish priorities, assign tasks to agencies and track progress in meeting objectives.

ESF-5 will collect, analyze, and disseminate disaster intelligence, or information and analyses that describe the nature and scope of hazards and their impacts.

Disaster intelligence incorporates essential elements of information, which include:

- ✓ Area of damage.
- ✓ Damage and loss of functionality to essential facilities (police, fire, medical, EOC).
- ✓ Damage and loss of functionality of shelters.
- ✓ Damage to roads, bridges, utilities and other key infrastructure.
- ✓ Disaster impacts on vulnerable populations, including special needs groups.
- ✓ Status of designated staging areas.

#### A. RESPONSIBILITIES OF ALL SUPPORT AGENCIES

Activating a control center to support and facilitate the organization's response activities, which may include:

1. Maintaining a significant events log.
2. Reporting information to the Emergency Operation Center.
3. Coordinating with organizational personnel at the emergency scene or the Emergency Operation Center.
4. If appropriate send a representative to the Emergency Operation Center.
5. Work with the primary agency to develop and maintain a workable emergency management function.
6. Develops and maintains their own SOP/SOGs for response to requests for support.
7. Participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons learned.
8. Assist in identifying personnel and resources to support this Annex.
9. Assist the primary agency in the development and implementation of policies, protocols, SOPs, checklists, or other documentation necessary to carry-out mission essential tasks.
10. Assist in developing situation reports and readiness assessments that will provide for an accurate COP.
11. Participate in training and exercises aimed at continuous improvement of mitigation, preparedness, response and recovery capabilities.

12. Identify improvements/projects needed in the firefighting and emergency medical services to prepare for or respond to new or emerging threats and hazards.
13. Provide information or intelligence regarding trends and challenges to the parish EOC

## B. PARISH PRESIDENT

1. When notified, reports to the Emergency Operation Center.
2. Person in charge of each disaster situation.
3. As appropriate directs implementation of protective actions for public safety.
4. If necessary, directs Emergency Operation Center staff to relocate to the alternate Emergency Operation Center to continue operations.
5. Dispatching and managing personnel and resources.
6. Ensures that organization staff member(s) tasked to work in the Emergency Operation Center during emergencies has authority to commit resources and set policies.
7. Provides support to the Incident Command if needed.
8. If appropriate establish a protocol for interfacing with State/Federal responders.
9. Coordinate with the Public Information Officer and clear press releases with the Parish President before releasing information to the media for public consumption.
10. Document all emergency work performed by parish and local resources, to include photographs and videotape.
11. Compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.

## C. OHSEP DIRECTOR OR HIS DESIGNEE/ ACTIVE EOC DIRECTOR

1. Receive reports from other active ESFs that update response efforts and assist these ESFs if issues are unresolved and/or information is needed for support during parish response operations.
2. Submit information via WebEOC to GOHSEP or the Federal Emergency Management Agency if an emergency or disaster has the potential to or has actually impacted the parish.
3. When notified, reports to the Emergency Operation Center.
4. Immediately notifies the parish president of significant emergency situations that could affect the parish.

5. Manages the Emergency Operation Center during emergencies.
6. When directed by the Parish President or when circumstances dictate, directs the Emergency Operation Center staff to contact all tasked organizations, and inform them of the situation and direct them to take the actions appropriate for the situation.
7. Activates the Emergency Operation Center when situations warrant or when directed to do so by the Parish President.
8. Advising and briefing the Parish President and other key members of the emergency response organization on the emergency situation.
9. Recommending to the Parish President actions to protect the public from the life-threatening consequences associated with the emergency situations.
10. When directed by Parish President or when conditions warrant such action relocating staff to alternate Emergency Operation Center to continue response operations.
11. When directed by Parish President terminating operations and de-activating the Emergency Operation Center.
12. Initiates actions to identify, staff, and operate the EOC on a 24-hour basis as needed.
13. Maintains the Parish EOP and associated plans.
14. Attends LEPC meetings.
15. Coordinate Public and Individual Assistance programs with local, state, and federal government as needed.
16. Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons learned and to revise plans as needed for future events.
17. Provide the coordination of personnel and equipment resources to assist in critical functions and tasks before, during and after emergency events and disaster situations.
18. Ensure the development of an Incident Action Plan (IAP) for extended emergency operations to support local Unified Command efforts.
19. Provide appropriate training and scheduling for essential personnel who may be called upon to work in the parish EOC.

#### D. SHERIFF/LAW ENFORCEMENT AGENCIES

1. When notified, reports to the Emergency Operation Center.
2. Responsible for identifying an Incident Commander, establishing a Command Post, and assigning appropriate personnel to the Incident Command staff if any or all is applicable.
3. Notifies the Emergency Operation Center of the situation if the original notification did not come from the Emergency Operation Center.
4. Responsible for sending a senior representative (Law Enforcement Officer) to the Emergency Operation Center, when the Emergency Operation Center has been activated during an emergency.
5. Manages law enforcement resources and directs law enforcement operations.
6. Coordinates Emergency Management support to the Incident Management Team.
7. Develops procedures/guidelines on how to coordinate ESF-5-related needs.
8. Ensures that personnel receive training in order to carry out their responsibilities.

#### E. 911 COMMUNICATIONS OPERATORS

1. When notified, reports to the Emergency Operation Center.
2. Responsible for continuous 24-hour coverage of Emergency Operation Center.
3. Monitors all communications equipment.
4. Responsible for prompt notification of the Emergency Operation Center Staff, Emergency Operation Center personnel and other agencies as directed in the event of an emergency.
5. Maintain significant logs using internal WebEOC.
6. Message handling.
7. Preparing summaries on status of damage.
8. Displaying appropriate info in Emergency Operation Center.

#### F. PUBLIC INFORMATION OFFICER

1. When notified, reports to the Emergency Operation Center.
2. Person responsible for serving as a Parish liaison with news organizations and the public to insure accurate and consistent emergency reporting.

Identify JIC in coordination with OHSEP Director or his designee.

## G. TRANSPORTATION OFFICER

1. When notified, reports to the Emergency Operation Center.
2. People responsible for coordinating and obtaining transportation resources to ensure the movement of people who need assistance in evacuating the risk area.

## H. SCHOOL SERVICES OFFICERS

1. When notified, reports to the Emergency Operation Center.
2. Coordinates protective action measures for schools within West Baton Rouge Parish to include private schools.
3. Evacuates students if appropriate.
4. When directed by appropriate authority, makes schools available for use as mass care facilities.
5. Conducts damage assessment of school facilities.

## I. HEALTH & MEDICAL OFFICER

1. When notified, reports to the Emergency Operation Center.
2. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
3. Coordinates with the Coroner's Office necessary mortuary services, to include operations of temporary morgues, and identification of victims.
4. Collects information and reports damage/status of health and medical facilities and equipment to the Emergency Operation Center.

## J. FIRE SERVICES OFFICER

1. When notified, reports to the Emergency Operation Center.
2. Responsible for the communication link between Fire Departments field operations and the Emergency Operation Center.

#### K. PUBLIC WORKS OFFICER

1. When notified, reports to the Emergency Operation Center.
2. Responsible for the communication link between Public Works field operations and the Emergency Operation Center.

#### L. STATE POLICE REPRESENTATIVE

1. When requested, reports to the Emergency Operation Center.
2. Responsible for coordinating support law enforcement services to the Parish.

#### M. LOUISIANA NATIONAL GUARD LIAISON

1. When requested, reports to the Emergency Operation Center.
2. Coordinates resource request between the Parish, the Louisiana National Guard and GOHSEP.

#### N. LOUISIANA STATE FIRE MARSHAL LIAISON

1. When requested, reports to the Emergency Operation Center.
2. Coordinates resource request between the Parish, the Louisiana State Fire Marshall and GOHSEP.

#### O. TECHNICAL ADVISOR

1. Responsible for explaining and advising technical issues pertaining to his industrial facility.

#### P. RADIOLOGICAL OFFICER

1. Person responsible for gathering radiological information pertaining to an accident that involves radioactive hazards.

#### Q. EMERGENCY OPERATIONS SUPPORT STAFF

1. Parish Purchasing.
2. Manages all procurement requests initiated by response organizations.
3. Coordinates the messaging service within the EOC.
4. Coordinates implementation of resource management activities with parish tasked organizations.

## R. COUNCIL ON AGING DIRECTOR

- ✓ Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency.

## S. HEALTH UNIT DIRECTOR

- ✓ Responsible for assisting in the maintenance of the non-institutionalized disabled persons without transportation listing, and for providing resources to the Parish from his or her agency.

## T. ANIMAL CONTROL

Manages public and private sector efforts to meet the animal services needs that arise including:

1. Rescue and capture of animals that have escaped confinement and displaced wildlife. Evacuation of animals if applicable.
2. Sheltering if applicable. Take care of injured, sick, and stray.
3. Activates emergency response teams (evacuation, shelter, medical treatment, search, and rescue, etc.) as needed.
4. Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters.
5. Coordinates response activities with the appropriate representative in the Emergency Operation Center.
6. Coordinates the rescue of injured or endangered animals with fish and game departments, wildlife organizations, veterinarians, etc.

## U. WEST BATON ROUGE PARISH CORONER'S OFFICE

1. Has primary responsibility for mass fatalities events, to include establishing of temporary morgues, coordination of body removal and notification of family members.

## V. UNITED STATES DEPARTMENT OF AGRICULTURE, WEST BATON ROUGE PARISH, EMERGENCY BOARD CHAIRPERSON

1. Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.

## W. AUXILIARY OPERATORS

1. Responsible for assisting Communications Operators.

## X. FIRE DEPARTMENT

1. When notified of an emergency, the fire department shall send response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other locations as appropriate.
2. The fire department will manage fire/rescue resources, direct fire operations, rescue injured people during emergency operations and assist in determining the need for evacuation in and around the emergency scene.
3. The fire department will assist as appropriate in the alerting or evacuation of people at risk in and around the emergency scene.

## Y. SHERIFF'S DEPARTMENT OR LAW ENFORCEMENT AGENCY

When notified of an emergency situation, the Sheriff's Department shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate.

1. Directing and controlling traffic during emergency operations.
2. Controlling access to the Emergency Operation Center and scene of the emergency or the area that has been evacuated.
3. Assisting in alerting and evacuating people in and around the emergency scene.
4. Provide security in the Emergency Operation Center and the area affected by the emergency to protect public and private property. Assisting in the evacuation of people at risk in and around the emergency scene.
5. Conducting damage assessment activity.

## Z. PUBLIC WORKS

1. Performing debris removal operations.
2. Assisting in urban search and rescue efforts.
3. When notified of an emergency, and directed to do so, shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate
4. Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the scene.
5. Assisting in the evacuation of people at risk in and around the emergency scene.
6. Coordinating with utility companies to restore power to disaster victims.
7. In addition to the principal emergency response assignments indicated previously, assignment of support emergency functions might also be required.

## DIRECTION AND CONTROL

- ✓ The OHSEP Director, under direction of the West Baton Rouge Parish President, is the principal authority for the overall response to an emergency situation.
- ✓ OHSEP is the lead agency for ESF-5 and will manage the emergency activities of ESF-5/Emergency Management.
- ✓ ESF-5/Emergency Management operates from the Emergency Operations Center (EOC) on 24 hour/7 days a week schedule to help maintain the flow of emergency management services.
- ✓ OHSEP functions as the official disaster organization for preparedness, mitigation, response and recovery within West Baton Rouge Parish and serves as the focal point for ESF-5 activities. It is responsible for ensuring that all appropriate program departments, support agencies, other Emergency Support Functions and private voluntary agencies have knowledge about the system and ESF-5 expectations.
- ✓ The ESF-5/Emergency Management system operates at two levels – the Emergency Operations Center and field operations.
- ✓ All management decisions regarding parish and/or regional resource allocation are made at the Emergency Operations Center by the ESF-5/Emergency Management Coordinator during emergency activations.
- ✓ In accordance with a mission assignment from ESF-5 and further mission tasking by a local primary agency, each support organization assisting in an ESF-5 assignment will retain administrative control over its own resources and personnel but will be under the operational control of ESF-5/Emergency Management. Delegation of mission operational control may be delegated to a management Support Unit, Multi-Agency Coordination Team or a local entity.
- ✓ The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times. To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.
- ✓ The ICS/NIMS provides a framework designed to standardize incident management for all types of hazards and across all levels of government. If used effectively, it should improve coordination between different agencies, levels of government and the private sector.
- ✓ Emergency lines of succession have been established to ensure the availability of a Parish or City official with the authority to declare an emergency. Regardless of the level of assistance provided by outside entities, overall direction and control remains the responsibility of West Baton Rouge Parish.

## CONTINUITY OF GOVERNMENT

Lines of succession to each department head are made in accordance with standard operating procedures established by each department.

## ADMINISTRATION AND LOGISTICS

### A. ADMINISTRATION

- ✓ All parish agencies are required to submit reports to the Emergency Operation Center relating to their agency's expenditures and obligations during emergency conditions.
- ✓ Responsibility for submitting local government reports to the Louisiana Office of Homeland Security and Emergency Preparedness rests with the OHSEP. They include:
  - ✓ Review daily situation, resource consumption and resource shortfalls
  - ✓ The OHSEP is responsible to report on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.
  - ✓ The format for submission of reports or requests for assistance are established by the Louisiana Office of Homeland Security and Emergency Preparedness.

### B. LOGISTICS

- ✓ Each organization tasked in this All-Hazard Plan is expected to provide its own logistical support during the initial phase of response operations. Additional support should be obtained through the Emergency Operation Center or the Incident Command, as appropriate.
  - i. When the parish's resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies.
- 2. The OHSEP has entered into mutual aid agreements with other officials in Central Louisiana to share resources during emergencies.

### C. SUPPORT

- ✓ Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities.
- ✓ Unresolved assistance requests will normally flow upward from cities to the parish and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

#### D. AGREEMENTS AND UNDERSTANDINGS

- ✓ All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

#### E. STATUS REPORTS

- ✓ The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-5 related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

#### F. EXPENDITURES AND RECORDKEEPING

- ✓ Each ESF-5 agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds associated with each local agency.
- ✓ ESF-5 is responsible for managing financial matters specific to ESF-5 activity and related to resources procured/used during an event and forwarding that information to the Finance/Administration Section. However, each local government/agency/department must also track and record its own expenditures to ensure accuracy with any submissions for potential reimbursement. Information will be provided post-event as to application procedures for reimbursement.

## PLAN DEVELOPMENT AND MAINTENANCE

- ✓ The OHSEP Director or his designee has the responsibility for coordinating revision of this annex, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- ✓ All other agencies given responsibility in this plan, in coordination with the OHSEP are responsible for maintenance of their respective annexes or appendices.

## AUTHORITIES AND REFERENCES

### A. AUTHORITIES

See Section 1 of Basic Plan.

### B. REFERENCES

- ✓ Handbook for Applicants Pursuant to Public Law 93-288, Federal Emergency Management Agency, 3-81.
- ✓ Federal Disaster Assistance Programs: Eligibility Handbook, Federal Emergency Management Agency, 1981.
- ✓ Disaster Reporting and Accounting Procedures Guide, State of Louisiana.
- ✓ Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
- ✓ Louisiana Pelican Plan, Governor's Office of Homeland Security, State of Louisiana, March 2006.

## ACRONYMS AND DEFINATIONS

See Basic Plan.

## ATTACHMENTS

Attachment 1: Organization Chart

Attachment 2: Responsibility Chart

Attachment 3: Emergency Operations Center

- ✓ EOC layout, floor plans.
- ✓ EOC equipment list.
- ✓ EOC staffing and callout list.
- ✓ EOC security procedures.

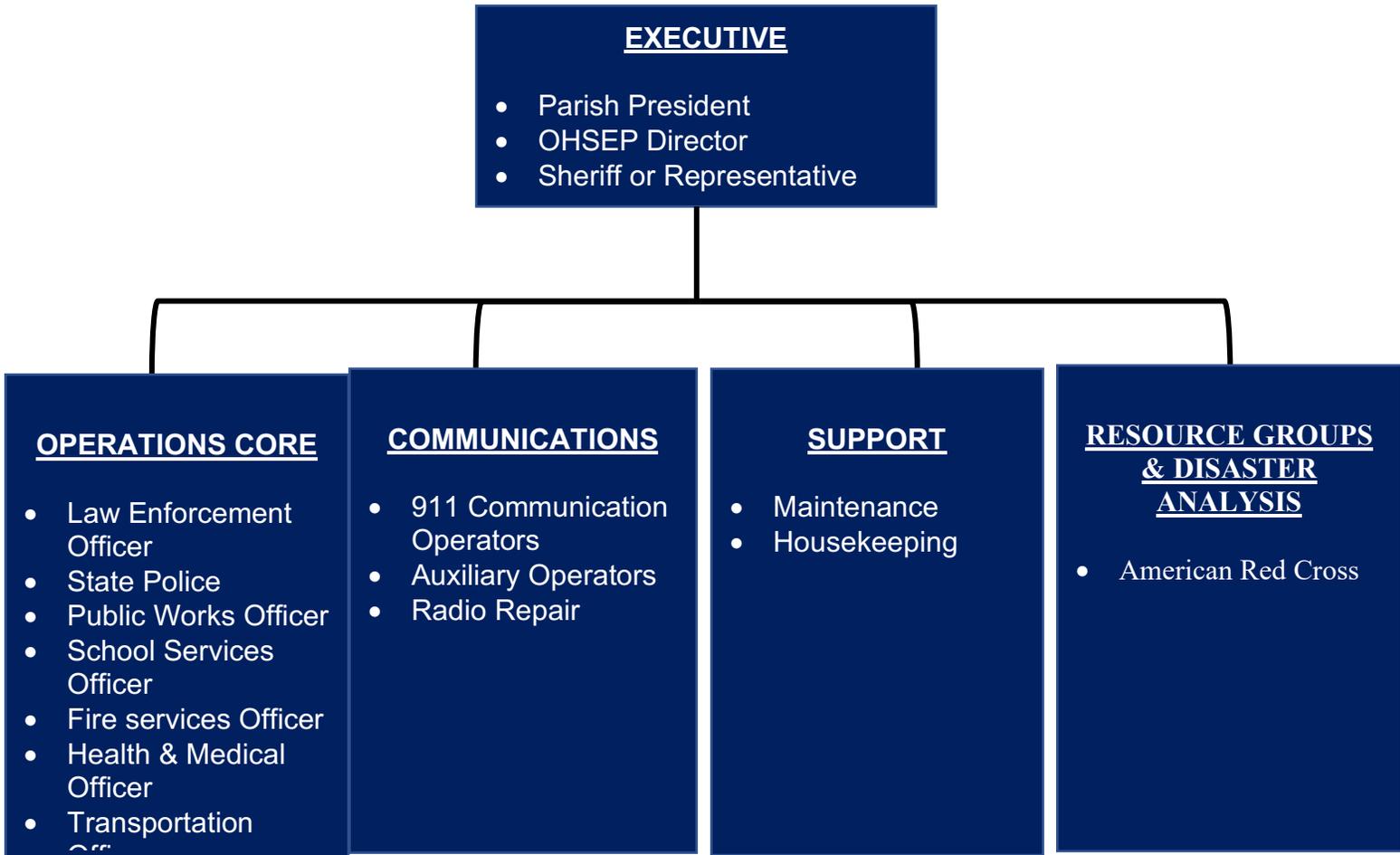
Attachment 4: Status reporting formats and schedules: on file in EOC

Attachment 5: Damage Assessment and Reporting Plan

Attachment 6: Parish Training and Exercise Plan

- ✓ List of instructors.
- ✓ Training schedule.
- ✓ Exercise schedule.

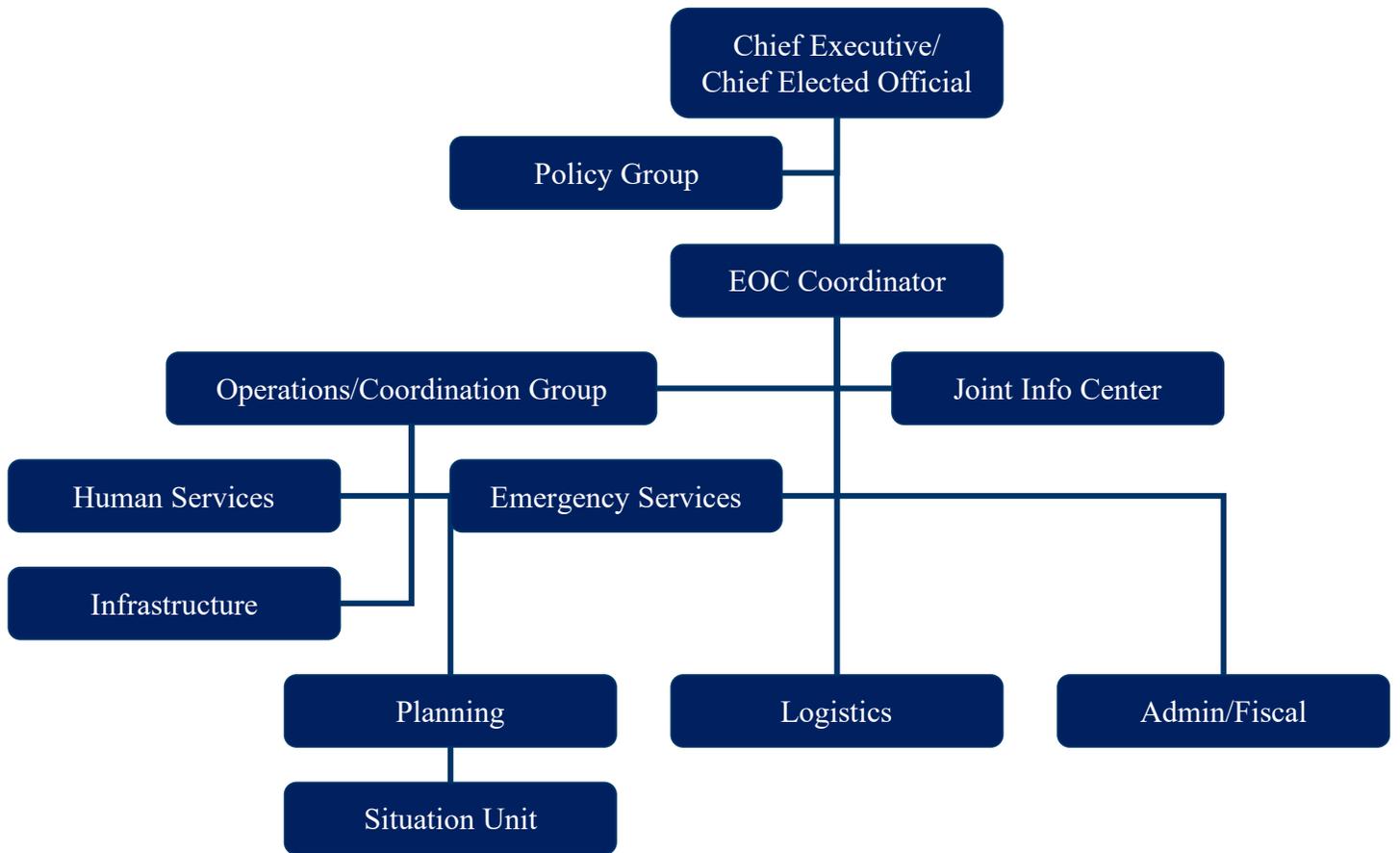
Attachment 1: Emergency Operation Center Organizational Chart



Attachment 2: Responsibility Chart

Emergency Operation Center Staff Officers	Authority / Policy	Coordination	EOC Operations	Analysis	Damage Assessment	Damage Reporting	Economic Analysis
West Baton Rouge Parish President							
West Baton Rouge Parish Sheriff							
West Baton Rouge OHSEP							
911 Center							
Public Information							
Law Enforcement							
Transportation							
School Services							
Health and Medical							
Fire Services							
Public Works							
State Police							
National Guard							
Municipal Water Operators							
DOTD							
Red Cross							

Attachment 3: Emergency Operation Center Layout



#### Attachment 4: EOC Equipment Listing

Each EOC staff officer will be provided the following updated emergency materials at the EOC.

- ✓ Copy of their implementing procedure.
- ✓ Name place for station in the Operations Room.
- ✓ Tablet and pencils.
- ✓ Parish Map.
- ✓ Message Forms.
- ✓ Station Logs.
- ✓ Other pertinent reference materials or aids.

Any other items that permit the Staff Officer to perform the duties as stated in the Staff Officer Implementing Procedure. EOC Maps and Charts available for Emergency Response.

#### A. OPERATIONS ROOM

- ✓ West Baton Rouge Parish map of streets showing pick up points, schools, resource receiving points, and population in each municipality.
- ✓ The West Baton Rouge Parish ARC GIS Mapping system is displayed on a computer in the EOC with all pertinent reference data.
- ✓ West Baton Rouge Parish map of streets in the Parish showing evacuation routes.
- ✓ Regional Homeland Security map showing reception centers, shelters and vulnerable facilities.
- ✓ Computer loaded with the CAMEO Software Suite to include all TIGER Maps for Region.
- ✓ The Internal WEB EOC system has:
  - a) Status boards.
  - b) Problem
  - c) Out of Parish Rescue Boards.
  - d) Message Boards.
- ✓ Communications Room with phones and radios.
- ✓ Listing of EOC Staff Telephone Numbers and/or extensions.

## Attachment 5: EOC Staff Call Out

### A. OPERATIONS STAFF

The following operations staff will report to the EOC upon activation.

- ✓ OHSEP Director or his designee.
- ✓ Parish President.
- ✓ Sheriff.
- ✓ Law Enforcement.
- ✓ Health and Medical Officer.
- ✓ National Guard State Representative.
- ✓ Fire Service.
- ✓ School Service.
- ✓ State Police.
- ✓ DOTD.
- ✓ Transportation Officer.

### B. RESOURCE STAFF

The following resource staff will be requested as needed.

- ✓ Council on Aging Director.
- ✓ Health Unit Director.
- ✓ Animal Control Organization (Supported by the LSU-AG Center).
- ✓ West Baton Rouge Parish Coroner's Office.
- ✓ United States Department of Agriculture.
- ✓ West Baton Rouge Parish, Emergency Board Chairperson.

## Attachment 6: EOC Security Procedures

### PURPOSE

To establish procedures necessary to provide security at the West Baton Rouge Parish Emergency Operations Center (EOC) during activation.

### DEFINITIONS

The definitions provided in the West Baton Rouge Parish Emergency Operation Plan – Basic Plan apply.

### SITUATION

In the event of EOC activation, West Baton Rouge Parish officials may activate the Parish EOC.

Upon EOC activation, only authorized personnel will be able to enter the EOC to conduct their missions without the threat of distractions from intruders.

### RESPONSIBILITIES

The OHSEP Director or his designee is responsible for:

- ✓ Activating the EOC Security Team.
- ✓ Preparing and updating all materials needed by security personnel to permit access to the EOC by authorized persons.
- ✓ The Parish Law Enforcement Officer has the overall responsibility for security matters including the providing of trained, briefed and equipped personnel at the time the EOC is activated.
- ✓ Security personnel are responsible upon activation for the following:
  - a) Maintain lists of persons authorized to enter the EOC.
  - b) Maintaining logs of all persons entering or leaving the EOC.
  - c) Surveying for the contamination of persons authorized to enter the EOC who may have entered an area of potential contamination.
  - d) Ensuring that all appropriate security measures are conducted.

## ADMINISTRATIVE PROCEDURES

- ✓ The OHSEP Director or his designee will develop and update semiannually the following:
  - a) Lists for persons authorized to enter the Parish EOC.
  - b) Passes for persons whose names appear on the EOC Security List.
  - c) A briefing for EOC Security Team personnel.

## EOC ACTIVATION

- ✓ Notify EOC Security Team personnel, and request they report to the EOC.
- ✓ Brief security personnel and assign to security posts upon arrival.
- ✓ Secure and establish a security post at the entrance of the EOC.
- ✓ Distribute security log and appropriate updated security list to the security post.
- ✓ Establish communications between security post and the EOC.
- ✓ Limit admittance into secure areas.
- ✓ Admit only authorized persons.
- ✓ Persons having a valid EOC ID card.
- ✓ Those whose name appears on the security list.
- ✓ Those not named on the security list, but given at the moment authorization specifically from:
  - a) Parish President.
  - b) OHSEP Director.
  - c) Permit normal 911 Center business, except at secured area.

Attachment 7: Status Reporting Schedule / Forms

- ✓ EOC Staff Officers will report when requested to do so by the EOC Director.
- ✓ Each Staff Officer will prepare message forms and keep a station log.

Attachment 8: Internet Message Form

Routine\_\_\_\_\_

Urgent\_\_\_\_\_

Internal Message Form

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From:

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Time	Message

Time	Response



## **EMERGENCY SUPPORT FUNCTION (ESF) 6– MASS CARE**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Parks and Recreation Department/ American Red Cross

### **PRIMARY/LEAD AGENCIES**

- ✓ West Baton Rouge Parish Parks and Recreation Department/American Red Cross
- ✓ Department of Children and Family Sciences
- ✓ OHSEP

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ FEMA

#### **State Agencies**

- ✓ Louisiana Department of Health
- ✓ GOHSEP

#### **Local Agencies**

- ✓ Health Centers
- ✓ Parish 911 Dispatch Center
- ✓ Law Enforcement Agencies
- ✓ City/Parish Public Health Department
- ✓ Emergency Medical Services (EMS)
- ✓ Local School Districts
- ✓ West Baton Rouge Parish Sheriff's Department
- ✓ Municipal Police Departments
- ✓ City/Parish 911 Dispatch Center

#### **Other Agencies**

- ✓ Local Churches
- ✓ United Way
- ✓ Salvation Army
- ✓ Amateur Radio Club (CCRC)/Amateur Radio Emergency Services (ARES)
- ✓ Local Hospitals, EMS & Clinics
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.)

## INTRODUCTION

### A. PURPOSE

- ✓ Emergency Support Function 6 (ESF 6) supports government and volunteer efforts to address the non-medical mass care, emergency assistance, housing, and human services needs of individuals and families impacted by an emergency or disaster.
- ✓ Emergency Support Function (ESF) #6, Mass Care is developed to coordinate efforts to provide sheltering, feeding, and emergency first aid following an emergency or disaster requiring response assistance, to operate a Disaster Welfare Information (DWI) system to collect, receive, and report information about the status of victims and assist with family reunification within the affected area, and to coordinate bulk distribution of emergency relief supplies vital to the delivery of services, to victims following the event.
- ✓ ESF 6 provides Mass Care, including Shelter, Mass Feeding and Housing and Human services support for victims of natural and technological emergencies and disasters.
- ✓ Mass Care will provide shelter during the emergency period and immediately following the disaster, in which victims are housed as a result of evacuation or, on a limited basis, pending repair of dwellings or assignment and movement into temporary housing. Emergency shelter is not intended for prolonged periods of occupancy due to the emergency nature of the activity and the requirements for mass feeding, bedding and adequate sanitary facilities. Shelter will include the mass feeding of victims and emergency workers through a combination of fixed sites, mobile feeding units and bulk distribution of food.
- ✓ Mass Care will coordinate with the West Baton Rouge Parish Parks and Recreation Department and American Red Cross and other medical agencies to ensure the provision of emergency first aid for victims and emergency workers at shelters and designated sites, and referral to appropriate medical facilities.
- ✓ Mass Care will collect and provide information about individuals in the emergency area through a Disaster Welfare Information system. Such information will be used to aid reunion of families and individuals separated by the emergency or disaster.
- ✓ In coordination with GOHSEP and FEMA, housing activities will provide for short and long-term housing needs of emergency and disaster victims. Housing activities may include rental assistance, temporary housing, loans for house repair and/or replacement of primary residences.
- ✓ Human services include all government and relief organization actions to provide immediate assistance to victims of emergencies and disasters. It will include the provision and expedited processing of federal benefits claims, such as Social Security, disaster unemployment assistance, Veterans benefits and tax refunds. Human services may include, as appropriate, crisis counseling and supportive mental health services and such commodities as water, ice and other basic needs.

## B. SCOPE

- ✓ This ESF addresses temporary short term needs during a major emergency or disaster and the coordination of mass care through the Emergency Operations Center (EOC) and in conjunction with American Red Cross (ARC) and West Baton Rouge Parish Parks and Recreation Department. ESF 6 coordinate parish, local government units and volunteer activities to aid victims of disaster and to assist local providers in the provision and securing of mass care, emergency assistance, economic assistance, and human services, including crisis counseling and support for citizens with access and functional needs.
- ✓ Mass care, emergency assistance, and human services agencies and organizations at the local, state, tribal and Federal levels work together to provide life-sustaining assistance to disaster survivors. The three primary functions of ESF 6 – Mass Care are:
  - a) Mass Care: Congregate sheltering, feeding, distribution of emergency supplies, and reunification of children with their parent(s)/legal guardians and adults with their families.
  - b) Emergency Assistance: Non-congregate and transitional sheltering; support to individuals with disabilities and others with access and functional needs in congregate facilities; support to children in disasters; and support to mass evacuations.
  - c) Human Services: Includes coordination of select programs to assist disaster survivors. These programs include the Disaster Supplemental Nutrition Assistance Program (DSNAP), disaster unemployment, temporary disaster employment and case management.

## H. POLICES

- ✓ All appropriate governmental and volunteer agency resources should be used as available.
- ✓ All services should be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- ✓ Priorities should be established for use of limited public transportation assets.
- ✓ As much as possible, all agencies and organizations involved in the execution of this annex should be Organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- ✓ All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOP/SOGs.
- ✓ All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- ✓ Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.

## C. ACTIVATION

ESF 6 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ The Parish's response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance should be requested. West Baton Rouge Parish could experience a variety of situations that would require mass care in several circumstances. In these instances, shelter facilities will be designated for incarcerated, institutionalized, special needs groups, and parish residents.
- ✓ Mass care needs may range from very short-term operations for a limited number of people where the primary objective is to provide protection from the weather, comfortable seating, and access to rest rooms to more lengthy operations for large number of evacuees where feeding, sleeping, and shower facilities are desirable, and a variety of assistance must be provided to evacuees.
- ✓ West Baton Rouge Parish Parks and Recreation Department will take the lead in Parish's response during incidents, emergencies, or disasters is based on the availability of resources as it waits for American Red Cross (ARC).
- ✓ The American Red Cross (ARC) independently provides mass care to disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress, Act of January 5, 1905, and the Disaster Relief Act of 1974. ARC also assumes primary agency responsibility under the National Response Framework, to coordinate federal response assistance to the mass care response of state and local governments, and the efforts of other voluntary agencies, including ARC relief operations.
- ✓ The ARC signs agreements with local governments, school districts, churches, and other organizations to use their facilities for shelter and mass care operations. In coordination with Parks and Recreation Department, ARC identifies suitable shelter facilities based on a set of standards, maintains a list of potential shelters, maintains shelter kits, and trains shelter management personnel. Natural occurrences that could cause the need for the sheltering include hurricanes, floods, tornadoes, ice storms, or any combination thereof.
- ✓ Disaster conditions are likely to require that domestic animals and livestock be evacuated and cared for. Animals (except for Service Animals) are not allowed in public shelters. Sheltering for animals addressed in ESF-11 Agriculture and Natural Resources.
- ✓ Technological Hazards that could result in sheltering include hazardous materials transportation accidents, and nuclear power plant accidents. Terrorism or Enemy attack includes incidents that would threaten or cause damage to populated areas using Weapons of Mass Destruction or sabotage of existing structures.

## B. ASSUMPTIONS

- ✓ Public shelters will be manned and operable during the time of an emergency. Not all residents will use shelters. It has been estimated that 17% of the population will seek designated shelters, 52% will go to a friend or relative's house, and 22% will use a hotel or motel whereas 9% will not evacuate.
- ✓ West Baton Rouge Parish Parks and Recreation serve as the principal organization responsible for operating mass care facilities during disasters.
- ✓ Sufficient warning time will be available to ensure that mass care facilities are opened in time to provide shelter and other services for people that have been evacuated.
- ✓ Military Support, as approved by the Governor, will be available to support mass care operations.
- ✓ The support of jurisdictions in pre-designated shelter sectors will provide similar mass care services when evacuees cannot be cared for in West Baton Rouge Parish or when mitigating circumstances deem necessary.
- ✓ Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- ✓ Widespread damages may necessitate the relocation of victims and the need for mass care operations.
- ✓ Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, local government personnel may have to manage and coordinate shelter and mass care activities. The demand for shelters may prove to be higher than what is available.
- ✓ If West Baton Rouge Parish Parks and Recreation services are not available, other volunteer organizations and religious groups may open shelters. Some of these organizations and groups coordinate their efforts with the ARC, while others may operate these facilities themselves and assume full responsibility for them. Volunteer organizations that normally respond to emergency situations will assist in mass care operations.
- ✓ Essential public and private services will be continued during mass care operations. However, for a major evacuation that generates a large-scale shelter and mass care operation, normal activities at schools, community centers, churches, and other facilities used as shelters may have to be curtailed.
- ✓ Large numbers of spontaneous volunteers may emerge, which will require planning and training before volunteers can be released to field operations.
- ✓ Emergency operations for most human services organizations (mass care, individual assistance, sheltering special medical needs and special needs) will be an extension of normal programs and services.

West Baton Rouge Parish will coordinate with federal, state and local entities to ensure compliance with Regular Session Act No 285 and the Sex Offender Registration and Notification Act (SORN).

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ The West Baton Rouge Parish has overall responsibility for ensuring the welfare of West Baton Rouge Parish citizens and visitors during a disaster. In cooperation with available volunteer disaster assistance organizations, West Baton Rouge Parish OHSEP will ensure basic human services for people are provided. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. Local government is responsible for coordinating post disaster housing needs of any disaster victims. The West Baton Rouge Parish Parks and Recreation will be the primary support agency for all mass care and shelter operations within the Parish. The Salvation Army, American Red Cross, Valley Community Organizations Active in Disasters (VCOAD), and other charitable groups (e.g., faith-based organizations) will provide additional support for disaster victims.
- ✓ The West Baton Rouge Parish Shelter Program is provided through the efforts of the OHSEP, Parks and West Baton Rouge Parish Parks and Recreation, the American Red Cross and the School Board. The agencies are utilized to afford the best available protection for those seeking shelter.
- ✓ The West Baton Rouge Parish Parks and Recreation representative to the EOC may function as the ESF 6 Manager.
- ✓ All shelter locations are determined by conditions such as elevation, and location of shelters relative to an incident. Where practical, available public and private facilities will be used as shelters, (Appendix 2) with the exception of sheltering outside of the jurisdiction. In which case the host jurisdiction will provide shelter facilities as they see fit.
- ✓ West Baton Rouge Parish will keep evacuees and the general public informed on mass care facilities through the use of any and or all communications systems available.
- ✓ Disaster victims should be encouraged to obtain housing with family or friends or in commercial facilities.
- ✓ The Volunteer and Donations Management function should be closely coordinated with mass care operations to facilitate the use of donated goods and volunteer labor to support ESF #6 activities. For more information, see ESF #7 – Resource Management.

## B. ESF 6 FUNCTIONAL AREAS

ESF 6 functions are divided into four principal areas. The principal activities for each functional area are described in the following sections.

### 1. MASS CARE

The ESF 6 Mass Care functions include the overall coordination of nonmedical services to include sheltering of victims, coordinating emergency first aid at designated sites, and organizing feeding operations at designated sites. The bulk distribution of emergency relief items and other activities to support emergency needs of victims as described below:

#### a) Community Shelter

Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities (or the temporary construction of shelters), and use of similar facilities outside the incident area, should evacuation become necessary. This includes identification of facilities for sheltering residents with functional needs living independently, or in coordination with licensed and regulated facilities using the facilities' emergency plans. Shelters should provide health and behavioral health care services to the displaced persons.

#### b) Feeding and Hydration:

- ✓ Feeding is provided to victims through a combination of fixed, field, mobile, and catered units.
- ✓ Ensure availability of safe food and water supplies.
- ✓ Assess need for emergency feeding and/or food distribution.
- ✓ Provide specialty food items for people who need them.
- ✓ Coordinate release and distribution of United States Department of Agriculture (USDA) commodities as appropriate.

#### c) Bulk Distribution

ESF 6 will support local, parish, and local units of government with the distribution of emergency relief items through sites established within the affected area. This may include the use of volunteer organizations for management and distribution of donations, emergency relief items, commodities, food, medicine, clothing, etc.

#### d) Warming/Cooling Facilities:

Coordinate with support agencies, such as The Salvation Army, shelters, and ARC, opening of heating or cooling sites or centers.

## 2. EMERGENCY ASSISTANCE

In addition to the provision of shelter and mass care services, evacuees may need assistance with clothing, basic medical attention, prescription medicines, disaster mental health services, temporary housing, and other support services. Some of these services may be provided by the same volunteer organizations that are operating shelters. Access and Functional Needs Support: Identify and connect people to resources for persons who need accommodations to respond and remain independent, including support with:

- ✓ Communication.
  - ✓ Maintaining health.
  - ✓ Independence.
  - ✓ Safety, self-determination, and supervision.
  - ✓ Transportation
- a) Service Animal and Household Pet Care
- ✓ Provide for care of service animals at all facilities.
  - ✓ Provide for care of evacuated or abandoned household pets and adjacent or separate facilities.
- b) Alternative Shelter
- ✓ Coordinate acquisition of alternative shelter for evacuees who cannot use conventional community shelter.
  - ✓ Coordinate support for use of hotels, trains, and other single-room facilities for emergency shelter.
  - ✓ Coordinate support to other areas, such as respite centers, resource areas, and decontamination processing centers.
- c) Tracking Displaced Persons
- ✓ Coordinate with Parks and Recreation Department and American Red Cross to:
  - ✓ Track displaced persons.
  - ✓ Facilitate access to a centralized disaster welfare information system to allow displaced persons to communicate their status to family and friends.
  - ✓ Facilitate family reunification efforts.

### 3. HOUSING

The ESF 6 Housing function addresses the short and long-term housing needs for victims of emergencies and disasters.

#### a) Short- Term Housing

- ✓ Develop plans to provide housing assistance to displaced survivors.
- ✓ In a presidential declaration, facilitate access to rental assistance, temporary housing, and loans.
- ✓ In the absence of a declaration, facilitate housing assistance from voluntary organization.

#### b) Re-Entry

- ✓ Coordinate public health inspections of affected housing.
- ✓ Coordinate with Public Information Officer for dissemination of re-entry precautions and safety

#### c) Shelter Selection

West Baton Rouge Parks and Recreation Department coordinates with the American Red Cross and is responsible for inventorying potential shelter locations and have:

- ✓ Identified usable shelters, to include, but not limited to schools, churches, and campgrounds.
- ✓ Written agreements to use shelters, as appropriate.
- ✓ Trained volunteers for mass care and shelter operations.
- ✓ Established a communication system for communications between shelters, Red Cross HQ, and the EOC.
- ✓ Established, with other social service organizations, a crisis counseling system.
- ✓ In an actual emergency, information concerning the shelter program including public shelter locations should be disseminated in cooperation with the designated Public Information Officer
- ✓ Parks and Recreation Department will staff ESF 6 during an activation of the Parish emergency operations center (EOC) and will coordinate the resources of the Department.

#### d) Shelter Operations

- ✓ The purpose of screening & registration is to be able to identify evacuees with special needs or concerns, respond to inquiries about the status of evacuees, monitor health concerns, and provide a basis for post-emergency follow-up support.
- ✓ The ARC may assist local government in the registration of evacuees who are housed in ARC shelters. The ESF 6 Team should coordinate with other organizations that operate shelters to ensure that evacuees occupying those facilities are registered and information provided to the EOC.
- ✓ Reception Centers (RC) may be used as a gathering place for evacuees to provide initial processing. These areas should be located along predetermined evacuation routes and sufficiently distant from the affected areas to provide ease of public access and to preclude possible relocation of the area. Guidance, information, and if necessary and available, transportation may be provided to move the evacuees to an appropriate mass care shelter.
- ✓ The specific facilities that will be used for sheltering and feeding during an emergency will depend on the needs of the situation, the status of available facilities, the location of the hazard area, and the anticipated duration of operations.
- ✓ Shelters should be opened and closed based on need. When occupancy of existing shelters reaches 75 to 80 percent, consideration should be given to opening an additional facility.
- ✓ Shelters should be managed by individuals with shelter management training, preferably individuals who work in the facility on a daily basis. The ARC and the ESF 6 Team should jointly maintain a listing of trained shelter and mass care facility managers in the local area.
- ✓ To ensure consistency in shelter activities, it is desirable that all shelters follow a general set of operating guidelines. When the ARC opens a shelter, ARC policies guide how the facility is staffed and operated.
- ✓ Private and NGO entities such as providers of mental health, developmental disabilities, and medical assistance may assist and augment the ARC in the screening and management of Shelters.
- ✓ Shelter managers are expected to provide periodic situation reports to the EOC on the status and number of occupants, resources needed, any problems and the number of meals served. Volunteer groups operating shelters may also be required to report this information through their organizational channels.

- ✓ Local government is responsible for providing the following support for shelter operations:
  - a) Security and, if necessary, traffic control at shelters.
  - b) Fire inspections and fire protection at shelters.
  - c) Transportation for food, shelter supplies, and equipment if the organization operating the shelter cannot do so.
  - d) Transportation of shelter occupants to feeding facilities, if necessary.
  - e) Basic medical attention, if the organization operating the shelter cannot do so.

d) Animals and Pet Plan

- ✓ Only service animals (seeing-eye dogs, etc.) are allowed in shelters.
- ✓ For health reasons, companion animals (pets) are not allowed in emergency shelters.
- ✓ Domestic animals/livestock (horses, goats, cows, chickens, etc.) are not allowed at public shelters.
- ✓ Depending on the situation, we may use one or more of the following approaches to handle evacuees arriving with pets:
  - a) Provide pet owners information on nearby kennels, animal shelters, and veterinary clinics that have agreed to temporarily shelter pets.
  - b) Direct pet owner to a public shelter that has covered exterior corridors or adjacent support buildings where pets in carriers may be temporarily housed. (While there may be temporary animal shelters next to shelters for humans, this cannot always be expected. Arrangements for companion animals are generally the responsibility of the pet owners).
  - c) Set up temporary pet shelters. See Annex for West Baton Rouge Parish Pet Plan.
  - d) For large scale events, the Parish animal control will coordinate pet shelter activities, and on the Parish Extension Office and other farm-related agencies or organizations for issues regarding livestock.
  - e) Emergency Plan for Sex Offenders on Probation and Parole Supervision in the Event of an Emergency/Disaster

The Parish will coordinate with Louisiana State Division of Probation and Parole to ensure all sex offenders are identified, transported and sheltered in accordance with federal and state guidelines.

In accordance with state law, sex offender shall not be housed in shelters, hotels, Federal Emergency Management Agency (FEMA) trailer parks or any other housing funded by FEMA where the general population of evacuees is staying. The Parish in coordination with the Red Cross and other state and local agencies shall ensure that sex offender are provided shelter or housing in an alternative location separate and apart from where the general population of evacuees is staying.

Division of Probation and Parole Division shall establish a toll-free telephone number for sex offenders to call in the event of an emergency/disaster which results in their evacuation or temporary displacement.

Each sex offender under supervision must carry at all times a sex offender identification (ID) card provided by the division. The ID card will have the offender's name, DOC number, offense, supervision expiration date, toll-free telephone number and the department's website address.

In the event a sex offender is evacuated/temporarily displaced from his approved residence due to an emergency/disaster he is to contact either the local probation and parole district office or the headquarters office via the sex offender toll-free telephone number and advise of his new location. The sex offender is also to contact the local sheriff's office and chief of police and inform those agencies of the following: he is a sex offender; his name; date of birth; social security number; new residence location; and last address of registration prior to the emergency. These contacts are to be made as soon as possible and no later than 24 hours after arriving at the new location.

The Parish will also ensure that sex offenders identified are transported in separate vehicles from general population.

In coordination with ESF 2 and Louisiana Division of Probation and Parole Division, the Parish will send communication via social media and website release on how sex offenders shall be identified, sheltered and transported. This release shall also outline federal and state laws, rules and regulations pertaining sex offenders.

#### 4. HUMAN SERVICES

The ESF 6 Human Services component assists with the implementation of programs and services to aid victims of an emergency or disaster. It also assists with the provision of victim related recovery efforts such as crisis counseling and identifying support for persons with functional needs in affected areas. This includes any individual, group, or community whose physical, mental, emotional, cognitive, cultural, ethnic, socio-economic status, age, language or other circumstance creates barriers understanding and/or the ability to manage the effects of disaster in the manner in which the general population has been requested to proceed.

- a) Human Service programs assess the situation and implement an appropriate plan of action based on the resources available and the capability to assist victims.
- b) Counseling and Case management: Crisis intervention supports the immediate short-term assistance for individuals, families, and groups dealing with the anxieties, stress, and trauma associated with a natural or human-caused emergency or disaster, including incidents of terrorism, mass criminal violence, and civil unrest. Crisis intervention is performed by qualified counselors of the public and private sectors of the counseling profession.
- c) Special Population: Human Service programs identify special populations within the event area. Individuals such as the elderly, people with disabilities, those who communicate in languages other than English, and others, may have special needs that must be addressed. Agencies providing services to individual clientele, and group care facilities, such as group homes for children, nursing homes, and assisted living facilities should ensure that emergency commodities provided are delivered to their clientele and facilities.
- d) Human service agencies coordinate victims' incident-related support services in the form of referrals to appropriate facilities and organizations, or through direct support to individuals. They can also assist by identifying special needs populations in order to notify and move individuals from harm's way to safe shelter.
- e) Disaster victims and special needs groups may require assistance to meet their necessary expenses and needs (food, clothing, housing, medical, and financial). Local and state human service organizations will identify any special needs groups (elderly, handicapped, and non-English speaking) and, in the event of a disaster, ensure that their needs are met.
- f) Coordinating and identifying individuals with special needs within the impacted area is a critical element of emergency response and recovery operations for West Baton Rouge Parish. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English speaking), disease/medical conditions, service animals, and any other conditions or traits that could warrant special considerations under emergency circumstances.

- g) Agencies and organizations involved in managing, transporting, and communicating with special needs populations during an emergency and pertaining to mass care include:
- ✓ West Baton Rouge Parish OHSEP
  - ✓ Area Hospitals.
  - ✓ Parish Department of Human Services, regional office for Social.
  - ✓ Services.
  - ✓ West Baton Rouge Parish Health Department.
  - ✓ Private clinics and care facilities.
  - ✓ American Red Cross and other volunteer agencies.
  - ✓ West Baton Rouge Parish School Districts.
  - ✓ Family Assistance Center: Support a Family Assistance Center in coordination with the local Mass Casualty Plan when appropriate. Provide for trained teams of behavioral health professionals to help staff a Family Assistance Center.
  - ✓ Governmental Support: Coordinate survivors' access/continuity of government benefits/programs  
Governmental Support Includes benefits/programs such as Medicaid, Medicare, SSI/SSDI, Food Share, disaster unemployment assistance, Wisconsin Works, childcare subsidies, child support, and state and federal assistance programs.

### C. NOTIFICATIONS

- ✓ The OHSEP Director should notify the ESF-6 Primary Agency of EOC activation and request that a representative report to the EOC to coordinate ESF-6 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities.
- ✓ Public information on shelter openings and mass care operations should be coordinated through the Parish PIO, or if established, a Joint Information Center (JIC).

### D. MITIGATION

- ✓ West Baton Rouge Parish with the American Red Cross has determined the requirements for adequate shelters, their location and facilities available for supporting evacuees.
- ✓ Participate in the hazard identification process and take steps to correct deficiencies in the mass care, housing, and human services function.
- ✓ Implement a public education campaign regarding the importance of having adequate homeowners and renters' insurance.
- ✓ Encourage shelter considerations in architectural design.
- ✓ Conduct training & education.
- ✓ Conduct Practice Drills.
- ✓ Convey public information in multiple formats & languages.
- ✓ Identify volunteer organizations that could assist in shelter and mass care operations and develop cooperative agreements.

## E. PREPAREDNESS

- ✓ Develop and maintain standard operating procedures and other plans and procedures as necessary to support ESF 6 operations.
- ✓ Parks and Recreation Department, the American Red Cross and the OHSEP maintains lists of shelter personnel.
- ✓ Develop and conduct training and exercise programs involving ESF 6 functions.
- ✓ Develop and maintain a contact list of agencies and organizations involved with ESF 6 operations, including staff and staff support rosters.
- ✓ Develop and maintain ESF 6 resource lists, including a contact notification list with essential information included, such as resource's location address, telephone, cellular and facsimile numbers, and email addresses.
- ✓ Emergency Preparedness personnel and volunteers shall attend Red Cross shelter management classes and GOHSEP training classes when classes are offered.
- ✓ Shelter supplies are stocked and maintained by Louisiana Capital Area Chapter.
- ✓ Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- ✓ Obtain cooperation of facility owners for use as mass care facilities and protective shelters.
- ✓ Develop facility setup plans for potential shelters.
- ✓ Identify emergency feeding supplies.
- ✓ Recruit and train volunteers for mass care operations.
- ✓ Develop a liaison with other community service organizations for providing mass care to the public.
- ✓ Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs, etc.) and ensure that preparations are made to provide assistance.
- ✓ Appoint a representative to assist in the Parish EOC.
- ✓ Implement a public education campaign regarding the importance of having a family disaster plan and 72-hour preparedness kit.
- ✓ Develop and test emergency plans and procedures/guidelines.

## F. RESPONSE

### Pre-evacuation Phase Actions

The following actions should be taken by the American Red Cross (ARC) and those appropriate State, Parish, and local agencies to support reception, sheltering, and mass care activities during a period of potential or imminent threat of disaster or emergency:

- ✓ Notify key personnel to allow immediate review and implementation of plans and checklists.
- ✓ Partially or fully activate the West Baton Rouge Parish Emergency Operations Center (EOC), if necessary.
- ✓ Open designated mass care shelters and begin to stock those facilities with food, water, medical supplies, cots, blankets, and administrative supplies.
- ✓ Notify Health Department Officials of potential staff needs to assist ARC personnel at mass care shelters. Coordinate with local law enforcement for security at the shelter locations. May include local private security companies or even TSA employees.
- ✓ Provide trained staff as appropriate at reception centers and shelter(s).
- ✓ Establish primary and back-up communications between the mass care shelters and the ARC District Office. Communications should be established with the EOC if the ARC District Office is affected by the emergency.
- ✓ Establish and coordinate appropriate traffic control measures on evacuation routes to reception centers and mass care shelters.
- ✓ Arrange transportation to shelters for those having special needs, and for those without transportation.
- ✓ Alert hotels and motels in neighboring unaffected jurisdictions, so that those facilities can prepare for an influx of evacuees not wishing to utilize public mass care shelters.

## Implementation Phase Actions

The following actions should be taken after the on-set of a disaster or emergency:

- ✓ OHSEP Director or his designated representative, in conjunction with recommendations from the incident commander, will make the decision of whether or not to open a shelter.
- ✓ If determined that opening a shelter is appropriate, the Emergency Operation Center shall notify the Parish Parks and Recreation Department and the necessary personnel responsible for opening the shelters. A parish representative will be in each shelter.
- ✓ Maintain communications between reception centers and mass care shelters ..
- ✓ Advise the EOC of the number and condition of the evacuees housed in each shelter.
- ✓ Provide the following for those in the affected area who are not housed in mass care shelters:
  - a) Emergency supplies of food, water, clothing, and first aid.
  - b) Temporary congregate feeding facilities, if necessary.
  - c) Provide food and water for emergency workers.
- ✓ Coordinate release of public announcements concerning:
  - ✓ The condition and whereabouts of persons in or evacuated from disaster areas.
  - ✓ The availability of emergency supplies of food, water and clothing; an
  - ✓ The locations of reception centers and mass care shelters.
  - ✓ Aid with registration of evacuees and victims.
- ✓ The Emergency Operation Center shall notify a designated shelter liaison official that will be responsible for monitoring the activities of the shelter.
- ✓ The Emergency Operation Center shall make public information announcements to the media for general distribution.
- ✓ Assignment of evacuees to shelters and feeding facilities will be determined by the type of event and the number of persons in need.
- ✓ The American Red Cross will coordinate Psychological First Aid as needed.
- ✓ Maintain accurate Emergency Operation Center log, as well, as a shelter log.

## G. RECOVERY

- ✓ Activate family reunification systems, like the ARC Safe & Well Website or FEMA's NEFRLS (National Emergency Family Registration & Locator System), as soon as possible.
- ✓ Continue to utilize multiple means of communicating public information and education.
- ✓ Ensure the availability of mental and behavioral health professionals.
- ✓ Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- ✓ Provide public information regarding safe re-entry to damaged areas.
- ✓ Assist evacuees in returning to their homes if necessary.
- ✓ Assist those who cannot return to their homes with temporary housing.
- ✓ Deactivate shelters and mass care facilities and return them to normal use.
- ✓ Clean and return shelters to original condition; keep detailed records of any damages.
- ✓ Consolidate mass care shelter(s) costs and submit these statements to the appropriate authorities for possible reimbursement.
- ✓ Coordinate with ESF 14 for Individual Assistance.
- ✓ Inform public of any follow-on recovery programs that may be available.
- ✓ Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- ✓ Return staff, clients, and equipment to regularly assigned locations.
- ✓ Provide critical payroll and other financial information for cost recovery through appropriate channels.
- ✓ Participate in after action critiques and reports.
- ✓ Updates plans and procedures/guidelines based on critiques and lessons learned during an actual event.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- ✓ This section of the plan takes the operational considerations and recasts them as specific duties and responsibilities for designated local government departments and supporting agencies. Various task assignments detailed below are extensive, but certainly not exhaustive. Items may be modified as deemed necessary at the time of the emergency.
- ✓ West Baton Rouge Parish will be assisted by the ARC, other volunteer organizations active in disaster, and local volunteer groups and charitable organizations in conducting shelter and mass care operations.
- ✓ Mass Care support should most likely be coordinated through the Emergency Operations Center (EOC). ESF 6 Agency Reps in the EOC may be organized under the ICS Operations Section as either a stand-alone "Team" or as part of a functional Group depending upon the needs of the incident.
- ✓ The ESF 6 Team is responsible for coordinating the efforts of local government, volunteer groups, and other agencies involved in shelter and mass care operations.

### A. GENERAL

- ✓ The Louisiana Department of Social Services (DSS) establishes policies, procedures, and provides guidance to the Parish Agency in order to develop and maintain statewide capability of service delivery to meet human needs caused by a disaster. The Office of Family Support is organized with an inherent response-oriented capability as the welfare arm of the local government.
- ✓ Key positions for emergency operations in West Baton Rouge Parish have been established to assure the administration of emergency welfare services and for the efficient use of staff during a disaster. The key positions are the Director and his or her alternates who may administer emergency welfare services from an On-Site Center or the Office of Social Services.
- ✓ In any disaster or emergency, it is the responsibility of West Baton Rouge OHSEP and the West Baton Rouge Department of Social Services to coordinate all welfare assistance and services to individuals and families administered by public and private welfare or welfare-related agencies, and civic and church groups to fully use all public and private welfare resources within West Baton Rouge Parish; and to assure the availability of welfare assistance and services to victims of any disaster or emergency.

### B. PARISH PRESIDENT

- ✓ Assumes responsibility for all sheltering efforts.

### C. OHSEP DIRECTOR

- ✓ Manages the Emergency Operation Center, oversees its activation, and ensures it is staffed to support all mass care efforts.
- ✓ Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward mass care operations.
- ✓ Reviews information to be provided to the public on mass care activities.
- ✓ Coordinates planning requirements with outside jurisdictions that have been identified as potentially hazard free and have agreed to house evacuees in their mass care facilities.
- ✓ Coordinates the provision of mass care needs for personnel performing medical duties during emergencies.
- ✓ Maintains a resource list of all available transportation resources including locations of potential fueling points.
- ✓ Supports EOC operations and coordinates ESF-6 activities.
- ✓ Activates EOC or alternates and issues emergency warning(s). Coordinates with appropriate agencies, including government, public service, private and volunteer organizations.
- ✓ Works with other agencies to designate pick-up points, staging and reception areas, shelters and bulk distribution facilities.
- ✓ Requests shelter and mass care support from other local governments or the State if local resources are insufficient.

### D. LAW ENFORCEMENT

- ✓ Responsible for providing security at designated shelters.
- ✓ Provides traffic control during evacuee movement to mass care facilities.
- ✓ Provide alternate communication between shelters and the Emergency Operation Center.

### E. PUBLIC INFORMATION OFFICER

- ✓ Makes public announcements about availability of mass care facilities.

### F. SCHOOL SERVICES OFFICER

- ✓ Responsible for making School Board resources available.
- ✓ Coordinates the transportation of school children to mass care facilities.
- ✓ Responsible for coordinating and obtaining transportation resources to ensure easy movement of people into mass care facilities.

## G. SHELTER MANAGER

- ✓ Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to mass care facilities.
- ✓ Assists facilities that provide care for special needs population.

## H. FIRE SERVICES

- ✓ Address life safety issues at shelters or feeding stations, as requested.

## I. AREA HOSPITALS AND CLINICS

- ✓ May support shelter operations by assisting the parish in coordinating medical care and resources for shelters.
- ✓ Help the parish by coordinating for nursing staff for triage and medical care and monitoring.
- ✓ Coordinate other professional medical staff as necessary for effective medical screening and care, including physicians, as necessary.
- ✓ Assist in procurement of pharmacy needs.
- ✓ May identify the need for, and request, professional mental health assistance.
- ✓ Makes notifications to residents' primary care physicians to advise status and location of residents.
- ✓ Identify and request resources, as needed, for effective medical care.
- ✓ Establish and maintain communications with supporting EOC personnel and local hospitals.

## J. WEST BATON ROUGE DEPARTMENT OF PARKS & RECREATIONS

- ✓ Identify suitable community facilities and develop emergency Standard Operating Procedures/Guidelines (SOP/SOGs).
- ✓ Coordinates with the local chapter of the American Red Cross, Salvation Army and other public service non-profit organizations, and personnel to perform mass care operations jobs.
- ✓ Maintain list of shelters, capabilities and resources available.
- ✓ Develop shelter management and staffing assignments and supporting training.
- ✓ Set up and operate screening procedures that allows for special needs triage and results in appropriate segregation of residents.
- ✓ Track displaced individuals.

- ✓ Conduct mass care services as described in this annex.
- ✓ Coordinate activities with other agencies tasked for shelter operations.
- ✓ Ensure adequate security is available on-site to keep the peace, protect rights and safety of residents, and to facilitate release of shelter residents.
- ✓ Facilitate family member reunification.
- ✓ Maintain communications between shelter staff and EOC.
- ✓ Document costs for reimbursement and auditing purposes as appropriate.
- ✓ Evaluate and review procedures/guidelines to ensure operational readiness.
- ✓ Assist in identifying personnel and resources to support this Annex.
- ✓ Identify shelter sites, survey and oversee shelter activities.
- ✓ Develop agreements for shelter use.
- ✓ Provide proper shelter markings and provide for crisis marking of unmarked shelters.
- ✓ Ensure training of shelter managers and support personnel.
- ✓ Provide shelter management kits and supplies.
- ✓ Establish public information and education programs.
- ✓ Activate and deactivate shelters, as needed.
- ✓ Manage reception and care activities, to include registration, staffing, lodging, feeding, processing evacuee information, etc.
- ✓ Arrange with local health, mental health and social service agencies to provide support personnel.
- ✓ Develop a policy concerning pet care at shelter facilities.
- ✓ Develop a shelter operations organization chart.
- ✓ Provide individual and family support services at shelter sites and provide for crisis counseling to disaster victims.
- ✓ Coordinate shelter use including meals.
- ✓ Maintain shelter log and evacuee inventory.

## K. DEPARTMENT OF SOCIAL SERVICES

- ✓ Develop a roster of essential employees who must be available during emergencies.
- ✓ Develop plans for the security of essential employees' families.
- ✓ Develop plans for the security of agency files.
- ✓ Coordinate all emergency social services plans with OHSEP.
- ✓ Emergency Preparedness and with appropriate state and federal agencies.
- ✓ Develop emergency aid agreements with volunteer social service agencies.
- ✓ Coordinate with volunteer agencies for the distribution of donated food and clothing to disaster victims.
- ✓ Ensure that Office of Family Support staffs are available to assist at shelter sites.
- ✓ Ensure that agency clients have access to evacuation transportation.
- ✓ Ensure that adequate supplies are available for all shelter sites.
- ✓ Maintain communication with volunteer social services providers.
- ✓ Establish an emergency training program for staff and exercise this program regularly.
- ✓ Assist in disaster assistance centers, as necessary.

## L. LOUISIANA ARMY NATIONAL GUARD

- ✓ Prepare for mass feeding assistance at shelters.
- ✓ Deliver emergency water supplies as needed.
- ✓ Assist with emergency transportation, as needed.
- ✓ Inform EOC team of shelter availability on military properties.
- ✓ Coordinate use of shelter facilities on military properties.

## M. SUPPORT AGENCIES

- ✓ May support shelter operations by providing public health staff (as available) to assist with shelter nursing and to inspect shelters for sanitary conditions including food and water supplies, wastewater and garbage disposal.
- ✓ May assist with locating language translation services resources.

## **DIRECTION AND CONTROL**

- ✓ All shelter activities will be coordinated through the Emergency Operation Center.
- ✓ Shelter management will be responsible for the operation of their individual shelters.
- ✓ American Red Cross Shelter Managers will be responsible for reporting activities to American Red Cross Head Quarters in Baton Rouge.
- ✓ Parks and Recreation will coordinate all activities with ARC and OHSEP.
- ✓ The American Red Cross will develop shelter plans and procedures to meet specific contingencies.
- ✓ All local departments and agencies will support shelter operations, as needed.
- ✓ Staff from supporting agencies will work under the operational control of the shelter coordinator.
- ✓ All departments and agencies providing direct social services or related activities under emergency conditions will retain operational control of their staff and facilities. They must coordinate their activities through the Department of Parks and Recreation.

## **CONTINUITY OF GOVERNMENT**

- ✓ Mass care activities will be coordinated at the EOC by West Baton Rouge Parish OHSEP.
- ✓ Shelter/lodging facility managers will be responsible for the operation of their individual facilities.
- ✓ The primary communications link between shelter facilities and the EOC will be landline and wireless telephone. If telephones cannot be used or are overloaded, law enforcement personnel will provide radio assistance. Shelter facility managers should arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.
- ✓ Lines of succession for each department head are made in accordance with standard operating procedures established by each department.

## ADMINISTRATION AND LOGISTICS

### A. RECORDS AND REPORTS

- ✓ Registration forms are used to record information about evacuees. The Shelter Managers will periodically report to the Emergency.
- ✓ All Emergency Operation Center Staff and personnel are responsible for keeping an accurate log of all activities and communications that take place in their capacity.
- ✓ Shelter Managers are responsible for the shelter logs and registration documents associated with mass care facilities.

### B. SHELTER FACILITIES

Appendix 2 includes a listing of all shelter facilities in Parish Jurisdiction.

### C. SHELTER MANAGEMENT

Shelters will be operated in accordance with American Red Cross management procedures. The American Red Cross in coordination with West Baton Rouge Parish Parks and Recreation will provide shelter management training on a regular basis.

### D. PET PLAN

See Appendix for West Baton Rouge Parish Pet Plan.

### E. COMMUNICATIONS

The telephone will be the primary means of communication to each shelter. When telephones cannot be used, emergency services two-way communications along with amateur radio operators will be used.

#### Shelter Stocking

Shelters will be stocked with appropriate supplies to include food, water and sanitary facilities, clothing, bedding and other supplies as needed.

#### Shelter Marking

Signs identifying public shelters will be prepared for each designated shelter. In the event that a crisis requires the use of additional shelters, expedient signs will be made and posted at each shelter location.

## PLAN DEVELOPMENT AND MAINTENANCE

- ✓ The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- ✓ American Red Cross and all other agencies given responsibility in this plan, in coordination with the OHSEP are responsible for maintenance of their respective annexes or appendices.

## AUTHORITIES AND REFERENCES

### A. AUTHORITIES

See Basic Plan, Section 1.

### B. REFERENCES

- a) Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
- b) National Response Framework. January 2008. ESF 6 – Mass Care.
- c) Federal Emergency Management Agency. Shelter Management Handbook. P&P8. Washington: FEMA, 1981.
- d) West Baton Rouge Parish Emergency Operations Plan.
- e) Health Insurance Portability and Accountability Act (HIPAA)– PL 104-191.

## ACRONYMS AND DEFINITIONS

**Bulk Distribution:** includes emergency relief supplies to meet urgent needs which are distributed through sites established within the affected area. These sites are typically used to coordinate bulk food, water, and ice supplies and to coordinate distribution systems with government and non-government organizations.

**Disaster Welfare Information:** provides for the collection of information regarding individuals residing within the disaster area to immediate family members outside the area. It aids in the reunification of family members within the event area.

**Emergency First Aid:** provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service is supplementary to emergency health and medical services established to meet the needs of the victims.

**Feeding:** is provided through a combination of fixed sites, mobile feeding units, and bulk food distribution. Such operations are based on sound nutritional standards and include provisions for meeting dietary requirements of victims with special dietary needs.

**Mass Care:** Providing assistance to those who have been displaced from their homes and others affected by a hazardous situation or the threat of such a situation. Mass care for these individuals includes providing food, basic medical care, clothing, and other essential life support services.

**Shelter:** Short term lodging for evacuees during and immediately after an emergency situation. Shelters are generally located away from known hazards. Mass care operations are typically conducted in shelters.

**Sheltering:** includes the use of designated shelter sites in existing structures, creation of temporary facilities such as tent cities, or the temporary construction of shelters, and use of similar facilities outside the affected area.

**Special Needs: Individuals/Groups.** Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

**Welfare Inquiries:** Welfare inquiries are requests from relatives, friends, employers, or others for information other status of persons in an area affected by an emergency situation who cannot be located because they have evacuated, become separated from their families, or cannot be contacted by normal means of communications. Registration of disaster victims at shelters provides some of the information needed to answer welfare inquiries. For emergency situations that extend beyond several days, the American Red Cross may activate a Welfare Inquiry system [known in many other states as a Disaster Welfare Inquiry (DWI) system] to handle such inquiries.

## ATTACHMENTS

Attachment 1: Organization Chart

Attachment 2: Responsibility Chart

Attachment 3: List of Shelters, with addresses, capacity and contact information

Attachment 4: Call out list of shelter managers and workers

Attachment 5: Call out list of first aid providers

Attachment 6: Call out list of crisis counseling and mental health providers

Attachment 7: List of human services providers

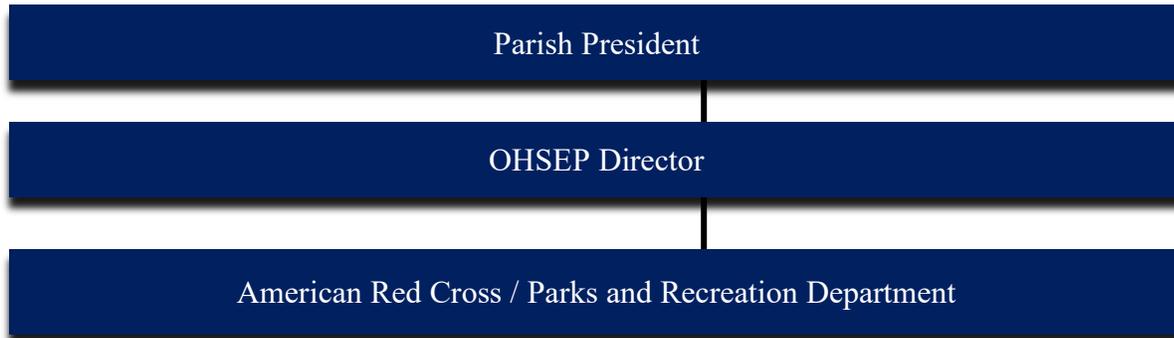
Attachment 8: Emergency Shelter Plan

Attachment 9: Sheltering of Animals

Attachment 10: LAVOAD

Attachment 11: Special Needs Evacuation and Shelter Plan

Attachment 1: Organizational Chart



Attachment 2: Responsibility Chart

(On file at EOC).

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(On file at EOC).

Attachment 11: Special Needs Evacuation and Shelter Plan

## **EMERGENCY SUPPORT FUNCTION (ESF) 7 – RESOURCE MANAGEMENT**

### **ESF COORDINATOR**

- ✓ OHSEP

### **PRIMARY AGENCIES**

- ✓ OHSEP

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ Federal Emergency Management Agency (FEMA)

#### **State Agencies**

- ✓ GOHSEP
- ✓ Louisiana National Guard

#### **Local Agencies**

- ✓ Chief Elected Officials
- ✓ Local Government Agencies
- ✓ City/Parish Health Department
- ✓ Department Heads
- ✓ Law Enforcement
- ✓ Local School Districts
- City & Parish Public Works Departments

#### **Other Agencies**

- ✓ American Red Cross (ARC)
- ✓ Amateur Radio Emergency Services (ARES)
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.)
- ✓ Louisiana Voluntary Organizations Active in Disaster (LVOAD)

## INTRODUCTION

### A. PURPOSE

(ESF) #7: Resource Management was developed to assist local government requiring logistical and resource support prior to, during, and/or after an emergency or disaster.

### B. SCOPE

- ✓ Resource management involves the provision of services, personnel, commodities, and facilities to local government during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, telecommunications, security services, contracting services, transportation services, and personnel required to support emergency activities.
- ✓ ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue through the recovery phase or until the disposition of excess and surplus property, if any, is completed.
- ✓ No guarantee of a perfect response system is expressed or implied by this ESF. West Baton Rouge Parish can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency or disaster.

### C. POLICIES

- ✓ Emergency Management should operate under existing authorities and regulations. When there has been a Declaration of emergency or disaster, the Parish may invoke temporary controls on local resources and establish priorities. These resources may include, but not be limited to, fuel, food, shelter, and other resources necessary for human needs. Any controls established should be in coordination with other jurisdictions.
- ✓ Parish department heads should utilize their personnel to the maximum extent possible during emergencies or disasters, this may include re-assignments, such as staffing the Emergency Operations Center (EOC) and/or participating in other response and recovery activities.
- ✓ Employees may be required to work either overtime or "out of class" when responding to a disaster and should be compensated in accordance with existing rules and bargaining agreements. Requirements of the Fair Labor Standards Act should apply.
- ✓ When volunteers are used, initial coordination and supervision should be handled from the EOC or from a field incident command post (ICP).

- ✓ Each agency should establish emergency procurement procedures/guidelines to ensure that resources required during an emergency/disaster situation may be rapidly obtained. Local resources must be exhausted before State or Federal assistance is available through a Governor's or Presidential declaration.
- ✓ The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases should be made in accordance with emergency purchasing policies.
- ✓ Parish departments should develop and maintain their Continuity of Operations Plan (COOP) with copies available to the EOC.

#### D. ESF ACTIVATION

- ✓ ESF 7 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. Activation and deployment.
- ✓ The OHSEP Director will activate the Resource Manager and his functions. Under the Resource Manager, the three core positions are the Needs Officer, Supply Officer and the Distribution Officer. It will be the Resource Manager and the OHSEP Director's discretion whether to activate additional facilities and personnel. This decision would be accomplished after meeting with the executive group. Upon activation, the Resource Manager will provide for prompt and effective acquisition, distribution and use of personnel and material resources.
- ✓ When the EOC is activated, the parish implements the Emergency Response Plan (ERP) and operates using the Incident Command System (ICS). The OHSEP Director/Designee may designate an ICS/Resources Unit Coordinator/Logistics to manage and coordinate resource assistance to the affected parish agencies, local governments or tribal areas responding to the incident.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ The OHSEP Director or his designee will designate the Resource Manager for West Baton Rouge Parish.
- ✓ West Baton Rouge Parish is susceptible to many hazards, both technological and natural, which makes the need for resource management of top priority.
- ✓ Upon request ESF 7 provides the operational support needed to establish the response capacity of local government.
- ✓ Resource Management consists of local government departments providing assistance to each other as well as NGO and Private response efforts in the form of:
  - a) Emergency relief supplies.
  - b) Facility space.
  - c) Office equipment & supplies.
  - d) Telecommunications support.
  - e) Contracting assistance.
  - f) Transportation services.
  - g) Personnel required to support immediate response activities.
  - h) Support for requirements not specifically identified in other ESFs, including excess and surplus property.
  - i) Personnel including skilled and labor professionals.
  - j) Vehicles for passengers, cargo, and debris removal.
  - k) Heavy equipment for public works applications and materials handling.
  - l) Pumps.
  - m) Useful materials and tools such as Fuel, Sand, Sandbags, Plastic Sheeting, Shovels, Picks, Chainsaws, Hatchets etc.
  - n) Mass care supplies such as: Medicine and first aid supplies, Potable Water, Food, Bedding, Blankets, Cots, Sanitation Supplies, Lighting, Portable Generators
- ✓ Equipment and supplies are provided from current stocks, or, if necessary, from commercial sources using local availability. ESF 7 does not stockpile supplies.
- ✓ During response operations, acquisition of these resources should be supported by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs), or through the execution of mission assignments between support agencies.

- ✓ West Baton Rouge Parish has Mutual Aid agreements with neighboring jurisdictions through the Homeland Security Regional Group and higher levels of government as well as MAC and WebEOC will be implemented on an as needed basis at the onset of an emergency.

## B. ASSUMPTIONS

- ✓ Agencies support of the response to the emergency or disaster event will be severely impacted.
- ✓ Major disasters may require the activation of Parish staging areas in order to expedite the delivery to the site of the emergency.
- ✓ Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- ✓ Established vendors may not be able to provide needed resources on an emergency basis or may be victims of the situation.
- ✓ Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- ✓ If donated goods and services are provided, Emergency Management should be responsible for managing these as part of ESF 7. Also, Annex C Donations Management.
- ✓ The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.
- ✓ West Baton Rouge's support of the response to the emergency or disaster will be severely impacted. Local governments.
- ✓ The Resource Manager will maintain a resource inventory.
- ✓ Initial Sustainability.
  - a) Response agencies will sustain themselves during the first 24 hours of an emergency.
  - b) Households and businesses located in the area directly affected by the emergency situation will sustain themselves during the first 72 hours of an emergency.
- ✓ Evacuee Support.
  - a) Evacuees located in a mass care facility will receive necessary life sustaining services from the facility.
- ✓ Donations.
  - a) There is the potential for donations, given any emergency, even a forecasted emergency that generates sustained media coverage.

- ✓ Availability of Volunteers.
  - a) Performance of the resource management function will depend on the availability of a large pool of volunteers. Offers of help will be received.
- ✓ Access to Mutual Aid.
  - a) Mutual Aid resources may be limited due to the parties being affected themselves by the emergency and being unable to provide the resources.
  - b) Pressure on the resource management function to supply unmet needs of response agencies may be reduced by assistance from the next higher level of government.
- ✓ Access to PODS.
- ✓ PODS will be made available to meet the needs.
- ✓ Rotation of shelf-storage commodities.

## CONCEPT OF OPERATIONS

OHSEP will coordinate all requests for assistance and communicate with the state agencies to identify the appropriate action and state resources to be used. Once Resource Management assets have been identified to meet the request, OHSEP will assign an action to the specific State agencies to accomplish the task.

West Baton Rouge Parish government has the primary responsibility for response and recovery activities within unincorporated and incorporated parts of the parish. When incidents exceed or are expected to exceed the parish's capabilities, there is a tiered process for requesting and receiving assistance. Initially, the Parish activates mutual aid agreements and vendor contracts to meet resource needs. At the same time, donated goods and services may be pursued and engaged. If resource shortfalls still exist, the parish may request assistance from the state. During this process, emergency proclamations may be made at the local and state levels to support resource mobilization and emergency purchasing and contracting. If the situation exceeds the state's capabilities, the Governor may request federal assistance. In this case, the President may issue a federal emergency or disaster declaration authorizing federal disaster aid, including resources to augment the state and local response and recovery.

ESF 7 is organized consistent with State Emergency Operations Center and the requirements of the National Response Framework, the National Incident Management System, and the Incident Command System. This structure and system support incident assessment, planning, procurement, deployment, coordination and support operations to the parish through the parish Emergency Response Team, Area Operations and State Emergency Response Teams to assure a timely and appropriate response to an emergency or situation.

### A. GENERAL

- ✓ The focal point for all requests for resources will be the Emergency Operations Center (EOC). Resource requests unable to be provided by applicable ESFs will be routed to ESF 7. In coordination with Logistics Section, the ESF 7 representative will determine the sources of the needed resources. Procurement will be made in accordance with current state and federal laws and regulations that include emergency procedures under Louisiana Statute.
- ✓ When resources cannot be acquired through local sources, requests for these items will be made to the State EOC. These requests may be filled by state resources, Intra state mutual aid, interstate mutual aid or federal resources.
- ✓ Actions undertaken by this ESF will likely be coordinated through the EOC.
- ✓ Parish President should request that the Parish Council proclaim a declaration of emergency when existing resources or budgeted capacities are nearing depletion, or when it is evident that the resource demands are greater than the existing capabilities.
- ✓ Normal supply procedures/guidelines of Parish government should be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources.
- ✓ Priorities: Disaster victims will take precedence in the allocation of resources. The Resource Manager in consultation with the OHSEP Director will set specific priorities at the onset of an emergency.
- ✓ Initial sustainability: Response agencies are to sustain themselves during the first 24 hours of an emergency.

- ✓ Supplier of last resort: Emergency services agencies should exhaust their own channels of support, for example, mutual aid agreements with similar agencies in other jurisdictions, before turning to the resource management function.
- ✓ Costs: Purchase prices, and contract costs, where possible, should be established. Even if eligible for reimbursement, costs should initially be considered the responsibility of the requesting agency.
- ✓ Coordination with Volunteer agencies: West Baton Rouge Parish will coordinate with volunteer agencies through the Emergency Operation Center and the Louisiana V.O.A.D.
- ✓ Local, State and Federal Coordination: Local, State and Federal coordination will occur through:
  - a) The local Emergency Operation Center
  - b) The Governor's Office of Homeland Security and Emergency Preparedness
  - c) The FEMA Regional Office

## B. NOTIFICATIONS

- ✓ The OHSEP Director or his designee, acting as the Primary Agency representative, should notify support agencies of EOC activations and request that representative's report to the EOC to help coordinate ESF-7 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.
- ✓ Notification of the impending disaster from OHSEP is made by email, text or voice. Employees are instructed to report to the EOC or other work assignments as needed. All employees are considered to be on standby and make themselves available by telephone, cellular phone, or pager.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-7 team.
- ✓ The Resource Manager should be among those initially notified of an emergency. When warning is available, suppliers with whom agreements exist will be notified of the intent to activate any needed agreements.

## C. MITIGATION

- ✓ Plan resources services to be provided in an emergency.
- ✓ Coordinate activities through the OHSEP.
- ✓ Plan coordination and utilization of all available resources during an emergency.
- ✓ Plan and train adequate personnel in order to reap maximum achievement for the following divisions of government:
  - a) Sheriff's Office or Police Departments
  - b) Fire Departments
  - c) Parish Health Departments
  - d) Social Services Department
  - e) Public Utilities
- ✓ Develop internal Continuation of Operations Plans (COOP) to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.

## D. PREPAREDNESS

- ✓ Develop plans, procedures/guidelines, and protocols for resource management in accordance with the National Incident Management System (NIMS) and include pre-positioning of resources to respond to an event efficiently and effectively.
- ✓ Establish plans and systems for resource identification, typing, and inventorying.
- ✓ Establish plans and systems for acquiring, mobilizing, allocating and ordering resource.
- ✓ Establish plans and systems for resource recovery and reimbursement.
- ✓ Establish plans and procedures/guidelines for coordinating with non-governmental and private sector organizations for obtaining resources.
- ✓ Develop plans for the establishment of logistic staging areas (LSAs) for internal and external response personnel, equipment, and supplies.
- ✓ Estimate logistical requirements (such as personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- ✓ Maintain current mutual aid agreements.
- ✓ Participate in exercises and training to validate this annex and supporting SOP/SOGs.
- ✓ Ensure all ESF-7 personnel are trained in their responsibilities according to the departmental SOP/SOGs.

## E. RESPONSE

- ✓ Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.
- ✓ Identify existing internal, jurisdiction-specific resources available to support response and recovery operations.
- ✓ Make a determination regarding the need for additional external resources and the implementation of a critical resource logistics and distribution plan.
- ✓ Provide logistical support for the operation and requests of the IC/EOC.
- ✓ Coordinate distribution of stockpile assets.
- ✓ Coordinate the handling and transporting of affected persons requiring assistance.
- ✓ Provide and coordinate the use of emergency power generation services at critical facilities.
- ✓ Notification of suppliers by Supply Officer.
- ✓ Procurement and hiring.

## F. RECOVERY

- ✓ Continue to render support when and where required if emergency conditions exist.
- ✓ Recover all deployed resources that are salvageable.
- ✓ Return resources to issuing location.
- ✓ Account for all resource use and expenditures.
- ✓ Use established regulations and policies to deal with resources that require special handling and disposition, such as biological waste, contaminated supplies, debris, and equipment.
- ✓ Prioritize the repair and restoration of infrastructure so that essential services may be given priority.
- ✓ Ensure all agencies involved in the recovery effort will ensure that detailed cost accounting is done in the event of a declared disaster and there is a potential for federal and state assistance.
- ✓ Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons learned and to revise plans as needed for future events.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. OHSEP DIRECTOR OR HIS DESIGNEE**

1. Directs Resource Manager.
2. Coordinate with the Public Information Officer and clear press releases with the Parish President before releasing information to the media for public consumption.
3. Document all emergency work performed by parish and local resources, to include photographs and videotape.
4. Compile damage reports for appropriate agencies and prepare documentation for submission to state and federal agency representatives.

### **B. RESOURCE MANAGER**

1. Directs and supervises the activities of the needs, supply, and distribution officers.
2. Planning for and establishing Points of Distribution (commodity PODs) for emergency supplies.
3. Coordinates with the OHSEP Director and key organizations' representatives in the Emergency Operation Center regarding needs and priorities for meeting them.
4. During the emergency, monitors potential resource shortages and advises the Executive Group or OHSEP Director on the need for action.
5. Identifies facilities/sites that may be used to store needed resources and donations.
6. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution resources.
7. Arranges for workspace and other support needs for resource management staff. Maintain and review ESF 7 and Mutual Aid agreements as needed.
8. Implement public information and public education strategies that clearly define the resource support needs of local agencies, and how to support the program. Identify pre-positioned distribution points for resources and public assistance.
9. Provide, direct, and coordinate ESF 7 logistical operations. Logistical operations include locating, procuring, issuing resources, and locating available space and facilities to support the EOC, Parish departments, incident management activities.
10. Prioritize mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
11. Provide communications links and hot lines for resource support and services, as requested.

12. Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
13. Coordinate and disseminate public information concerning resource availability through the PIO for distribution.

### C. NEEDS OFFICER

- ✓ Monitors resource demands from incident command and maintains lists of all staging area resources, itemized by incident location.
- ✓ Tabulates needs assessment and specific requests.
- ✓ Prioritizes needs for Supply Officer, with recurrence of Resource Manager.
- ✓ Provides regular reports to Resource Manager on the status of requests.

### D. SUPPLY OFFICER

- ✓ Locates and secures resources.
- ✓ Determines appropriate means for satisfying requests.
- ✓ Handles unsolicited bids.
- ✓ Keeps Needs Officer informed of action taken on requests.
- ✓ Keeps Distribution Officer informed of expected movement of resources, along with the priority designation for the resources.
- ✓ Requests transportation from distribution officer.
- ✓ Notifies private industry parties to any memorandum of agreement of the parish's intent to activate the agreement. Confirms the availability of resources specified by the agreement, and reserves supply.
- ✓ Locates needed resources using database and listings.
- ✓ Seeks to procure resources not available through pre-arranged channels.
- ✓ Contact suppliers, settles term for transportation, and provide information necessary to pass possible checkpoints.

## E. DISTRIBUTION OFFICER

- ✓ Ensures delivery of resources by overseeing routing, transportation, collection, sorting/aggregating, storage, and inventory.
- ✓ Transports resources as requested.
- ✓ Controls movement of resources.
- ✓ Performs materials handling work.
- ✓ Oversees transportation and physical distribution of resources.
- ✓ Ensures facilities are activated as directed by Resource Manager.
- ✓ Monitors location, passage, and inventory of resources.

## F. FINANCE DIRECTOR

- ✓ Oversees the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation and facilitating cash donations if permitted.

## G. DISTRICT ATTORNEY

- ✓ Advises Supply Officer on contracts and questions of administrative law.

## H. SHERIFF'S OFFICE

- ✓ Provides escort and security as appropriate for the delivery, storage, and distribution of resources.

## I. ALL AGENCIES

- ✓ Ensures communication with the Distribution Officer.
- ✓ Assists in procuring and providing transportation.
- ✓ Proved staff knowledgeable in a particular resource category to serve as Needs Liaison as appropriate.
- ✓ Provide updated emergency resource listing on regular basis or as requested by Resource Manager.
- ✓ Make personnel and resources available as needed in an emergency. Assist in identifying personnel and resources to support this Annex.

## H. PARISH PURCHASING

- ✓ Act as team leader for coordinating Parish ESF#7 activities.
- ✓ Provide support staff for procurement of services, and listings of buildings and facilities.
- ✓ Assist Parish & state departments in identifying most effective and attainable resources for response and recovery efforts. Research and identify providers of required resources.
- ✓ Coordinate with OHSEP to review resource requests from parish and/or state departments and localities and identify parish, state, private or volunteer providers.
- ✓ Coordinate with the Parish Auditor and Budget Office to identify funding lines and requests for threshold increases as needed.

## DIRECTION AND CONTROL

The OHSEP Director or his designated representative will be responsible for the coordination, acquisition, distribution and management of resources and supplies.

## CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with the Basic Plan. The Emergency Operation Center is responsible for proper coordination of the resource management area.

## ADMINISTRATION AND LOGISTICS

### A. ADMINISTRATION

- ✓ Reports and records. Complete records will be required to be kept and will be the responsibility of the Resource Manager with assistance from Secretary Treasurer.

### B. FINANCE

- ✓ The Finance Department will keep records of expenditures during emergencies and disasters.
- ✓ Procurement.
- ✓ Emergency procurement will be done when needed with said paperwork done ASAP after the procurement if necessary.
- ✓ Hiring/Personnel issues.
- ✓ Ordinary hiring procedures and duties of employees are subject to change during an emergency.

### C. LOGISTICS

The necessary resources needed to facilitate the Resource Management function are as follows:

- ✓ Staffing.
- ✓ Facilities.
- ✓ Communications.
- ✓ Computers & software.
- ✓ Office equipment and supplies.
- ✓ Forms.
- ✓ Transportation.

## PLAN DEVELOPMENT AND MAINTENANCE

- ✓ The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- ✓ All other agencies given responsibility in this plan, in coordination with the Office of Homeland Security/Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

## AUTHORITIES AND REFERENCES

### A. AUTHORITIES

See Basic Plan, Section 1.

### B. REFERENCES

- ✓ Comprehensive Planning Guidance, (CPG101) 101, Federal Emergency Preparedness Agency.
- ✓ Defense, Civil Preparedness Agency, 1979.
- ✓ National Response Framework. January 2008. ESF 7 – Logistics Management & Resource Support.
- ✓ Target Capabilities List. September 2007. Critical Resource Logistics & Distribution.
- ✓ Title II of the Americans with Disabilities Act.
- ✓ Homeland Security Presidential Directive – 5: Management of Domestic Incidents.
- ✓ Homeland Security Presidential Directive – 8: National Preparedness.
- ✓ Louisiana State Emergency Operations Plan.

## **ACRONYMS AND DEFINATIONS**

### A. ACRONYMS

See Basic Plan

### B. DEFINITIONS

See Basic Plan

## **ATTACHMENTS**

Attachment 1: Organization Chart.

Attachment 2: Responsibility Chart.

Attachment 3: Donations Management and Volunteer Coordination Plan - on file in EOC.

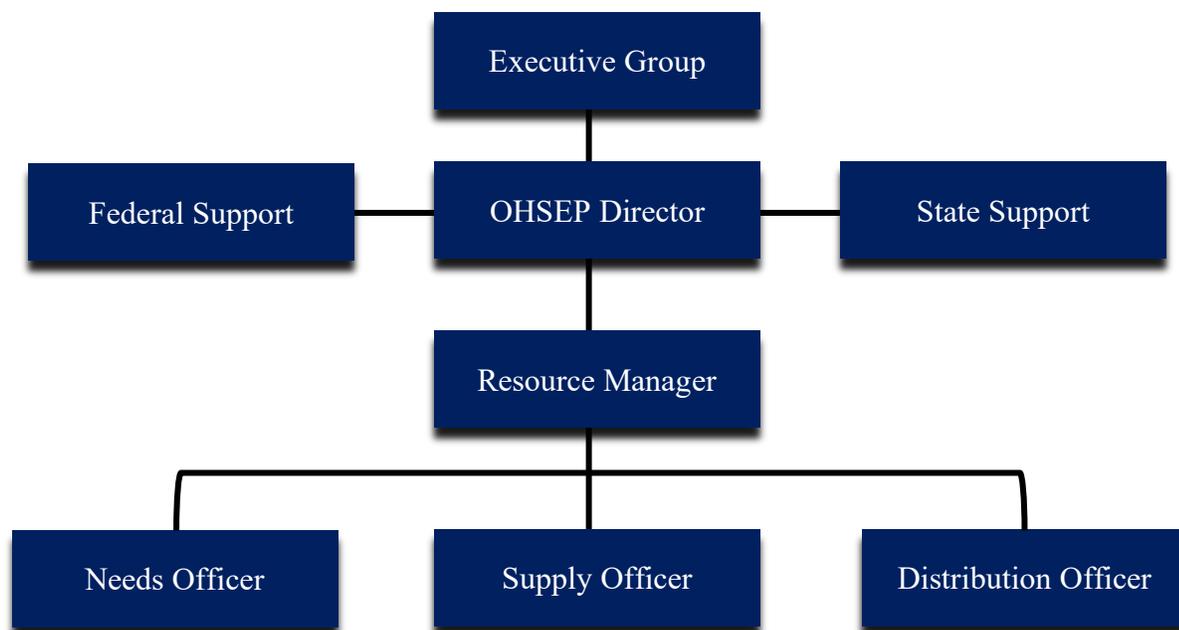
Attachment 4: Parish equipment resource list: on file in EOC.

Attachment 5: List of volunteer resources to include Citizens Corps.

Attachment 6: List of centers to receive and distribute, with agreements with owners, updated annually.

Attachment 7: POD Procedures.

Attachment 1: Resource Management Organizational Chart



Attachment 2: Responsibility Chart

(On file at EOC).

Attachment 3: Donations Management and Volunteer Coordination Plan.

See Annex C.

Attachment 4: Parish equipment resource list:

(On file at EOC).

Attachment 5: List of volunteer resources to include Citizens Corps

(On file at EOC).

Attachment 6: List of centers to receive and distribute, with agreements with owners

(On file at EOC).

## Attachment 7: Pod Procedures

Following a disaster, it may be necessary for the parish to operate Points of Distribution (PODs). These are centralized points where commodities are delivered and the public travels to the site to pick up the commodities. The three most common commodities provided at PODs are shelf stable food, bottled water and ice. The determination to activate, operate and demobilize a POD is at the discretion of the Parish Emergency Management Director.

The operation of PODs requires special logistical processes to ensure that adequate commodities will be available to meet the public demand and a deliberate logistical planning cycle must be established outside the normal resource request process set forth for WebEOC to meet this demand.

POD management will be accomplished in WebEOC using the Points of Distribution Sites Board. This will allow the parish and the state a common operating picture regarding POD status. Quantity entries are date/time stamped by the system to provide for clear detail and decision making. ESF7 will verify commodity orders for POD supply/re-supply verbally using a daily logistics conference call and the Points of Distribution Board in WebEOC. Call times will be announced and will be done to allow the parish the opportunity to ensure orders can be delivered by 7:00 am the following morning.

ESF7 will make every effort to make shipments to PODs direct from the supplier. GOHSEP does not stock disaster commodities and will be placing the parish order directly with the supplier for delivery. This method greatly reduces the amount of lead time for placement of orders and provides the parish the greatest amount of planning time.

### A. PREPAREDNESS

- ✓ Parish Pre-Planned POD Locations. WebEOC will be used to record all parish preplanned POD locations. Locations are maintained on the Points of Distribution Sites Board. This board contains information regarding site details, POD Commodity Status, Contact Information, POD Management Information and Comments. Once this location is created the record can be used to order POD commodities during a disaster. Use of this form also helps to ensure that all personnel operating in the distribution process have a common picture and current accurate information.
- ✓ Every parish is set up in the GOHSEP WebEOC disaster management software.
- ✓ POD LOCATIONS UPDATE. On an annual basis the parish should review their POD locations for any additions/deletions/updates. Any changes can be made by updating the record. All updated records move to the top of the Points of Distribution Sites List View. Location changes are monitored on a routine basis within ESF-7 at GOHSEP.
- ✓ POD DATABASE. WebEOC creates a POD Location database which can be monitored by GOHSEP Logistics. GOHSEP Logistics can download this information rapidly and provide to necessary providers of commodities. For a known impending disaster, the following process will be used.

## B. RESPONSE

- ✓ The parish will open PODs in WebEOC and record data on a daily basis in the POD Commodity Status portion of the input form. These entries will be verified daily during the Logistics Conference Call. If a parish is unable to access WebEOC this action will be accomplished during the conference call. The end state is that the POD site record reflects the intent of the parish for that commodity cycle ordering period.
- ✓ 24 Hrs. Prior to Opening of POD – Parish Orders Initial POD Commodities. Orders for POD operations will be input to the Points of Distribution Board in WebEOC. After verifying quantities during the Logistics Conference Call GOHSEP Logistics/ESF 7 will immediately process requirements with FEMA or state contract vendors for delivery after 7:00pm and before 7:00 am the next morning. Conference call format is provided. This method is used to eliminate the requirement on the parish to do individual resource request for each POD in operation. Resupply of Commodities. Each day the parish will provide to GOHSEP the quantity desired for the next delivery cycle for the PODs that will be operational.

## C. EMERGENCY RESPONSE

When a quantity is entered the entry will contain a date/time stamp. This is used to verify that entries were made during the correct operational period.

## D. COMMODITY ORDERING CYCLE

At the onset of POD Operations, the State Operations Center (ESF7) will establish a cycle for ordering commodities. This time will be established by reviewing sources of supply and order lead times required by existing contracts/suppliers. This method allows the parish will enter data at any time when the “Order Period” is open. Commodity ordering cycle information will be posted to the Statewide Significant Event Board in WebEOC for the parish to view.

## E. MANUAL PROCEDURES IF WEBEOC FAILS

If for some reason WebEOC is not available at the parish level following a disaster ESF- 7 is prepared to switch to a manual system to take POD commodity orders. The EOC will take verbal orders during the Logistics Conference Call using the POD listing that was prepared prior to the event. ESF 7 will provide copies if none are available in the parish.

## F. POD RELOCATION

OHSEP in coordination with primary and secondary agencies will determine the appropriate routes for evacuation and relocation of PODS.

✓ Pod Planning Considerations:

- a) By default, delivery times will be scheduled between 7:00pm and 7:00am unless otherwise requested.
- b) The parish is responsible for having adequate staff and material handling equipment to unload the delivery trailer. c. Trailers should be unloaded within an hour after arrival.
- c) Some contract agreements may allow the trailer to be dropped. ESF #7 will advise if this is possible during the daily logistics call.
- d) Ice will be delivered in refrigerated trailers. No provisions are made for refrigerated trailers to remain at POD locations. Ice must be off loaded immediately.
- e) The parish is responsible to verify the load quantity, sign delivery documents and provide signed documents to GOHSEP for audit purposes.

## **EMERGENCY SUPPORT FUNCTION (ESF) 8– PUBLIC HEALTH AND MEDICAL**

### **ESF COORDINATOR**

- ✓ OHSEP/Parish and Parish Health Unit

### **PRIMARY/LEAD AGENCIES**

- ✓ Office of Homeland Security and Emergency Preparedness (OHSEP)
- ✓ Parish Health Center
- ✓ Parish Coroner
- ✓ Emergency Medical Services (EMS)

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ Federal Emergency Management Agency (FEMA)

#### **State Agencies**

- ✓ Louisiana Emergency Response Network

#### **Local Agencies**

- ✓ Municipal Parish Health Department(s)
- ✓ City/Parish Health Department
- ✓ Louisiana Department of Health
- ✓ Louisiana Department of Environmental Quality

#### **Other Agencies**

- ✓ Environmental Health Offices
- ✓ American Red Cross (ARC)
- ✓ Amateur Radio Emergency Services (ARES)
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.)
- ✓ Louisiana Voluntary Organizations Active in Disaster (LVOAD)
- ✓ Area hospitals and clinics

## INTRODUCTION

### A. PURPOSE

- ✓ The purpose of this annex is to outline the local organization, operational concepts, responsibilities, and procedures/guidelines to accomplish coordinated public health and medical services to reduce death and injury during emergency situations and restore essential health and medical services within a disaster area.
- ✓ ESF 8 provides public health and sanitation, emergency medical, dental and hospital services, crisis counseling and mental health services to disaster victims and workers, to supplement and support disrupted or overburdened local medical personnel and facilities and relieve personal suffering and trauma.

### B. SCOPE

- ✓ This annex provides the foundation for emergency operations by local health officials, local medical services, and the Parish Coroner in accomplishment of lifesaving, triage, treatment and transport of injured, patient evacuation, disposition of the dead; disease prevention and control; and other health-related measures including but not limited to:
  - a) Assessment of health and medical needs.
  - b) Public health surveillance.
  - c) Coordination of medical care personnel.
  - d) Coordination & distribution of health and medical equipment and supplies.
  - e) In-hospital care.
  - f) Food, drug, and medical device safety.
  - g) Worker health and safety.
  - h) Chemical, Biological, or Radiological hazards.
  - i) Mental health.
  - j) Public health information.
  - k) Vector control.
  - l) Potable water, wastewater, and solid waste disposal.
  - m) Victim identification and mortuary services.
  - n) Veterinary services.

## C. POLICIES

- ✓ This annex is effective upon approval.
- ✓ All appropriate governmental and volunteer agency resources should be used as available.
- ✓ All services should be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- ✓ The Parish's response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance should be requested.
- ✓ All requests from appropriate local jurisdictions to the state for medical and public health assistance should be assumed to be valid.
- ✓ The provision of basic and advanced life support services shall be provided as per existing standing operation procedures/guidelines, patient care procedures, treatment protocols and transfer guidelines.
- ✓ The Parish Coroner's Office is the lead agency for the collection, storage, and disposition of all humans remains and their personal effects within the Parish.
- ✓ The Parish Health Officer (PHO) has broad authority over matters of public health to include air and water quality concerns, food supplies, wastewater systems, and disease prevention, and control measures.
- ✓ As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- ✓ All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOG/SOPs.
- ✓ All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- ✓ Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response, and subsequent duty.
- ✓ In the event of a zoonotic disease outbreak, ESF 8 should coordinate with ESF 11.

## D. ESF ACTIVATION

- ✓ ESF 8 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

Continued and regular revision and updating should keep this document valid and useful. Regular testing and exercising should establish the groundwork for efficient and expeditious delivery of assistance in times of emergency or disaster.

## SITUATION AND ASSUMPTIONS

### A. SITUATIONS

- ✓ Acadian Ambulance Service has been contracted by the parish to provide basic emergency medical services.
- ✓ West Baton Rouge Parish Fire District #1 within West Baton Rouge provide initial response and support until Acadian Ambulance Service arrives.
- ✓ In the event of a large-scale emergency, West Baton Rouge Parish will depend upon Acadian Ambulance Service to implement emergency medical service mutual aid agreements on behalf of West Baton Rouge Parish.
- ✓ West Baton Rouge Parish could experience disaster conditions at any time that would require the activation of Health and Medical resources.
- ✓ Natural occurrences that could affect West Baton Rouge Parish include hurricanes, floods, tornadoes, fires, severe thunderstorms, or any combination thereof.
- ✓ Technological Hazards that could affect West Baton Rouge Parish include hazardous materials transportation accidents, nuclear power plant accidents, industrial accidents, terrorism and enemy attack.
- ✓ West Baton Rouge Parish is vulnerable to a host of natural, manmade, and technological hazards. These hazards could result in mass casualties or fatalities, disruption of food and/or water distribution and utility services, the loss of water supply, wastewater, and solid waste disposal services, and other situations that could create potential health hazards or serious health risks.
- ✓ The State Department of Health and Hospitals conducts capability assessment of medical facilities.
- ✓ One of the primary concerns of public health officials is disease control. This involves the prevention, detection, and control of disease-causing agents, maintaining safe water, and food sources, and continuation of wastewater disposal under disaster conditions.
- ✓ Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.

### B. ASSUMPTIONS

- ✓ Public and private medical, health, and mortuary services resources located in the jurisdiction will be available for use during disaster situations; however, resources within the parish are very limited.
- ✓ Large-scale emergencies and disaster threat situations may affect large areas of the jurisdiction, other parishes, and large portions of the state.
- ✓ Public and Private health and medical resources located in the jurisdiction generally will be an available for use during disaster situations, but many of these resources, including human resources, will themselves be impacted by the disaster.
- ✓ Emergency measures to protect life and health during the first 12 to 24 hours after the disaster likely will be exclusively dependent upon local area resources to include neighboring parishes.
- ✓ Resources available through area and regional medical, health, and mortuary services mutual aid agreements will be provided for use during the disaster situation.
- ✓ Volunteers will come forward to perform essential tasks. Their efforts must be anticipated and coordinated.
- ✓ Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- ✓ Use of nuclear, chemical, or biological weapons of mass destruction could produce a large number of injuries requiring specialized treatment that could overwhelm the local and state health and medical system.
- ✓ Emergency health and medical services should be an extension of normal duties. Health/medical care will be adjusted to the size and type of disaster.
- ✓ Public and private medical, health, and mortuary services resources located in West Baton Rouge Parish will be available for use during emergency situations; however, these resources may be adversely impacted by the emergency.
- ✓ Health and medical facilities , nursing homes, ambulatory care centers, pharmacies, and other facilities for medical/health care and special needs populations may be damaged or destroyed in major emergency situations.
- ✓ If health and medical facilities and nursing homes are damaged, it may be necessary to relocate significant numbers of patients to other comparable facilities elsewhere.
- ✓ Health and medical facilities that survive emergency situations with little or no damage may be unable to operate normally because of a lack of utilities or because staff are unable to report for duty as a result of personal injuries or damage to communications and transportation systems.
- ✓ Medical and health care facilities that remain in operation and have the necessary utilities and staff could be overwhelmed by the “walking wounded” and seriously injured victims transported to facilities in the aftermath of a disaster.

- ✓ Uninjured persons who require frequent medications such as insulin and anti-hypertensive drugs, or regular medical treatment, such as dialysis, may have difficulty in obtaining these medications and treatments in the aftermath of an emergency situation due to damage to pharmacies and treatment facilities and disruptions caused by loss of utilities and damage to transportation systems.
- ✓ In a major catastrophic event (including but not limited to epidemics, pandemics, and bioterrorism attacks), medical resources may be insufficient to meet demand, specialized equipment and/or treatment materials may be unavailable, and transportation assets may also be restricted due to contamination. No emergency plan can ensure the provision of adequate resources in such circumstances.
- ✓ Disruption of sanitation services and facilities, loss of power, and the concentration of people in shelters may increase the potential for disease and injury.
- ✓ Damage to chemical plants, sewer lines and water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public. This includes exposure to hazardous chemicals, biological and/or radiological substances, contaminated water supplies, crops, livestock, and food products.
- ✓ The public may require guidance on how to avoid health hazards caused by the disaster or arising from its effects.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ West Baton Rouge Parish through Acadian Ambulance Service is responsible for the provisions of mobilizing and managing health and medical services and for coordinating delivery of those services to Parish residents in emergency situations.
- ✓ ESF 8 agencies should work together under the principles and protocols outlined in the National Incident Management System (NIMS) to provide a coordinated, consistent approach to the effective management of actual or potential public health or medical situations to ensure the health and welfare of our citizens.
- ✓ ESF 8 agencies should coordinate with Louisiana Emergency Response Network
- ✓ In a significant incident, provisions should be made for the following:
  - a) Establishment of a medical command post at the disaster site.
  - b) Coordinating health & medical response team efforts.
  - c) Holding and treatment areas for the injured.
  - d) Triage, treatment, & transport of the injured, as appropriate.
  - e) Identification, transportation, and disposition of the deceased.
  - f) Isolating, decontaminating, and treating victims of hazardous materials or infectious diseases, as needed.
  - g) Identifying hazardous materials or infectious diseases, controlling their spread, and reporting their presence to the appropriate state or federal health or environmental authorities.
  - h) Issuing health & medical advisories to the public on such issues as drinking water precautions, waste disposal, the need for immunizations, and food protection techniques.
  - i) Conducting health inspections of congregate care and emergency feeding facilities.
- ✓ Depending on the size and scope of the incident, most health & medical operations will likely be conducted “on-site” under an ICS structure while the West Baton Rouge Parish Emergency Operations Center (EOC) may serve as the central location for ESF 8 interagency coordination, information sharing and management, and executive decision-making.
- ✓ Emergency Operations established at the EOC should try to maintain coordination with the appropriate local jurisdiction, medical and public health officials, and organizations to obtain current medical and public health assistance requests. It is anticipated that most requests should be made by telephone, radio, or face-to-face conversations rather than by formally written requests. However, documentation

is essential to all emergency operations, the ESF 8 staff should document requests and actions taken as able.

- ✓ Because of the potential complexity of the health and medical response issues and situations, conditions may require special advisory groups or experts to be included in ESF 8 operations. They may review health and medical intelligence/information and advise on specific strategies to be employed to appropriately manage and respond to a specific situation.
- ✓ Throughout response and recovery activities, ESF 8 staff should evaluate and analyze medical and public health assistance requests and responses and develop and update assessments of medical and public health status. Appropriate disaster mental health services need to be made available for disaster victims, survivors, bystanders, responders and their families, and other community caregivers during response and recovery operations. Services may include crisis counseling, critical incident stress management, information and referral to other services, and education about normal, predictable reactions to a disaster experience and how to cope with them because of water supply and wastewater system vulnerability to numerous forms of contamination and the impact which prolonged shutdown of water and wastewater treatment facilities could have on public health and welfare, it is essential that rapid and accurate assessments of damage are completed. Accurate timely estimates for required repairs should permit the health department and public works to identify appropriate interim measures such as rationing, expedient water treatment, or construction of temporary water delivery systems.
- ✓ Routine health and medical services operations may continue during less severe emergency situations. Direction and control of such operations should be by those that normally direct and control day-to-day health and medical activities.
- ✓ External agencies providing health and medical support during emergencies are expected to conform to the general guidance provided by our senior decision-makers and carry out mission assignments directed by the Incident Commander or the EOC. However, organized response units should normally work under the immediate control of their own supervisors.
- ✓ In emergency situations involving significant damage to local medical facilities, each facility shall be responsible for determining its overall status and compiling a consolidated list of resources or services needed to restore vital functions. Each operating unit should report its status and needs to a single contact point designated by the This facility contact should consolidate the data provided and report it to the ESF 8 staff in the EOC.

## B. NOTIFICATION

- ✓ Local medical facilities, , and the Parish Health Unit should notify the OHSEP Director of any threatened or occurring emergency or disaster situations that may need support coordination from the EOC.
- ✓ The OHSEP Director should notify the ESF-8 Primary Agency of EOC activation and request that a representative report to the EOC to coordinate ESF-8 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities.
- ✓ The OHSEP Director or his deputy may activate the EAS by contacting the GOHSEP to initiate the message. If phones are down, a message may be hand delivered to the primary EAS station. Radio stations and TV stations should copy the message and interrupt regular programming for the broadcast.
- ✓ Target notification of residents in the affected areas may also be utilized.
- ✓ If communications are down, the most logical source of communications should be the local ARES.
- ✓ organization, which can provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.
- ✓ Public information on shelter openings and mass care operations should be coordinated through the Parish. PIO, or if established, a Joint Information Center (JIC).

## C. MITIGATION

- ✓ West Baton Rouge Parish has conducted a Hazard/Vulnerability analysis on the entirety of the population to identify potential disaster scenarios.
- ✓ Special training has been conducted for personnel from each of the following offices: Emergency Operation Center, Acadian Ambulance Service, Fire Departments, Sheriff's Office, Municipal Police Departments, and the West Baton Rouge Parish Health Center.
- ✓ Report post-disaster analysis of the performance of essential health and medical facilities that can be used in future mitigation measures to strengthen these facilities.
- ✓ Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- ✓ Survey and map all Emergency Medical Services.
- ✓ Increase use of geographical information systems to identify location of all vulnerable sites or populations.
- ✓ Conduct epidemic intelligence, evaluation, and detection of communicable diseases.
- ✓ Give immunizations.

- ✓ Conduct continuous health inspections.
- ✓ Promote and encourage the use of the blood donation program.
- ✓ Conduct normal public health awareness programs.
- ✓ Conduct training & education.
- ✓ Conduct Practice Drills.
- ✓ Convey public information in multiple formats & languages.

#### D. PREPAREDNESS

- ✓ Health and Medical Care Facilities keep a sufficient inventory of medical supplies, medications, and equipment.
- ✓ Nursing Home directors are responsible for submitting plans for resident evacuation and transportation to the OHSEP Director annually for review.
- ✓ A health and medical officer and relief have been assigned to direct and coordinate emergency medical operations during times of disasters.
- ✓ Conduct planning with support agencies.
- ✓ Ensure lead agency personnel are trained in their responsibilities and duties.
- ✓ Develop and implement emergency response and health and medical strategies
- ✓ Identify population groups requiring special assistance during an emergency (i.e., senior citizens, special needs etc.) and ensure that preparations are made to provide assistance.
- ✓ Maintain adequate medical supplies.
- ✓ Preposition response resources when it is apparent that health and medical resources should be necessary.
- ✓ Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- ✓ Appoint a representative to assist in the Parish EOC.
- ✓ Participate in emergency management training and exercises.

## E. RESPONSE

- ✓ The Acadian Ambulance Service will establish an emergency command post at the disaster site, with recommendation from the Incident Commander in conjunction with Louisiana Emergency Response Network within Unified Command.
- ✓ In the instance of a mass fatalities incident the Emergency Operation Center shall contact the Parish Coroner's Office and brief on current status. If deemed necessary by the coroner mortuary services shall be expanded using all jurisdictional assets available and mutual aid if necessary.
- ✓ Health and Medical Response team efforts will be coordinated through the Emergency Operation Center, Health and Medical Officer.
- ✓ Medical Care and transportation of the injured shall be coordinated by all involved agencies through the Health and Medical Officer (Acadian Ambulance Service).
- ✓ Nursing Homes and other health care facilities shall upon contact by the Health and Medical Officer prepare for a possible evacuation by reducing the patient population and continuing care for those that cannot be evacuated.

## F. RECOVERY

- ✓ Recovery operations will be coordinated through the Health and Medical Officer in the Emergency Operation Center.
- ✓ Health authorities determine if a continuing health problem exists requiring an on-going commitment of resources; or if there is a potential for new problems developing.
- ✓ Restore essential health and medical components of delivery systems and permanent medical facilities to operational status.
- ✓ Monitor environmental and epidemiological systems.
- ✓ Assist the Department of Environmental Quality (DEQ) in determining suitable sites and acceptable procedures/guidelines for the disposal of hazardous materials.
- ✓ Monitor public and private food supplies, water, sewage, and solid waste disposal systems.
- ✓ Continue to provide Public Information on sewage and waste control, food and water supplies, insect, rodent, and disease control.
- ✓ Continue to utilize multiple means of communicating public information and education.
- ✓ Support emergency services staff and operations until the local system is self-sustaining maintain provision of long-term emergency environmental activities.
- ✓ Ensure the availability of mental and behavioral health professionals.

- ✓ Continue EOC operations until it is determined that EOC coordination is no longer necessary.
- ✓ Restore pharmacy services to operational status.
- ✓ Inform public of any follow-on recovery programs that may be available.
- ✓ Form a long-term recovery assistance team to help ensure individuals and families affected by the disaster continue to receive assistance for serious needs and necessary expenses.
- ✓ Identify populations requiring event-driven health, medical or social services post-event.
- ✓ Return staff, clients, and equipment to regularly assigned locations.
- ✓ Provide critical payroll and other financial information for cost recovery through appropriate channels.
- ✓ Participate in after action critiques and reports. Updates plans and procedures/guidelines based on critiques and lessons learned during an actual event.
- ✓ Initiate financial reimbursement process for support services.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The following listed agencies are tasked with primary and/or support responsibilities. More specific assignments can be found in the detailed emergency Standard Operating Procedures/Guidelines (SOP/SOG) that should be developed by each individual organization. It is understood that agency capabilities are affected by available resources and the size and scope of the incident and that listed taskings will be “as able” depending upon the given situation at the time.

### A. ORGANIZATION

#### ✓ On-Scene

On-scene Health & Medical Resources should be organized and managed using the Incident Command System and in conjunction with Louisiana Emergency Response Network.

#### ✓ EOC

The ESF 8 representatives in the EOC should be organized under the Operations Section as either a stand-alone “Team” or as part of a functional Group depending upon the needs of the incident. ESF 8 personnel in the EOC should generally consist of representatives from the involved primary and support agencies as appropriate. They should communicate information between the EOC and field units, job headquarters, and other public-private and volunteer organizations as needed.

### B. PARISH PRESIDENT

#### ✓ Assumes responsibility for all Health and Medical tasks.

### C. OHSEP DIRECTOR

- ✓ Manages the Emergency Operation Center, oversees its activation, and ensures it is staffed to support all health/medical operations.
- ✓ Coordinates with the local chapter of the American Red Cross, Salvation Army, other public service non-profit organizations, and personnel to perform health/medical functions.
- ✓ Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward health/medical operations.
- ✓ Works with the Public Information Officer to develop information provided to the public on health/medical and public safety topics.
- ✓ Coordinates the provision of health/medical needs for personnel performing medical duties during emergencies.
- ✓ Provide leadership in directing, coordinating, and integrating overall efforts to provide health and medical assistance to affected areas and populations.

- ✓ Evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
- ✓ Support EOC operations and coordinates support for ESF-8 activities.
- ✓ Requests support from other local governments or the State if local resources are insufficient.

#### D. LAW ENFORCEMENT

- ✓ Responsible for providing security at designated shelters.
- ✓ Provides traffic control during evacuee movement to mass care facilities.
- ✓ Provide alternate communication between shelters and the Emergency Operation Center.
- ✓ Coordinates planning and mitigation activities with Home Health Care Agencies and Nursing Homes.
- ✓ Coordinates with other agencies to provide transportation, communications, administrative supplies, and supporting manpower.
- ✓ Law Enforcement will be in charge of evacuations, perimeter security, and traffic control. Damage assessment should be reported to the EOC.
- ✓ Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician.

#### E. 911 COMMUNICATIONS OPERATOR

- ✓ Responsible for continuous 24-hour coverage of the Parish Emergency Operations Center, monitoring all communications and support notification of the Emergency Operation Center Staff, Emergency Operation Center personnel and other agencies as directed in the event health/medical activities are required.

#### F. PUBLIC INFORMATION OFFICER

- ✓ Makes public announcements about the status of emergency medical services provided and risks the general population faces due to the incident.

#### G. SCHOOL SERVICES OFFICER

- ✓ Responsible for making School Board resources available.

## H. HEALTH & MEDICAL OFFICER

- ✓ Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to emergency medical facilities.
- ✓ Assists facilities that provide care for special needs population to include assisting in an evacuation and assisting in care if not able to evacuate.
- ✓ The Health and Medical Officer shall provide for emergency resource management and acquisition of needed equipment and supplies.
- ✓ Responsible for coordinating and obtaining transportation resources (not ambulances) to ensure movement of the injured into Emergency Medical Facilities upon request of the Health and Medical Officer. Health and Medical Officer shall coordinate with Louisiana Emergency Response Network.
- ✓ The Health and Medical Officer along with the OHSEP Director shall determine the personnel resources necessary to properly mitigate the emergency. Upon such conclusion augment the necessary health/medical personnel (nurses' aides, paramedics, American Red Cross personnel, and other trained volunteers).
- ✓ If the State Medical Officer declares inoculation necessary, the Health and Medical Office will disperse emergency workers to sites in order to provide this service to the general public.
- ✓ Health and sanitation instructions will be given by the Health and Medical officer and distributed to the public by the Emergency Operation Center using any and/or all communications equipment available.
- ✓ The Health and Medical Officer shall contact all jurisdictional facilities and mutual aid facilities that are capable of being expanded into emergency treatment centers for disaster victims.
- ✓ Responsible for obtaining emergency medical support and hospital care during and after an emergency.
- ✓ Responsible for the tracking of the injured in a disaster.
- ✓ Provides Health/Medical services at reception and shelter congregate care facilities.
- ✓ Provides for the establishment and operation of an emergency medical care center for essential workers in the hazardous area following the evacuation of the general population.
- ✓ Coordinate with the Office of Public Health on environmental health activities regarding waste disposal, refuse, food and water supplies and mosquito/vermin control.
- ✓ Coordinate with the Office of Public Health and Red Cross to provide crisis counseling for emergency workers.
- ✓ Maintain medical records & cumulative data related to immunizations.

- ✓ For environmental restoration, evaluates methods of disinfection and disposal with the agent of concern and determine if facility is safe. The Health Officer can issue reentry authorization when a structure has been evaluated and deemed safe.
- ✓ Issue directives and/or support the State's DHH and any other agencies in prohibiting the entry of contaminated foods and liquids into the marketplace for human consumption.
- ✓ Supervises all environmental health activities to assure the safety of the citizens and the protection of the environment. This would include wastewater systems, water supplies, food supplies, and air quality advisories.
- ✓ Provides for disease prevention measures including mass prophylaxis, when necessary.
- ✓ The Parish Health Officer provides information for disease prevention, about disease and incidence of disease and for individuals to evaluate their risk of exposure.
- ✓ Submit required reports to state health and medical officials as required.

#### I. AMERICAN RED CROSS/SALVATION ARMY/COMMUNITY SERVICE GROUPS

- ✓ Assist in health and medical service operations, as appropriate.
- ✓ Provide support services for victims and their families, and for emergency response personnel.

#### J. FIRE SERVICE OFFICER

- ✓ Assist Health and Medical Officer.
- ✓ Coordinate the Fire Service Medical Response and Mutual Aid Medical Resources.
- ✓ Maintain fire suppression and prevention activities.
- ✓ Provide first responder-trained personnel and/or basic life support- trained personnel, as necessary.
- ✓ Conduct rescue operations, as necessary.

#### K. AMERICAN RED CROSS

- ✓ The American Red Cross shall establish crisis counseling for Emergency workers and victims.
- ✓ The American Red Cross shall make provisions for the feeding of emergency workers, emergency medical facilities, and the general population where necessary.
- ✓ Upon request of the Health and Medical Officer shall provide personnel where needed to support mitigation of the incident.
- ✓ Provides blood upon request of the Public Health Officer.

## L. CORONER'S OFFICE

- ✓ The Parish Coroner's Office is the lead agency for the collection, storage, and disposition of all humans remains and their personal effects.
- ✓ Designates and supervises permanent and temporary morgues, supervises the collection, identifications, release and/or interment of the dead.
- ✓ Takes charge of all bodies or parts of bodies and provides for the identification and disposition of the deceased.
- ✓ Ensures that supplies, equipment and resources necessary to deal with the deceased are available, to include mass casualty situations.

## M. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

- ✓ Administers assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when threat would constitute a major disaster.

## N. ALL AGENCIES

- ✓ Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- ✓ Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
- ✓ Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- ✓ Participate in drills and exercises to evaluate local capability.
- ✓ When requested, deploy a representative to the EOC to assist with ESF-8 activities.
- ✓ Provide ongoing status reports as requested by the ESF-8 Coordinator.
- ✓ Perform other emergency responsibilities as assigned.
- ✓ Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.

## O. ANIMAL AND MOSQUITO CONTROL

- ✓ Monitor vector/vermin conditions on preparedness phase and take appropriate measures.
- ✓ Monitor stray animal conditions and take appropriate measures.
- ✓ Monitor and take appropriate action to minimize animal and pest control problems in the response and recovery phases.

## P. NURSING HOMES AND RETIREMENT CENTERS

- ✓ Conduct specialized training and drills in disaster operations.
- ✓ Maintain sufficient medical supplies, medications, and equipment.
- ✓ Develop and update emergency evacuation plan for nursing home residents including transportation, support equipment and supplies, and support personnel.
- ✓ School System.
- ✓ Provide buses for medical evacuation of uninjured and slightly injured victims.
- ✓ Provide school facilities (especially gymnasiums) for use as secondary or tertiary triage areas or temporary hospital.
- ✓ Provide medically trained personnel (school nurses), as needed.

## **DIRECTION AND CONTROL**

- ✓ The OHSEP Health and Medical Officer or his designee is responsible for coordinating all emergency health and medical activities from the EOC.
- ✓ The Health and Medical Officer is appointed by the OHSEP Director and is a member of the EOC emergency staff.
- ✓ Routine operations will be handled using the standard operating guidelines of departments or agencies concerned. State and federal support will be requested as needed.
- ✓ All health/medical activities shall be coordinated through the Health and Medical Officer in the Emergency Operation Center.

## **CONTINUITY OF GOVERNMENT**

- ✓ In the event that an official or agency charged with participating in the disaster operation is unable to perform, lines of succession are established to ensure that direction and control and health and medical services operations are provided, as needed (see Basic Plan and Departmental Standard Operating Guidelines).
- ✓ A determination will be made as to the medical operating records that are indispensable during the disaster (i.e., triage tags, incident report sheets, and emergency room charts).

## **ADMINISTRATION AND LOGISTICS**

- ✓ All Emergency Operation Center Staff are responsible for keeping an accurate log of all activities and communications that take place in their capacity.
- ✓ Departmental Standard Operating Guidelines (SOGs) should address criteria regarding personnel, procedures, equipment, training, and general support requirements. Specific areas that must be addressed include:
  - a) Lack of Consent Legal authority to perform medical procedures on patients who refuse to consent to care. Note: Unconscious persons are generally presumed to have given implied consent. Medical Control Legal authorities to allow mutual aid health and medical service personnel to perform ALS procedures outside of their medical control operational area.
  - b) Abandonment Legal authority to permit health and medical services personnel to perform triage without fear of civil suit for abandonment.
  - c) Reports and Records Casualty tags and reports, notification of next of kin procedures, and casualty lists and reports for public release must be specified.
  - d) Supplies and Equipment Authorizations for emergency purchases and requisitions, as well as procedures for re-supplying EMS response forces.

## **PLAN DEVELOPMENT AND MAINTENANCE**

- ✓ The Parish OHSEP Director along with the Health and Medical Officer will be responsible for the development and updating of this annex. Periodic testing and review of capabilities will also be conducted annually with associated health and medical providers as part of the annual disaster drill.
- ✓ The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- ✓ All other agencies given responsibility in this plan, in coordination with the OHSEP are responsible for maintenance of their respective annexes or appendices.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

See Basic Plan, Section 1.

### **B. REFERENCES**

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
2. National Response Framework. January 2008. ESF 8 – Public Health & Medical Services.

## ACRONYMS AND DEFINITIONS

### A. ACRONYMS

See Basic Plan.

### B. DEFINITIONS

**Ambulance Service** Those agencies responsible for transporting the sick and injured.

**EOC Public Information Officer:** The official at the EOC who is responsible for collecting statistics from the medical treatment facilities regarding injured and deceased and for preparing releases to the media regarding casualty and situation summaries.

**Fire Service:** Those agencies responsible for preventing, suppressing, or controlling fire, leading search and rescuing of entrapped persons; and assisting in evacuation of affected areas.

**Public Health and Sanitation** refers to the services, equipment and staffing needed to protect the health and general welfare of the public from communicable diseases, contamination, and epidemics; the development and monitoring of health information; inspection of food and water quality and sanitation measures; immunizations; laboratory testing; animal and vector control; inspection of public drinking water supplies and sewage treatment services.

**Medical Care:** refers to emergency and resident medical and dental care; doctors, technicians, supplies, equipment, ambulance and emergency medical services, hospitals, clinics and units, planning and operation of facilities and services.

**Crisis Counseling and Mental Health:** refer to the provision of professional personnel, services and facilities essential to relieve victim trauma and mental health problems caused or aggravated by a disaster or its aftermath.

**Central Morgue:** A facility designated by the coroner's office to receive and process mass fatalities

**Disaster Medical Assistance Team (DMAT):** A team of volunteer medical professionals and support personnel equipped with deployable equipment and supplies that can move quickly to a disaster area and provide medical care. They are primarily a community resource available to support local and state requirements; however, as a national asset they can be federalized to provide interstate assistance. DMAT deploys to disaster sites with sufficient supplies and equipment to sustain themselves for 72 hours while providing medical care at a fixed or temporary medical care site.

**Disaster Mortuary Operational Response Team (DMORT):** A team of mortuary service and medical personnel that provide mortuary and victim identification services following major or catastrophic disasters. DMORTs are directed by the National Disaster Medical System (NDMS) and are organized around the ten FEMA Regions. When activated, they work under the guidance of local authorities. DMORTs provide technical assistance and personnel to recover, identify, and process deceased remains. The teams are composed of funeral directors, medical examiners, coroners, pathologists, forensic experts, fingerprint specialists, forensic odontologists, dental assistants, and X-ray technicians. The NDMS, in support of the DMORT program, maintains a Disaster Portable Morgue Unit (DPMU) in Gaithersburg, Maryland.

Emergency First Aid: provided to victims and workers at mass care facilities and at designated sites within the affected area. This emergency first aid service is supplementary to emergency health and medical services established to meet the needs of the victims.

Joint Information Center (JIC): A facility, established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.

Law Enforcement: Those agencies responsible for maintaining law and order through traffic and crowd control and for providing security for vital facilities and supplies, controlling access to operating scenes and vacated areas, initial notification of emergency agencies and evaluating danger areas, if appropriate.

National Disaster Medical System (NDMS): A coordinated partnership between Department of Homeland Security (DHS), Department of Health and Human Services Commission, Department of Defense, and the Department of Veterans Affairs for the purpose of responding to the needs of victims of a public health emergency. Non-federal participants include major pharmaceutical companies and hospital suppliers, the national Foundation for Mortuary Care, and certain international disaster response and health organizations.

Special Needs Populations: Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.

## ATTACHMENTS

Attachment 1: Organization Chart (on file in EOC)

Attachment 2: Responsibility Chart (on file in EOC)

Attachment 3: Parish Health and Medical Resources (on file in EOC)

Attachment 4: Municipal Health and Medical Resources (on file in EOC)

Attachment 5: Hospitals in Parish (List and give licensed bed capacity and emergency bed capacity.) (On file in EOC)

Attachment 6: Nursing Homes in Parish (List and give licensed bed capacity and emergency bed capacity.) (On file in EOC)

Attachment 7: Medical augmentees (List by specialty) (on file in EOC)

Attachment 8: Medical transportation resources in parish (on file in EOC)

Attachment 9: Special needs shelters (List and give capacity) (on file in EOC)

Attachment 10: Mass Fatalities Plan (on file in EOC)

Attachment 11: Mental Health resources in parish (on file in EOC)

## **EMERGENCY SUPPORT FUNCTION (ESF) 9 – SEARCH AND RESCUE**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Sherriff's Office
- ✓ West Baton Rouge Fire District #1

### **PRIMARY/LEAD AGENCIES**

- ✓ West Baton Rouge Sherriff's Office
- ✓ West Baton Rouge Fire District #1

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ Civil Air Patrol (CAP)
- ✓ FEMA
- ✓ U.S. Environmental Protection Agency (EPA)
- ✓ U.S. Department of Health and Human Services (HHS)
- ✓ U.S. Coast Guard (USCG)

#### **State Agencies**

- ✓ GOHSEP
- ✓ Louisiana State Analytical and Fusion Exchange (LA-SAFE)
- ✓ Louisiana State Police / Louisiana State Highway Patrol
- ✓ Louisiana Emergency Response Network (LERN)
- ✓ Louisiana Department of Health (LDH)
- ✓ Louisiana Department of Transportation & Development (DOTD)
- ✓ Louisiana Army National Guard (MANG)

#### **Local Agencies**

- ✓ Baton Rouge Area Mutual Aid System (BRAMAS)
- ✓ Parish Health Department
- ✓ West Baton Rouge Local Emergency Planning Committee (LEPC)
- ✓ West Baton Rouge Parish Fire District #1

#### **Other Agencies**

- ✓ Amateur Radio Club
- ✓ American Red Cross (ARC)
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, etc.)
- ✓ Private Industry

## INTRODUCTION

### A. PURPOSE

- ✓ Emergency Support Function (ESF) 9: Search & Rescue was developed to support search and rescue (SAR) response efforts for all hazards, including searching affected areas for victims (human and, to the extent no humans remain endangered, animal) and locating, accessing, medically stabilizing, and extricating victims from the damaged area.
- ✓ The purpose of ESF 9 is to coordinate SAR operations and resources during emergency response and recovery.

### B. SCOPE

- ✓ This ESF is applicable to situations within the parish when it will be necessary to provide Search and Rescue (SAR) missions for emergencies or disasters. Urban Search and Rescue (USAR) is a specialty performance for which the Parish is not fully organized at this time. This ESF serves as a guideline for those in command of SAR operations and should not be used as a prescribed action plan.
- ✓ Emergency Support Function 9 describes the use of resources in support of both Urban SAR and Wilderness SAR during actual or potential emergencies, and also addresses mass casualty and mass fatality incidents.
- ✓ The services and activities provided under this ESF will include locating, removal from the stricken area, and identification of survivors, the injured in need of medical treatment and decontamination, the marooned, and the dead.
- ✓ The scope of this function includes Urban SAR challenges generated as the result of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and the extrication of accident victims.
- ✓ Many of the agencies with ESF-9 responsibilities have existing emergency plans and procedures/guidelines. ESF-9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures/guidelines already in place.

### C. POLICIES

- ✓ Land SAR operations are initiated, coordinated, and directed by the West Baton Rouge Parish Sheriff's Office in accordance with local and state plans. The West Baton Rouge Parish Search and Rescue team is comprised of deputies and community volunteers and is an affiliate of the Sheriff's Office.
- ✓ Air SAR for missing or downed aircraft is the responsibility of the Louisiana State Department of Transportation Aeronautics Division with the support of the Civil Air Patrol.
- ✓ The National Incident Management System principles, in conjunction with the Incident Command System principles, are the on-scene methods for SAR operations in the parish.
- ✓ Request for additional resources including special skills, expertise, or equipment is coordinated through the 911 Dispatch Center, or in large operations, by the Emergency Operations Center (EOC), when activated.

### D. ESF ACTIVATION

- ✓ ESF 9 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ West Baton Rouge Parish is subject to severe structural damage from severe thunderstorms, floods, tornadoes, terrorism, and war. Any of these emergencies would provide a need for special assistance in order to locate the injured, missing or dead residents within the boundaries of the incident.
- ✓ Emergencies or disasters of many kinds can result in SAR operations. A mass casualty event may produce the need for large scale SAR response. There is a wide range of outdoor activities in West Baton Rouge Parish, and for this reason, individual search and rescue missions not related to disasters, are fairly common. Outdoor recreational activities such as boating, hunting, camping, and fishing may result in people becoming lost, injured, or killed.
- ✓ The widely differing terrain in the parish requires a locally based SAR first response system.

### B. ASSUMPTIONS

- ✓ An organized, trained, and well-equipped search and rescue team will have the capability to minimize injuries or loss of life within West Baton Rouge Parish.
- ✓ West Baton Rouge Parish Sherriff's office shall maintain mutual-aid agreements with surrounding counties and State agencies from which SAR support could be called in order to provide the necessary assistance during a major incident.
- ✓ Due to a limited number of resources, fire, sheriff, and municipal law enforcement agencies will combine their efforts.
- ✓ State and federal agencies are expected to assist local efforts after local resources are deemed insufficient.
- ✓ Search and Rescue (SAR) operations will continue to increase as the population and recreational opportunities continue to grow.
- ✓ Operations may be overwhelmed during emergencies and disasters. Local SAR efforts may require technical assistance from other agencies, counties, and the state.
- ✓ Access to impacted locations may be limited due to steep or rocky terrain, water, or structural barriers. Some areas may only be accessible by aircraft or boat.
- ✓ Rapid assessment of impacted areas and lost individuals will assist in the determination of response priorities.
- ✓ Local residents and unaffiliated volunteers may initiate activities to assist in SAR operations and will require coordination and direction.
- ✓ The day-to-day rescue capability will be augmented by the parish's volunteer search and rescue organization during natural and technological disasters to any extent necessary to effectively manage

an ongoing incident. The operation may also require the mobilization of far-reaching professional services. These may be acquired through mutual-aid agreements, state agencies or military support.

- ✓ West Baton Rouge Parish Sheriff's Office and all Fire Departments shall maintain, on a 24-hour basis, search and rescue capability.
- ✓ It is presumed that the following circumstances may require the initiation of SAR mission involving field operations.
- ✓ Person(s) participating in recreational activity become victims of an accident, a health problem, or disoriented regarding direction.
- ✓ Persons have wandered from a facility, or a group organization activity designed to house, feed, care, and provide guidance for such person.
- ✓ Passengers in a moving vehicle have become submerged in water.
- ✓ Person(s) traveling via aircraft have crashed or landed in an obscure region not normally or officially provided for landings.
- ✓ Person(s) who become victim(s) of drowning.
- ✓ Transitory person(s) is involved in a transportation-related accident have become a victim of foul play.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ All SAR incidents are managed using ICS/NIMS organizational structures and processes. An SAR Coordinator is appointed by the Parish Sheriff through a departmental special order, which activates a command post and implements an incident command structure. Supporting agencies report to the command post and are registered and assigned duties according to the mission objectives and incident action plan as outlined in ICS/NIMS organization and protocols.
- ✓ Requests for SAR operations are forwarded to the Sheriff or representative for determination of the assistance level warranted under the circumstances. Existing SAR personnel and qualified volunteer SAR units make up the nucleus of emergency SAR operations.
- ✓ When a SAR mission is requested of the Sheriff's Office, the 911 Dispatch Center may call out volunteers by phone, pager, or radio. Communications with the Emergency Operations Center (EOC) from the rescue operations Incident Command Post should be through normal radio and telephone capabilities.
- ✓ Prior to deployment, essential information is gathered such as terrain, identification of the search area, and a detailed description of the victim and their circumstances, if available, to better prepare responders for the search. Necessary resources are identified such as K-9 units, horses, extrication equipment, vehicles, and maps.
- ✓ SAR deployments are coordinated through the West Baton Rouge Parish Sheriff's SAR Coordinator and his or her staff, in conjunction with the Search and Rescue Incident Commander, and the individual SAR group leaders.
- ✓ After an SAR mission is completed, there is often a after action review (AAR) where the mission is analyzed to determine what improvements, if any, could be made for similar missions in the future.
- ✓ If a catastrophic event results in major SAR operations involving a multi- jurisdictional effort, requests may be made to GOHSEP and other state agencies for extensive support.
- ✓ Fire protection districts coordinate the search for and rescue of persons entrapped in buildings and will direct their movements to a safer place and rescue of, persons entrapped in buildings and will direct their movements to a safer place.
- ✓ The Parish EOC is the primary location for coordination and control of emergency SAR service operations. The Sheriff may also authorize control from other locations, if needed. The appointed SAR Coordinator implements field operations for an SAR mission. In his or her absence, a designated alternate or the shift commander will implement field operations.
- ✓ The EMD ensures field operations have substantial support from the Parish EOC in gaining information, resources, and data collection to meet reporting requirements. Resource inventories supporting SAR operations (Urban and Wilderness) are maintained through the MCSO and can be accessed through the Parish EOC during an emergency.

- ✓ Regional and State SAR resources are available to support emergency operations in West Baton Rouge Parish through request to GOHSEP. Units sponsored by the Sheriff maintain written administrative policy that encompasses their activities, regulations, and performance reviews. These written administrative policies are available through the Sheriff's Office.
- ✓ Search and Rescue missions in West Baton Rouge Parish are conducted by trained deputies and volunteers equipped to perform many SAR functions. This volunteer work is conducted under the guidance and direction of the West Baton Rouge Parish Sheriff's Office. The following are examples of some of the capabilities of SAR in West Baton Rouge Parish:
  - a) Ground Searches.
  - b) Rappelling/Climbing Operations.
  - c) Underwater Searches.
- ✓ Open land SAR
  - a) The West Baton Rouge Parish Sheriff's Office and Fire Departments will coordinate open land search and rescue missions.
- ✓ Urban SAR
  - b) Fire District #1 will be the lead agency for coordinating urban search and rescue missions.

## B. NOTIFICATIONS

- ✓ The SAR Coordinator, acting as the Primary Agency representative, should notify support agencies of EOC activations and request that representative's report to the EOC to help support ESF-9 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-9 team.

## C. MITIGATION

- ✓ In addition to continuous plan review and updating, public awareness programs have been developed to reduce accidents on land and at sea.
- ✓ Review the hazards most likely to affect the parish and identify potential vulnerabilities in the SAR.
- ✓ Develop plans to overcome identified vulnerabilities (i.e., new equipment, training, mutual aid procedures/guidelines).
- ✓ Ensure that all equipment is regularly checked and maintained for instant deployment.

## D. PREPAREDNESS

- ✓ Rescue units and Emergency Medical Technicians are trained on a regular basis in rescue and techniques by the responsible controlling agency or organization.
- ✓ Any rescue equipment is tested, maintained and repaired as required by the responsible agency or organization.
- ✓ Response plans are revised at regular intervals and updated accordingly by the OHSEP.
- ✓ Encourage active participation of inter-agency preparedness organizations, which collaborate in SAR activities on a regular basis.
- ✓ Identify response zones, potential staging areas, and potential medical facilities with local and regional search and rescue teams and establish specialized teams.
- ✓ Prepare and maintain standard operating procedures/guidelines (SOP/SOGs), resource inventories, personnel rosters, and resource mobilization information necessary for implementation of SAR operations.
- ✓ Ensure Mutual Aid agreements are in place with surrounding jurisdictions.
- ✓ Coordinate and participate in the development and presentation of training courses and exercises for ESF-9 personnel.
- ✓ Maintain liaison with support agencies.
- ✓ Pre-identify typed SAR resources and identify resources from other agencies or capabilities that may assist with SAR, and plan to integrate such additional resources as necessary.
- ✓ Develop management plan to address uncertified volunteers.

## E. RESPONSE

- ✓ Direct SAR resources according to the National Incident Management System (NIMS), the Incident Command System (ICS), and team policies and procedures/guidelines.
- ✓ Maintenance of law and order.
- ✓ Locating any overdue boaters.
- ✓ Directing and controlling traffic during emergency operations.
- ✓ Assisting in alerting and evacuating people in and around the designated emergency zone.
- ✓ Initiation of search and rescue missions as necessary.
- ✓ Evacuation and relocation as required.

- ✓ Emergency Operation Center coordination as appropriate.
- ✓ Mobilization of support activities as required.
- ✓ Administering emergency first aid.
- ✓ Initiate mobilization procedures/guidelines.
- ✓ Assemble personnel and equipment at designated location.
- ✓ Transport team (personnel and equipment) to incident scene.
- ✓ Collect and analyze incident information to assist SAR capability deployment decision.
- ✓ Plan and coordinate SAR operations at incident sit.

## F. RECOVERY

- ✓ The West Baton Rouge Parish Sheriff's Office or fire department (s) shall maintain response operations as necessary. This may include expanding the duties of the Search and Rescue Team.
- ✓ Public information activities.
- ✓ Initiate return when mission completed.
- ✓ Inventory and replace losses.
- ✓ Secure and return to normal duty.
- ✓ Continue to render support when and where required as long as emergency conditions exist.
- ✓ Participate in after-action briefings and develop after-action reports.
- ✓ Make necessary changes in this ESF Annex and supporting plans and procedures/guidelines.
- ✓ Initiate financial reimbursement process for these activities when such support is available.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. ORGANIZATION

- ✓ On-scene Search and Rescue Operations should be organized using the Incident Command System and should remain under the administrative control of the Sheriff's Office.
- ✓ ESF 9 support to SAR operations, if needed, will likely take place through the Parish Emergency Operations Center (EOC). ESF 9 Agency Reps in the EOC should be organized under the ICS Operations Section as either a stand-alone "Team" or as part of a functional Group, depending upon the needs of the incident
- ✓ Open land SAR
  - a) The West Baton Rouge Parish Sheriff's Office and Fire Departments will coordinate open land search and rescue missions.
- ✓ Urban SAR
  - a) Individual Fire Departments will be the lead agency for coordinating urban search and rescue missions.

### B. COORDINATION

- ✓ Rescue operations call for any rescue operation to be managed by the dispatcher and the on-scene commander.
- ✓ Any rescue operation initiated during a "State of Emergency Declaration" shall be managed by the scene commander and channeled through the Emergency Operation Center.

### C. OPERATIONS

- ✓ Day to day rescue operations are the assigned duties of fire department and sheriff's office personnel.
- ✓ Volunteer Search and Rescue Associations will provide support when dispatched.
- ✓ Volunteer search and rescue assistance is requested primarily for water related incidents in the parish, including boat accidents, missing persons, and downed aircraft incidents.
- ✓ If all parish resources are overwhelmed further assistance will be requested from the state or federal government

#### D. FIRE DEPARTMENTS: URBAN SEARCH AND RESCUE OPERATIONS

- ✓ Individual Fire Departments will be the lead agency for coordinating urban search and rescue missions.
- ✓ Provide leadership in directing, coordinating and integrating overall Parish efforts to provide SAR assistance to affected areas and populations.
- ✓ Evaluate the emergency, make strategic decisions, identify resource needs and secure resources required for field operations.

#### E. SHERIFFS/LAW ENFORCEMENT

- ✓ The West Baton Rouge Parish Sheriff's Office and Fire Departments will coordinate open land search and rescue missions.
- ✓ Staff and operate an ICS compliant command and control structure to assure that services and staff are provided to areas of need.
- ✓ Coordinate and direct the activation and deployment of local agencies, SAR personnel, supplies, and equipment.
- ✓ Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.
- ✓ Maintain and review ESF 9 Annex and Mutual Aid agreements as needed.
- ✓ Prioritize mission requirements in support of ESF 9, and potentially other ESFs, activated by an emergency or disaster.
- ✓ Manage SAR and other emergency incidents in accordance with each department's Standard Operating Procedures/Guidelines (SOP/SOGs) and under the direction of ESF-9 representatives or designee.
- ✓ Work with the EOC Team to rapidly assess the situation and take appropriate actions to support SAR operations at the scene(s).
- ✓ Assess the need to request specialized SAR resources from outside the Jurisdiction.
- ✓ Provide a liaison for SAR resources from outside the Jurisdiction, including Parish, State and Federal agencies.
- ✓ Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical SAR needs.
- ✓ Work with the Incident Commander(s) and the EOC Team to help ensure SAR personnel deployed to the disaster scenes are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances.

- ✓ Work with ESF-3 (Public Works and Engineering) to ensure heavy equipment support to SAR operations and structural shoring required to ensure the safety of the teams.
- ✓ Coordinate with ESF-8 (Health and Medical Services) to help ensure the coordination of emergency medical assistance and victim transport.
- ✓ Assist in identifying personnel and resources to support this Annex.
- ✓ Work with support agencies to keep this Annex up to date.

## F. SUPPORT AGENCIES

- ✓ Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- ✓ Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- ✓ Deploy a representative to the Parish EOC to assist with ESF 9 activities.
- ✓ Provide ongoing status reports as requested by the Search and Rescue Coordinator.
- ✓ Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available.
- ✓ Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- ✓ Participate in Emergency Management training and exercises.

## **DIRECTION AND CONTROL**

- ✓ Direction and control of the total rescue force is the primary responsibility of the West Baton Rouge Parish Sheriff's Office. All emergency responses requiring rescue operations and additional resource support will be channeled through the Sheriff's Office to the OHSEP.
- ✓ Direction and Control for search and rescue operations in West Baton Rouge Parish may be conducted as a joint venture involving more than one agency or rescue group.
- ✓ The command structure during any emergency will be the same as day-to-day operations unless otherwise stipulated by the Sheriff or his designee.

## **CONTINUITY OF GOVERNMENT**

Continuity of government will be exercised as provided in the Basic Plan.

## **ADMINISTRATION AND LOGISTICS**

### **A. ADMINISTRATION**

- ✓ The OHSEP is charged with the responsibility of coordinating with representatives of all Search and Rescue groups to ensure that necessary changes are made in the emergency operation plans or procedures.

### **B. LOGISTICS**

- ✓ The Sheriff's Office or Fire Department(s) shall maintain its own logistical support during the initial phase of any response operation. Additional support may be obtained through the Emergency Operation Center, or Incident Command as needed.
- ✓ The Sheriff's Office will check and replenish resources.

## **PLAN DEVELOPMENT AND MAINTENANCE**

- ✓ The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- ✓ All other agencies given responsibility in this plan, in coordination with the OHSEP are responsible for maintenance of their respective annexes or appendices.

## AUTHORITIES AND REFERENCES

### A. AUTHORITIES

See Section 1 of the Basic Plan.

### B. REFERENCES

1. Guide for All Hazard Emergency Operations Planning, Comprehensive Planning Guidance (CPG) 101, 2008 Federal Emergency Management Agency.
2. SM14.2 Rescue Skills and Techniques (Formerly FC-1-11.1) DCPA.
3. National Response Framework. January 2008. ESF 9 – Search & Rescue.
4. Target Capabilities List. September 2007. Search & Rescue (Land-Based).
5. Federal Emergency Management Agency (FEMA) Urban Search and Rescue Response System Operations Manual (September 2003).
6. Federal Emergency Management Agency (FEMA) Urban Search and Rescue Field Operations Guide.

## ACRONYMS AND DEFINATIONS

See Basic Plan.

## ATTACHMENTS

Attachment 1: MGRS maps and grids for SAR (on file at EOC)

## **EMERGENCY SUPPORT FUNCTION (ESF) 10 – HAZARDOUS MATERIALS**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Fire District #1 and OHSEP.

### **PRIMARY/LEAD AGENCIES**

- ✓ West Baton Rouge Parish Fire District #1
- ✓ OHSEP
- ✓ West Baton Rouge Sherriff's Office and Municipal Police Departments
- ✓ Louisiana Highway Patrol (LHP)

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ U.S. Environmental Protection Agency (EPA)
- ✓ U.S. Department of Health and Human Services (HHS)
- ✓ U.S. Coast Guard (USCG)
- ✓ U.S. Department of Homeland Security
- ✓ U.S. Department of Transportation
- ✓ U.S. General Services Administration
- ✓ U.S. Nuclear Regulatory Commission

#### **State Agencies**

- ✓ Louisiana State Analytical and Fusion Exchange (LA-SAFE)
- ✓ Louisiana State Police / Louisiana State Highway Patrol
- ✓ Louisiana Department of Environmental Quality (DEQ)
- ✓ Louisiana Emergency Response Network (LERN)
- ✓ Louisiana Department of Health (LDH)
- ✓ Louisiana Department of Transportation & Development (DOTD)
- ✓ Louisiana Rail Link HazMat Team
- ✓ Louisiana Army National Guard (MANG)
- ✓ Louisiana Department of Wildlife and Fisheries.

#### **Local Agencies**

- ✓ Baton Rouge Area Mutual Aid System (BRAMAS)
- ✓ Parish Health Department
- ✓ West Baton Rouge Local Emergency Planning Committee (LEPC)

#### **Other Agencies**

- ✓ Private HazMat Clean-up Companies and Private Sector Facilities

## INTRODUCTION

### A. PURPOSE

- ✓ The purpose of this ESF to designate local jurisdiction responsibilities for managing emergent hazardous material incidents and other unanticipated releases and to identify local jurisdiction responsibilities for hazardous materials in order to minimize exposure and/or damage to human health and safety or to the environment caused by the actual or threatened release of hazardous materials and other releases.
- ✓ ESF 10 provides for an effective and efficient response to and recovery from hazardous materials (HAZMAT) and radiological incidents that threaten the environment of the parish and the lives and property of its citizens. Hazardous materials include oil spills.
- ✓ This ESF coordinates parish, local government and private resources responding to and remedying oil spills, HAZMAT incidents and radiological releases.

### B. SCOPE

- ✓ The scope of ESF #10 includes the appropriate actions to prepare for and respond to a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents.
- ✓ In the context of this plan, hazardous materials (HazMat) refer to any CBRNE (chemical, biological, radiological, nuclear, explosive) material, regardless of source, which poses a threat to life safety, the environment, and/or property.
- ✓ This ESF provides for a coordinated response to actual or potential discharges and/or releases of hazardous materials within West Baton Rouge Parish. Planning for every hazardous material contingency is beyond the scope of this ESF. This plan will provide broad objectives that should provide the greatest protection of life and health, the environment, and property.
- ✓ Actions in this function can range from the detection of a release of spill, through the provision of initial response actions, to the request of state assistance and procurement of a contractor, to coordination of joint local, parish, state, and federal operations under the Incident Command System, to the final inspection and approval of remedial and restoration work.
- ✓ Agencies responding to a HazMat release will have their own standard operating procedures (SOP's). This ESF does not supersede those procedures; instead, it is designed to coordinate the efforts of the various agencies responding to the same incident.

### C. POLICES

- ✓ Management of HazMat incidents should follow the concepts of the Incident Command System (ICS).
- ✓ Most actions taken at a HazMat incident should be defensive in nature and should be within the capabilities of the personnel on scene.
- ✓ The planning in this ESF will be conducted and maintained in conjunction with SARA Title III requirements.
- ✓ Federal and state regulations require that local jurisdictions form LEPC's. It is the responsibilities of each LEPC to develop a Hazardous Materials Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distances, and places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment.

### D. ESF ACTIVATION

ESF-10 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ Parish agencies and/or departments may be tasked to initiate a SAR mission that may require the utilization of air, ground, and water rescue operations to preserve life.
- ✓ Agencies that conduct preplanning for SAR mission(s) must consider hazards such as fire, confined space rescue, high-rise structures, urban or rural areas, trench, subsurface, recreational areas/facilities, waterways, chemical/biological/radiological/nuclear/explosive locations.
- ✓ The basic response by local officials to a hazardous materials incident in this parish would be the same whether the problem occurred by rail, highway or water. The differences in response become apparent when levels of outside assistance are called upon such as: Federal Railroad Administration, State Police, Department of Environmental Quality, Department of Transportation and Development, the U.S. Coast Guard, and the Environmental Protection Agency.
- ✓ Hazardous materials are transported through the Parish, creating a relatively high exposure to potential HazMat incidents. An incident could occur anywhere and at any time throughout the parish.
- ✓ The threat presented by hazardous material incidents is often to both public health and safety, and the environment. While most hazardous material incidents involve smaller volumes of material, they do require specific approaches to different types of chemical and waste releases. It is important to assess the characteristics of the hazard, acquire the necessary resources and develop a site-specific emergency response plan.
- ✓ The commencement of emergency response operations of hazardous material incidents may require multiagency and multi-disciplinary responses. Disciplines involved may include fire responders, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health, and other agencies.
- ✓ While upon initial assessment, some incidents may not have obvious impacts on life, property, and the environment. They may have subtle long-term consequences for human health, and the environment that will require further remediation.
- ✓ The Louisiana Department of Environmental Quality (LDEQ) has overall responsibility for 24-hour environmental pollution prevention, preparedness, and response within the state of Louisiana.
- ✓ The emergency field response to incidents of hazardous materials spills and releases is the responsibility of the fire services and Louisiana State Police.

- ✓ Many substances classified as hazardous materials are transported through the parish or used in the parish on a daily basis. Although the possibility exists that hazardous materials incidents at industrial sites could adversely affect the public, the greatest danger to the public is presented by the transportation of hazardous materials.
- ✓ As required by SARA Title III, West Baton Rouge Parish has established a Local Emergency Planning Committee (LEPC) consisting of the following representatives:
  - a) Fire Departments.
  - b) Law Enforcement Agencies.
  - c) Emergency Medical Services.
  - d) Health Department.
  - e) Elected Officials.
  - f) Emergency Management.
  - g) Health Centers.
  - h) Owners/operators of fixed facilities.
  - i) Print and Broadcast Media.
  - j) Community and environmental groups.
  - k) Others identified as appropriate by West Baton Rouge Parish Officials.
- ✓ Notification: The above agencies may place a call to Louisiana State Police, OHSEP, DEAParish, or National Response Center in case of emergency incidents. e National Response Center (NRC) is a part of the federally established National Response System and staffed 24 hours a day by the U.S. Coast Guard. Each of the above organizations has its own HAZMAT teams.

## B. ASSUMPTIONS

- ✓ Incidents involving hazardous materials may occur at any time day or night.
- ✓ West Baton Rouge Parish Fire District #1 HazMat Team can conduct technical level-response.
- ✓ Most of the Parish Volunteer Fire Departments have had Awareness and Operations-level training and can provide support to a technical-level HazMat team as needed.
- ✓ All modes of transportation have the potential to carry hazardous materials. Hazardous materials that are transported may be involved in railroad accidents (Union Pacific Railroad and KC Southern Railroad), pipelines (see maps), water (Mississippi River), highway collisions (Interstate 10, U.S. Hwy 190, and La. Hwy 1), or airline incidents.
- ✓ Natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
- ✓ Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites which produce, generate, use, store, or dispose of hazardous materials) could be damaged so that existing spill control apparatus and containment measures are not effective.
- ✓ Damage to, or rupture of, pipelines, transporting materials that are hazardous if improperly released will present serious problems.
- ✓ Emergency exemptions may be needed for disposal of contaminated material.
- ✓ Laboratories responsible for analyzing hazardous material samples may be damaged or destroyed in a disaster.
- ✓ Experience has taught most officials dealing with hazardous material incidents that extreme caution must be exercised.
- ✓ Numerous emergency service agencies will be called upon to assist in their area of expertise during a hazardous materials incident. Coordination of these agencies is of utmost importance.
- ✓ All agencies, Local, State, Federal and Private have training concerning the National Incident Management System and Incident and Unified Command.
- ✓ All incidents involving the carrier of goods, materials, liquids or freight of any kind should be regarded as incidents involving hazardous materials until proved or verified otherwise.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ The OHSEP has Primary Responsibility for oil spill, HAZMAT, and radiation incidents.
- ✓ All agencies within this plan will follow the established contents of the National Incident Management System.
- ✓ The primary responsibility for dealing with hazardous materials incidents (on the local level) is assumed first by the responding jurisdictional fire officer then may be transferred to other fire officers or the Louisiana State Police. Support will be received from the Sheriff's Office, OHSEP and other departments at the scene, when called upon for assistance.
- ✓ Initial notification of a hazardous materials incident will normally be made to the West Baton Rouge Parish E-911. This initial notification may come from a variety of sources, such as citizens, facility owners, or emergency responders.
- ✓ Upon notification of a hazardous materials incident, the E-911 will obtain as much information as possible regarding the event from the initial source of notification and alert the local fire department and dispatch a HAZARDOUS MATERIALS team and the HAZARDOUS MATERIALS Medical Support Team. The EOC will relay the information received (e.g., the chemical and quantity, safe routes of entry, injuries, etc.) to the responding agencies.
- ✓ The IC will make all tactical field decisions using their agency's hazardous materials operating procedures and guidelines. As per existing agency procedures, the IC will direct be responding agencies to accomplish the following activities as needed:
  - a) Identify, assets and evaluate the risks involved with the hazardous material or Chemical, Biological, Radiological, Nuclear (CBRNE) agents.
  - b) Activate and direct WMD/hazardous material response tactical operations.
  - c) Conduct rescue and decontamination activities.
  - d) Take appropriate mitigation actions.
  - e) Request notification and/or response by the Louisiana LDEQ, Louisiana Fusion Center.
  - f) Request notification and/or response by DHH and/or EPA.
  - g) Request/ensure notification to NRC.
  - h) Request additional resources and personnel to assist with the event.
  - i) Request response from Louisiana State Police.
- ✓ The IC (or their designee) will maintain communications with the EOC and/or the West Baton Rouge Parish EOC (when activated) to ensure support for field operations, facilitate requests for additional resources and maintain appropriate coordination with other departments, agencies and jurisdictions.

- ✓ If local hazardous materials incident response resources are inadequate, assistance will be requested from other unaffected or less affected jurisdictions in the region. If regional hazardous materials resources are needed, the responsible agency (i.e., the agency maintaining the resource) will deploy the resource at the request of the IC, unless the resource is already in use or other limitations prevent the responsible agency from deploying the resource.
- ✓ The resources and personnel used to support hazardous materials operations will remain under the direct control of the agency maintaining the resources but will be assigned by the IC or their designee. The sharing of hazardous materials resources between jurisdictions will be accomplished via established mutual aid systems.
- ✓ If the potential need for regional hazardous materials resources is recognized, the West Baton Rouge Parish E-911 office will provide initial notification to the Fire department Hazardous Material Team that an incident has occurred possibly requiring their assistance.
- ✓ As with any disaster response, the IC (or designee) will notify OHSEP when they believe a situation may potentially require (or currently requires) the activation of the West Baton Rouge Parish Emergency Operations Center (EOC). Upon being notified West Baton Rouge Parish Fire District #1 would activate the Parish EOC as needed.
- ✓ West Baton Rouge Parish Fire District #1 has responsibility as the Coordinating Agency for ESF-10 Oil and Hazardous Material, and will coordinate response activities with the supporting agencies, local responders, etc. as needed. Also, as needed, both DHH and EPA staff can be requested to provide staff to the Parish's EOC.
- ✓ When the West Baton Rouge Parish EOC is activated, the IC (or their designee) will maintain communications with the ESF-10 Oil and Hazardous Materials Team to ensure parish wide/regional coordination and request additional resources or assistance. The Parish EOC will work to coordinate information among other parish and city departments, agencies and public officials. The Parish EOC will also work to ensure emergency functions such as mass care, transportation, communications, public works and others are activated in support of the incident.
- ✓ The mission of the Parish ESF-10 Oil, and Hazardous Materials Team is to ensure the provision of response support required to meet the needs generated by disasters affecting West Baton Rouge Parish. When activated, the ESF-10 Team in the Parish EOC will orchestrate the parish wide coordination required to fulfill the mission of ESF-10. These activities will include:
  - a) Establish and maintain operational awareness of oil and hazardous materials through direct communications links with operational units (Hazardous Materials teams, DOCs, City EOCs, PSAPs, liaisons, EPA, LDEQ, regional EOC's, etc.) in the field and/or their appropriate coordinating entities.
  - b) Conduct oil and hazardous materials disaster impact and needs assessments, prioritize ESF-10 operational objectives in alignment with the EOC Action Plan, and coordinate ESF-10 parish-wide response activities.

- c) Collect and analyze information relevant to ESF-10 and report in WebEOC and EOC documents including EOC Action Plans and Situational Reports.
  - d) Receive, manage, and track resource requests for ESF-10; and
  - e) Ensure full coordination of activities with other groups within the EOC to assist in the development and maintenance of a common operating picture.
- ✓ Regional and state coordination will be maintained throughout the event by ESF-10 Oil and Hazardous Materials in the EOC in cooperation with responding agencies and other operational units. Regional coordination actions during a hazardous materials event may include the dissemination of public information regarding in-place shelter or evacuation operations, safe routes, shelter locations or other issues potentially involving more than one jurisdiction, as well as sharing information through WebEOC.
  - ✓ The local EMAs/EOCs in the region may initiate and maintain regional coordination during a hazardous materials incident by using WebEOC, an online EOC information management tool. WebEOC allows jurisdictions to communicate information regarding emergency events in real time via the Internet. Other technology, such as teleconferencing, emails, facsimile, etc. may be used to help ensure regional coordination is accomplished.
  - ✓ When outside personnel and resources are working in support of local response agencies, private, state, or federal personnel may maintain the normal chain of command and supervision. They should respond to tasks and assignments through or in conjunction with the on-scene Incident Command System.
  - ✓ Response to a HazMat incident should be primarily defensive in nature and responding departments should perform only to the level trained. Primary considerations should be given to protection of the public by either evacuation or in place protection. Protection of property and environment should be secondary.
  - ✓ Responder Certification. All firefighters are encouraged to receive at least the first responder operations level training in accordance with 29 CFR 1910.120. Hazardous Materials team members are trained to the hazardous materials technician level under the same regulation. All EMS personnel are trained to at least the hazardous materials awareness level, as well as EMS competencies for NFPA 473 Level 1.
  - ✓ Response to a terrorist incident within West Baton Rouge Parish is addressed in Incident Specific Annex 8 – Terrorism and the Terrorism Response Plan, included as appendix to this ESF.
  - ✓ Response to a EPZ within West Baton Rouge Parish is addressed in Incident Specific Annex– EPZ Plan, included as appendix to this ESF.
  - ✓ Response to a HAZMAT within West Baton Rouge Parish is addressed in Incident Specific Annex– Terrorism and the HAZMAT Plan, included as appendix to this ESF.

## B. NOTIFICATION AND REPORTING

- ✓ 911 Dispatch is the primary point of notification for hazardous materials incidents.
- ✓ Initial notification of a hazardous materials incident will normally be made to the 911 Dispatch. This initial notification may come from a variety of sources, such as citizens, facility owners, or emergency responders.
- ✓ In the event of a spill/release from an facility subject to Emergency Planning and Community Right-to-Know Act (EPCRA), that can potentially endanger public safety, the facility owner/operators are responsible for immediately notifying the West Baton Rouge Fire District #1 in the response zone in which the incident has occurred. Notification will be accomplished by calling E-9-1-1. This emergency notification must include:
  - a) Chemical name and whether it is an extremely hazardous substance.
  - b) Estimate of the quantity released into the environment.
  - c) Time and duration of the release.
  - d) Medium into which the release occurred.
  - e) Any known or anticipated acute or chronic health risks associated with the release.
  - f) Advice on medical attention for exposed individuals.
  - g) Necessary precautions such as evacuation or in-place shelter.
  - h) Name of a contact person.
- ✓ The Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 was created to help communities plan for chemical emergencies. It also requires industry to report on the storage, use and releases of hazardous substances to federal, state, and local governments. EPCRA requires state and local governments, and Indian tribes to use this information to prepare for and protect their communities from potential risks.
- ✓ Any facility producing, using or storing one or more hazardous materials regulated under SARA, Title III must also notify the National Response Center, the Commission on Emergency Planning and Response (CEPR), the Louisiana Department of Health and the Local Emergency Planning Committee (LEPC) of any release that exceeds the reportable quantity for that substance. Subject to this notification are all materials on the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) list and those on the list of extremely hazardous substances established by the Environmental Protection Agency (EPA). Not all releases are subject to response by an emergency responder agency. For example, a release may be slightly in excess of what they are permitted to release to the air or water under authority of the applicable agency and therefore not subject to response by an emergency responder.
- ✓ Facilities involved in hazardous materials incidents are required to provide ongoing information and assistance to the response personnel, OHSEP and the ESF-10 Team in the EOC as required by the situation.
- ✓ Notification of a hazardous materials spill or release from transportation incidents is normally made by calling 9-1-1 (EOC), which will notify the appropriate response teams.

## C. EVACUATION & SHELTERING IN-PLACE

- ✓ The U.S. Department of Transportation Emergency Response Guidebook provides suggested distances for protecting, isolating, or evacuating people from hazardous materials spill areas. The information in this Guidebook will be used by the Incident Commander (IC) to determine areas to be evacuated or areas for which in-place shelter will be recommended.
- ✓ The IC will determine the need to evacuate people from unsafe areas. If an evacuation is not feasible, the Incident Commander may consider isolating people from the hazard by instructing them to stay indoors and away from outside air.
- ✓ Jurisdictional law enforcement is responsible for selecting, establishing, and maintaining evacuation routes and for the control and accountability of evacuees from the incident area to any designated shelters.
- ✓ To the greatest extent possible private automobiles will be used for evacuation. Buses for emergency use are available from the Transit Department (see ESF-1 Transportation).
- ✓ Whenever possible, evacuees should be encouraged to seek shelter with friends or relatives outside the affected areas.
- ✓ The West Baton Rouge Parish EOC will work closely with the local media to disseminate information regarding the event as described in ESF-15 Public Information. In addition, standard public warning and communication systems will be used, such as the Emergency Alert System (EAS), NOAA All-Hazard Radios, first responder public address systems, etc.
- ✓ If requested by the on-scene IC, the EOC will notify any special facilities located in the affected area. In the event a special facility cannot be notified by telephone, and it is safe to do so, a first responder will be dispatched to make direct contact with the facility using the appropriate personal protective equipment. Unified Command will be implemented incase multiple jurisdictions are involved.

## D. WASTE DISPOSAL

- ✓ The ESF-10 Oil, and Hazardous Materials Team will work with ESF-3 Public Works and Engineering for activities surrounding waste disposal. The West Baton Rouge Parish Debris Management Plan will be utilized to determine the appropriate methods for waste disposal of non-chemical waste.
- ✓ Disposal of radiological and hazardous wastes must be done in accordance with state and federal regulations and in most instances cannot be disposed of in any municipal solid waste landfill. In the event of a disaster involving these materials, the responsible party will be directed to comply with both state and federal requirements. Close coordination with LDEQ and/or EPA may be needed on determining disposal options.

## E. MITIGATION

- ✓ The U.S. Environmental Protection Agency enforces the Emergency Planning and Community Right-to-know Act.
- ✓ The Louisiana State Police enforces the Louisiana Hazardous Material Information Development, Preparedness, and Response Act.
- ✓ Implemented Process Safety Managements for Major chemical producers within West Baton Rouge and Iberville Parishes.
- ✓ Maintain an accurate and current listing of all fixed facilities that produce or store hazardous materials.
- ✓ Prepare site-specific plans for each facility that produces or stores extremely hazardous substances and update these plans annually or as necessary through the year.
- ✓ Participate in the hazard identification process and identify and correct vulnerabilities.
- ✓ Continue to train personnel for hazardous material incidents.
- ✓ Develop radiological awareness programs for responders, public and industry.
- ✓ Develop emergency preparedness programs for hazardous materials incidents.
- ✓ Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.

## F. PREPAREDNESS

- ✓ West Baton Rouge Parish has established a Local Emergency Planning Committee in accordance with Emergency Planning (EPCRA Sections 301-303, 40 CFR Part 355).
- ✓ The West Baton Rouge Emergency Taskforce has been established to coordinate preparedness and response amongst all public and private agencies. LEPC meetings are held every other month.
- ✓ The Louisiana State Police have established the Hazardous Materials and Explosives Control Unit. Personnel within this unit are trained in Hazardous Materials and Explosive Preparedness and Response.
- ✓ Emergency Planning Zones have been developed for fixed site and transportation sources of Hazardous Material. Each EPZ represents possible scenarios and the impact of additional risks posed by adjacent facilities and/or sources of hazardous substances.
- ✓ CAMEO (Computer Aided Management of Emergency Operations) is used to project impacts from events to include at risk facilities, such as, health and medical sites.
- ✓ All fixed-site operators have been instructed to notify the West Baton Rouge Parish of any incident having the potential for an off-site release by dialing 911 and to provide the information about the incident

requested on a Hazardous Materials Emergency Notification Form provided each operator by West Baton Rouge Parish Local Emergency Planning Committee.

- ✓ Emergency Response Plans have been written and tested by government and industry in the Parish.
- ✓ Emergency Response personnel, including medical personnel, have been, or are being trained in the identification of hazardous material to include radiological materials and the use of reference materials.
- ✓ Evacuation routes and procedures are being identified and will be tested and publicized for the general public.
- ✓ Sheriff's Office personnel, the OHSEP Director, and the Fire Chief are available for response to all incidents. The need is recognized for more training in handling hazardous materials for responders in the fields of law enforcement, fire services and health and medical.
- ✓ The West Baton Rouge Parish Fire District #1 periodically conduct Hazardous-Materials specific training throughout the year.
- ✓ Crisis Training of monitoring teams provided on an annual basis.
- ✓ West Baton Rouge Parish Office of Homeland Security and Emergency Preparedness conducts educational seminars of chemical safety and distributes brochures on Hazardous Materials Awareness to the public.
- ✓ Develop a chemical hazard analysis, and record recorded within CAMEO, to include worst-case scenarios.
- ✓ Develop and refine procedures/guidelines to be used in hazardous materials assessments.
- ✓ Prepare and maintain standard operating procedures/guidelines (SOP/SOGs), resource inventories, personnel rosters, and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
- ✓ Maintain liaison relationships with support agencies.
- ✓ Ensure personnel are appropriately trained and equipped to deal with hazardous materials incidents.
- ✓ Conduct vulnerability analysis at critical facilities and make recommendations to improve the hazardous material storage.
- ✓ Preposition response resources when it is apparent that hazardous materials response resources will be necessary.
- ✓ Conduct/coordinate/participate in all exercises involving ESF-10.
- ✓ Develop mutual aid procedures to assist with supporting issues related to a hazardous substance incident.

- ✓ Estimate logistical requirements (e.g., personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- ✓ Participate in exercises and training to validate this annex and supporting SOPs/SOGs.
- ✓ Ensure all ESF 10 personnel are trained in their responsibilities according to the departmental SOPs/SOGs.

## G. RESPONSE

- ✓ ESF #10 will coordinate, with the Unified/Incident Command, all hazardous substance response-specific efforts and provide information to the EOC for coordination of all other municipal efforts.
- ✓ ESF #10 will assess the situation to include: the nature, amount and location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare and the environment.
- ✓ Establish an isolation area and move all people out of that area.
- ✓ Establish perimeter control / area security.
- ✓ Establish and identify command post and staging locations. Establish ICS.
- ✓ Take measures to protect the public and the safety of responders.
- ✓ Deploy appropriately trained personnel to the incident.
- ✓ Call for necessary help from mutual aid jurisdictions, U.S. Environmental Protection Agency and/or the State Department of Environmental Quality. The purpose of the Baton Rouge Area Mutual Aid System, B.R.A.M.A.S. is to develop, maintain and improve procedures among the members for mutual assistance and cooperation in the control of emergencies and disasters such as fires, spills, explosions, and releases of toxic substances.
- ✓ Ensure that public health departments are advised and incorporated into the command system.
- ✓ Deploy a representative to the EOC if requested.
- ✓ Establish adequate zones for decontamination.
- ✓ Ensure personnel are adequately protected and equipped to handle hazardous material incidents.
- ✓ Monitor and direct hazardous materials resources and response activities.
- ✓ Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- ✓ Coordinate with support agencies, as needed, to support emergency activities.

- ✓ Coordinate with other ESF's to obtain resources and to facilitate an effective emergency response among all participating agencies.
- ✓ Once all local resources have been utilized and expended, coordinate with the logistic section to assist in locating additional support resources.
- ✓ Work with appropriate agencies to determine site safety and when to declare the incident over and allow people back into the area.
- ✓ Coordinate with ESF #3 for technical assistance on water, wastewater, solid waste, and disposal.
- ✓ Coordinate with ESF #12 and LDEQ for technical advice and assistance on intra-Parish pipelines.

## H. RECOVERY

- ✓ The Incident Commander shall determine when the respective incident has been stabilized and made safe. The incident commander will, prior to giving an all clear, consult with the West Baton Rouge Parish OHSEP to coordinate the dissemination of correct information to the media, public, and other officials.
- ✓ Agencies such as the Department of Environmental Quality and the U.S. Coast Guard will be called upon to execute their authority and responsibility of overseeing of cleanup operation. Local chemical cleanup companies have been identified and can provide the necessary services should the situation warrant.
- ✓ All responding agencies will be responsible for decontamination of equipment and facilities.
- ✓ Continue to provide support as required to support the recovery phase of the incident through the appropriate incident commander.
- ✓ Continue to monitor personnel and area for contamination.
- ✓ Support community recovery activities.
- ✓ Participate in after-action briefings and develop after-action reports.
- ✓ Initiate financial reimbursement process for these activities when such support is available.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The structure of the local agency on scene management will depend on the size and scope of the incident. The IC is responsible for the incident's management. For the purpose of this plan, the IC is the designated in-charge official from the first response agency, or the designated in-charge official from the agency with jurisdictional authority for the area of the incident, until officially relieved by higher authority.

### A. OHSEP RESPONSIBILITIES

1. Activate the Emergency Operations Center and it will be the central coordinating location for all Parish, state and federal agencies/resources involved in the SAR mission(s).
2. Coordinate Rapid Needs Assessments (RNA's) to prioritize communities for SAR operations.
3. Serve as the liaison between all levels of government to support operations.
4. Assist in prioritizing debris removal operations to provide access to SAR mission area(s).
5. Establish periodic ROC briefing sessions
6. Coordinate with the GOHSEP in forwarding a disaster declaration to the Governor, if the situation warrants, with the hope of obtaining a gubernatorial declaration. The Governor then may decide to request a federal declaration through FEMA.

### B. WEST BATON ROUGE LEPC

1. The role of LEPCs is to form a partnership between local government and industry as a resource for enhancing hazardous materials preparedness. LEPCs are crucial to local hazardous materials planning and community right-to-know programs. The membership comes from the local area and should be familiar with factors that affect public safety, the environment, and the economy of the community.

### C. FIRST RESPONDERS

- ✓ When the first law enforcement or fire department official arrives on the scene, he will survey or size-up the situation to determine if a disaster or potential disaster exists. In either case, control of the situation will be assumed by the first arriving fire officer or most qualified officer who will:
- ✓ Identify the hazardous material(s) involved from a safe distance location using binoculars or other vision enhancement devices, from an UP-WIND and UP-HILL vantage point.
- ✓ Determine if the event has an established Emergency Planning Zone (EPZ). If it has an established EPZ, initiate the pre-described protective actions as needed.
- ✓ Evaluate the properties of the hazardous material(s) from emergency response reference guidebooks or material safety data sheets. Determine if extinguishment of fire and/or rescue of persons in the hazardous zone is possible with existing personal protective gear available and if extinguishment of fires, if existing, is recommended.

- ✓ Consult weather, topography, existing routes of entry/egress, and general suitability for an area to establish a forward command post.
- ✓ If, based on personal knowledge of the material(s), written literature supplied by the manufacturer, emergency resource material, obvious signs of imminent danger, evacuation is deemed necessary, the most qualified official on scene will determine:
- ✓ If personnel are properly equipped to enter the hazard zone to perform the evacuation tasks.
- ✓ If personnel have proper monitoring equipment on hand to insure, they are not evacuating persons through a toxic or dangerous environment.
- ✓ If sheltering in place with continued monitoring would not provide a safer resolution than evacuation.
- ✓ Provide initial response to a HazMat incident based on responder training and expertise.
- ✓ Establish on scene command and incident management utilizing ICS.
- ✓ Notify the appropriate dispatch agency when the magnitude of the incident exceeds the expertise of the initial responder(s).
- ✓ Isolate the area.
- ✓ Identify hazardous material without compromising safety (placard number, shipping document, driver comments, etc.).
- ✓ Provide for the safety of the public by whatever actions are necessary (evacuation, shelter in place).

#### D. WEST BATON ROUGE FIRE DISTRICT #1

- ✓ Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- ✓ The first arriving fire department is responsible for notifying the Louisiana State Police Hazardous Materials Unit and the Department of Environmental Quality, apart from any action which may be taken by the industry or shipper responsible for the incident.
- ✓ Provide leadership in directing, coordinating and integrating overall local efforts to provide hazardous materials assistance to affected areas and populations.
- ✓ The jurisdictional fire department will also identify a location for the forward incident command post. This location will be communicated to the West Baton Rouge Parish OHSEP as well as any special route(s) needed to safely access the forward command post.
- ✓ The fire department with jurisdiction at the scene is responsible for determining the identification of the chemical(s) involved, ONLY if fire personnel can do so without endangering themselves personally. Through this identification process and resource information, the jurisdictional fire department will

formulate appropriate risk levels for life, property, and the environment.

- ✓ Upon notification of a hazardous materials incident, the respective fire department shall dispatch qualified personnel to the scene with appropriate protective equipment. All responding fireman must be qualified to Hazardous Materials Awareness Level.
- ✓ Ensure that all first responders are trained in awareness and operations level of hazardous materials response.
- ✓ Determine the proper level of personal protective equipment, emergency medical treatment, decontamination techniques and additional authorities requiring notification.
- ✓ Coordinate and direct the activation and deployment of local agencies hazardous materials personnel, supplies, and equipment and provide certain direct resources.
- ✓ Coordinate the response of all agencies required to handle the hazardous materials incident and the necessary cleanup involved in recovery.
- ✓ Notify the U.S. EPA of all hazardous materials incidents and request assistance when needed.
  - a) Maintain a list of mutual aid agencies and private contractors that are trained and qualified to respond to an incident.

## E. LAW ENFORCEMENT – SHERIFF AND MUNICIPAL POLICE DEPARTMENTS

- ✓ The senior law enforcement officer at the command post shall determine the routes to be used for evacuation as well as or incoming personnel so as not to endanger the lives of those reporting to the incident site or those evacuating.
- ✓ Law enforcement is responsible for scene security, evacuation, crowd and traffic control, controlling access into the hazardous area, protection of evacuated areas, escorting special equipment to the area and assisting designated persons industry having required technical knowledge in getting to the scene as directed by the incident commander.
- ✓ Follow-up reports on the incident are to be forwarded to the Local Emergency Planning Committee to be made available for public inspection.
- ✓ Coordinates with HAZMAT Team/fire departments.
- ✓ Provide field support to Command Post.
- ✓ Escort emergency aid.

## F. SUPPORT AGENCIES

- ✓ Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- ✓ When requested, deploy a representative to the EOC to assist with ESF-10 activities.
- ✓ Provide ongoing status reports as requested.
- ✓ Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.

## G. OHSEP

- ✓ Upon notification of a hazardous materials incident, the OHSEP will maintain an alert status, notifying other parish departments concerned. Personnel and equipment will be made ready should assistance be requested or required.
- ✓ On confirmation of a hazardous materials incident which could be or is a threat, the OHSEP will go on active stand-by with skeleton force at the Emergency Operations Center or on-scene command post if necessary and will notify the appropriate officials of other departments as may be necessary.
- ✓ Notify local, state, and federal authorities as requested by the IC or as appropriate to the situation.
- ✓ When it is determined that due to location, weather conditions, time of day, type of hazardous material or chemical involved, that large numbers of citizens must be evacuated and/or a disaster emergency must be declared, the Emergency Operating Center will be activated to coordinate the efforts of other parish agencies and personnel. Notification will be given to the Red Cross Chapter and operational units of the OHSEP will be activated to assist as required.
- ✓ West Baton Rouge Parish Hazardous Materials Team(s) may be called upon to respond by West Baton Rouge Parish Fire District #1. The West Baton Rouge Parish Hazardous Materials Team(s) will provide advice and recourses to the Incident Commander and may assume the role of Incident Commander if so requested. In addition, the West Baton Rouge Parish Hazardous Materials Team(s) will be responsible for air monitoring and the distribution of equipment.
- ✓ The OHSEP is responsible for the activation of the Emergency Operations Center, coordination of support activity, technical advice, Declaration of Emergency when required, and coordinating additional personnel and equipment when required.

## H. SAR COORDINATOR

- ✓ Report to EOC upon its activation.
- ✓ Receive “situation status reports” during emergency operations. Each fire and rescue organization will maintain authority within its own jurisdiction and will relay these reports to the ROC during an emergency.
- ✓ Provide, as required, information on the availability of rescue equipment on a Parish wide or area specific basis.
- ✓ Coordinate rescue activities with the parish EOC.
- ✓ Brief other ESF representatives on the status of search and rescue related activities.

## DIRECTION AND CONTROL

### A. AUTHORITY TO INITIATE ACTIONS

It is provided that this plan:

- ✓ Is the official operations source for the Parish of West Baton Rouge, governing and otherwise pertaining to all disasters related to administrative and operational tasks of the parish.
- ✓ Is authorized by and promulgated under the authority contained by those local, State, and Federal statutes listed herein,
- ✓ Has the concurrence of the Parish President of West Baton Rouge Parish by virtue of the letter of implementation (Promulgation Statement) signed by the Parish President and has the concurrence of GOHSEP and by that authority, the concurrence of all other branches of the State Government that operate under their direction and/or coordination under Public Law 93-288 and Louisiana Revised Statute 29:601-617; Act 636 of 1974.
- ✓ It is understood that all Parish departments and agencies and boards of Local Government are an integral part of this plan. There exists as part of the planning elements: specifically named departments with specific responses and, all other departments of parish government, which by virtue of their association constitute a large reserve of material and manpower resources. At the direction of the Parish President such departments may be requested to supplement specifically assigned disaster response roles vital to the well-being of the Parish. The executive group is aware of its responsibility to provide accurate and timely information to the public, especially in time of emergency.

### B. COMMAND RESPONSIBILITY FOR SPECIFIC ACTION

The Parish President and the various ordinances enacted by the West Baton Rouge Parish has the responsibility of meeting the dangers to the Parish. This authority shall include but not limited to the declaration of an emergency condition within the Political Jurisdiction.

The EOC Director acts as the Chief advisor to the Parish President during any declared emergency affecting the people and property of West Baton Rouge Parish. Various Parish agencies and departments under the direction of the West Baton Rouge Parish OHSEP will conduct emergency operations. Command and Management of the emergency will be conducted in accordance with the National Incident Management System Chapter II – Command and Management. State and Federal Officials will coordinate their operations with the IC/UC at the scene through the EOC.

### C. EMERGENCY OPERATIONS CENTER (EOC)

OHSEP assumes direction and control activities from the primary EOC located at West Baton Rouge Courthouse in Port Allen. Should relocation of the direction and control be necessary because of enemy threat or another widespread situation involving the primary EOC, an alternate EOC would be activated. The primary alternate EOC is located within West Baton Rouge Parish Administration Building.

## CONTINUITY OF GOVERNMENT

Effective comprehensive emergency management operations depend upon two key factors to ensure continuity of government from the highest to the lowest level: (1) lines of succession for officials / agency heads / authorized personnel and (2) preservation of records.

### SUCCESSION OF COMMAND

#### a) State Government Succession

Article IV, Section 5(A) of the Constitution of Louisiana vests in the governor the Chief Executive power of the State. The Governor holds office for four years and can immediately succeed himself/herself. Article IV, Section 5 (J) further establishes the emergency management powers of the governor. Article IV, Section 14 of the constitution provides for the line of succession to the governor as follows:

- ✓ Governor.
- ✓ Lieutenant Governor.
- ✓ Secretary of State.
- ✓ Attorney General.
- ✓ Treasurer.
- ✓ Presiding Officer of the Senate.
- ✓ Presiding Officer of the House of Representatives.

#### b) Local Government Succession

See West Baton Rouge Parish Emergency Operations Plan.

#### c) Relocation of Government

West Baton Rouge Parish provides for the relocation of the center of parish government to the alternate Emergency Operations Center during times of emergency.

#### d) State Level

Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility of the State Officials to ensure that all records are secure and always protected from elements of damage or destruction.

It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., tax assessor, sheriff's office) be protected and preserved in accordance with applicable state and local laws. Examples include ordinances, resolutions, minutes of meetings, land deeds and tax records.

## ADMINISTRATION OF LOGISTICS

- ✓ The Parish EOC is designed as the interfacing point for decision-making, coordination, administration, resource information exchange and emergency response management by Parish Officials and other appropriate persons and may be located at the on-scene command post. The on-scene command post shall be established for all Hazardous Materials incidents and shall follow procedures as set forth in standard operating procedures for command post operations.
- ✓ All necessary records and reports will be maintained on each incident.
- ✓ West Baton Rouge Parish maintains intra –parish and regional mutual aid agreements.

## PLAN DEVELOPMENT AND MAINTENANCE

- ✓ The OHSEP Director will be responsible for maintaining and updating this plan. Standard operating procedures for hazardous materials response will be maintained by the fire departments.

## AUTHORITIES AND REFERENCES

### A. AUTHORITIES

- ✓ Superfund Amendments and Reauthorization Act, 1986, Title III
- ✓ Louisiana Hazardous Materials Information Development, Preparedness, and Response Act, 1985, amended 1987. Louisiana Emergency Preparedness and Assistance Act, 1993.

### B. REFERENCES

- ✓ Basic Plan of West Baton Rouge Parish Emergency Operations Plan.
- ✓ North American Emergency Response Guidebook (DOT - 2004).
- ✓ Fire Protection Guide on Hazardous Materials (7<sup>th</sup> Edition - 1987).
- ✓ The U.S. National Response Team (NRT) provides technical assistance, resources and coordination on preparedness, planning, response, and recovery activities for emergencies involving hazardous substances, pollutants and contaminants, Hazardous Materials, oil, and weapons of mass destruction in natural and technological disasters and other environmental incidents of national significance. For additional information on the NRT, see their website at: <http://www.nrt.org/>
- ✓ CHEMTREC is a 24-7 resource for obtaining immediate emergency response information for chemical releases. CHEMTREC is linked to the largest network of chemical and hazardous material experts in the world including chemical and response specialists within the American Chemistry Council membership, response specialists within the carrier community, public emergency services, and private contractors. CHEMTREC is one way to assist shippers of hazardous materials with compliance with government regulations, such as U.S. Department of Transportation regulation 49 CFR § 172.604 – the following is a link to the CHEMTREC Website: <http://www.chemtrec.com/Chemtrec/>.

## ACRONYMS AND DEFINITIONS

### A. ACRONYMS

See Basic Plan.

### B. DEFINITIONS

Hazardous material: incidents may be defined as any condition which exists where a chemical, whether liquid, solid, gaseous or combination thereof, is no longer in its proper container or being utilized by the manufacturer's recommendation and thereby poses an imminent danger to life, property, or the environment.

A hazardous material is any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified in this annex as:

Chemical: toxic, corrosive, or injurious substance because of inherent chemical properties.

Biological: Micro-organisms or associated products which may cause disease in humans, animals or economic crops and includes pathogenic wastes from medical institutions, slaughter- houses, poultry processing plants, and the like.

Radiological: Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Explosive: Material capable of releasing energy with blast effect in a split second upon activation. The released energy usually damages or destroys objects near the blast. The Louisiana State Police have established an emergency classification system for Hazardous Materials incidents for facility and transportation reporting.

Unusual Event: An event that is out of the ordinary with no current threat to persons or property, no adverse effects on public safety, is not expected to escalate to a more serious emergency, no protective action is necessary, and no protective action is recommend.

Site Emergency: An incident or emergency which has had an effect on the near-site population or within the boundaries or transport vehicle, where normal operations of the facility or transport have been adversely impacted; incident or emergency is either secured and in the recovery mode or is ongoing but clearly confined to the facility or the transport vehicle; the on-site incident of emergency may have the potential to escalate to other areas of the facility or transport vehicle; a limited number of people have been effected and the potential exist to affect a much larger portion of the population; the facility or transporter may request adjacent roadways are closed as a precautionary action; a protective action of road closure, shelter in place, evacuation or no protective action necessary has must be provided.

General Emergency: An emergency which will go beyond the facility or transport vehicle and has affected or will affect the general population and may include:

- ✓ The facility is significantly impacted, shutting down most of its normal operations. The facility has experienced a large release which will impact beyond its boundaries. An explosion or fire has occurred at the facility which may not be under control. The emergency situation is beyond the resources of the facility or transporter. The facility response personnel are unable to contain the event and it may escalate

before coming under control. A Protective Action of Road Closure, Shelter in Place or Evacuation must be issued immediately in order to protect the public safety.

- ✓ The West Baton Rouge Parish Standardized Emergency Classification System exists to standardize terminology among all emergency response organizations to express the severity of emergencies and provide the framework for a unified response. In addition, the West Baton Rouge Parish Standardized Emergency Classification System provides the foundation for the implementation and institutionalized processes, systems, procedures, and/or plans to ensure effective cross-jurisdictional coordination between multiple local ICS organizations responding to an incident covering a large geographical area. (NIMS II-A-1-a / II-A-2-a).

**Unusual Event:** An incident that is out of the ordinary but does not present a current threat to persons or property even in the immediate vicinity. The incident may have the potential to escalate to a more serious emergency but is not expected to do so. No protective action will be implemented, and no assistance should be needed from the West Baton Rouge Emergency Operation Center.

**Alert:** An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented, and additional assistance requested from the West Baton Rouge Emergency Operation Center.

**Site Area Emergency:** An emergency that either has already had some effect on near-site population or is anticipated to do so. This classification would be used in situations where a limited number of people have been affected or a much larger number could be affected. Protective actions would be implemented, and assistance would be necessary.

**General Emergency:** An emergency which has affected or will affect large portions of the Parish population. This is the most severe of the emergency classification and protective actions for large numbers of people would be necessary. All emergency resources would be activated, and assistance would be requested from the federal, state, and support parish emergency response agencies, as necessary.

## APPENDICES TO HAZ-MAT EMERGENCY PLAN

[Attachment #1. Organizational Chart \(on file at EOC\)](#)

[Attachment #2. Incident Flow Chart \(on file at EOC\)](#)

[Attachment #3. Incident Level Chart \(on file at EOC\)](#)

[Attachment #4. Pipeline Map \(on file at EOC\)](#)

[Attachment #5. Transportation Routes \(on file at EOC\)](#)

[Attachment #6. Fixed Facilities \(on file at EOC\)](#)

[Attachment #7. Abbreviations/Definitions \(see Basic Plan\)](#)

[Attachment #8. Haz-Mat Procedures \(on file at EOC\)](#)

[Attachment #9. Haz-Mat Resources \(on file at EOC\)](#)

[Attachment #10. Telephone Listings \(on file at EOC\)](#)

[Attachment #11. Lines of Succession \(See Basic Plan\)](#)

[Attachment #12: Map of pipelines \(on file at EOC\)](#)

[Attachment #13: Map of Fixed facilities \(on file at EOC\)](#)

## **EMERGENCY SUPPORT FUNCTION (ESF) 11 – AGRICULTURE AND NATURAL RESOURCES**

### **ESF COORDINATOR**

- ✓ OHSEP

### **PRIMARY AGENCIES**

- ✓ City/Parish Health Department
- ✓ Law Enforcement
- ✓ U.S Fish & Wildlife & Parks
- ✓ U.S. Department of Agriculture (USDA)

### **SUPPORT AGENCIES**

#### **Federal**

- ✓ USDA's Animal and Plant Health Inspection Service (APHIS)
- ✓ USDA's Food Safety and Inspection Service (FSIS)

#### **State**

- ✓ Louisiana Department of Natural Resources (LDNR)
- ✓ Louisiana Department of Public Health & Hospitals (DHH)
- ✓ Louisiana Department of Environmental Quality (LDEQ)
- ✓ Louisiana National Guard
- ✓ Louisiana Department of Corrections.
- ✓ Louisiana Board of Regents
- ✓ Louisiana State University
- ✓ Louisiana Department of Transportation and Development.

#### **Local**

- ✓ West Baton Rouge Parish Humane Society
- ✓ West Baton Rouge Parish Animal Control
- ✓ Public Works
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT etc.)
- ✓ OHSEP

#### **Other**

- ✓ Local Veterinarians
- ✓ Horse and Dog Clubs
- ✓ American Red Cross (ARC)
- ✓ First Responders, Volunteers
- ✓ Private Industry

## INTRODUCTION

### A. PURPOSE

- ✓ ESF 11 provides protection for the State's food supply to ensure that the population of the Parish is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters.
- ✓ ESF 11 provides protection for the food supply to ensure that the population of the parish is provided adequate and healthy nutrition during and after natural and technological emergencies and disasters. It is also concerned with diseases and infestations that could affect plant, animal and cultivated seafood species, and with animal evacuation, sheltering and health care. ESF 11 covers the full range of nutritional assurance and plant, animal and cultivated seafood health and safety in all types of natural and technological threat.
- ✓ It is also concerned with diseases and infestations that could affect plant, animal, and cultivated seafood species, as well as with animal evacuation, sheltering, and health care. ESF 11 covers the full range of nutritional assurance and plant, animal, and cultivated seafood health and safety in all types of natural and technological threats.
- ✓ ESF 11 also supports local and State authorities and other Federal agency efforts to provide nutrition assistance; control and eradicate any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources; and provide for the safety and well-being of household pets during an emergency response or evacuation situation.
- ✓ ESF-11 identifies the responsibilities of organizations that are charged with oversight of food and water supplies in the case of a disaster or emergency situation affecting human beings.
- ✓ ESF-11 also identifies and organizes the resources available to address animal care in the event of either a natural or manmade disaster or in the case of a Foreign Animal.

### B. SCOPE

ESF 11 includes five primary functions:

- ✓ Providing nutrition assistance: Includes working with State and local agencies to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies, and authorize the Disaster Food Stamp Program.
- ✓ Responding to animal and plant diseases and pests: Includes implementing an integrated Federal, State, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. ESF 11 ensures, in coordination with ESF 8 – Public Health and Medical Services, that animal/veterinary issues in natural disasters are supported.
- ✓ Ensuring the safety and security of the commercial food supply: Includes the execution of routine food safety inspections and other services to ensure the safety of food products that enter commerce. This includes the inspection and verification of food safety aspects of slaughter and processing plants, products in distribution and retail sites, and import facilities at ports of entry; laboratory analysis of food samples; control of products suspected to be adulterated; plant closures; food borne disease surveillance; and field investigations.
- ✓ Protecting NCH resources: Includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. This includes providing post event baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities to NCH resources.
- ✓ Providing for the safety and well-being of household pets: Supports the Parish together with ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF 8; ESF 9 – Search and Rescue; and ESF 14 – Long-Term Community Recovery to ensure an integrated response that provides for the safety and well-being of household pets.

### C. POLICIES

- ✓ Actions undertaken by this ESF should be coordinated with the EOC. Local government will expend available resources prior to seeking regional or state assistance through the EOC.
- ✓ Unless extremely unique circumstances exist, the provision of food and water should be accomplished through the mass care function and activities (ESF 6).
- ✓ If the situation occurs where a severe lack of available food for residents does exist, local governments and Disaster and Emergency Services (DES) may work with the local commercial food distribution system to provide an acceptable supply and distribution system.
- ✓ Requests for food and water should be made to local sources before requesting outside help from mutual aid partners.
- ✓ The Parish will encourage individuals to maintain personal or family home reserves of food and water and personal medications and hygiene items to last five to seven days.

- ✓ While Incident Command will assist as possible with animal issues, the priority will remain the protection of the health and safety of citizens. It is essential that animal owners remain responsible and accountable for their livestock and pets.
- ✓ Animal and plant disease and pest responses will be conducted in collaboration and cooperation with State authorities and private industries to ensure continued human nutrition and animal, plant, and environmental security, and to support local economy and trade.
- ✓ Actions initiated under ESF 11 to protect, preserve, conserve, rehabilitate, recover, and restore NCH resources will be guided by the existing internal policies and procedures/guidelines of the agencies providing support for the incident.
- ✓ Animal evacuation and sheltering should be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible. Owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters.
- ✓ Businesses where animals are integral to operations (e.g., pet shops and veterinary hospitals) should be encouraged to have contingency plans in place for those animals in the event of a disaster or emergency.

#### D. ESF ACTIVATION

- ✓ ESF 11 is activated upon notification of a potential or actual incident that requires a coordinated response and support to help ensure one or more of the following:
  - a) The availability and delivery of food products.
  - b) Food safety.
  - c) Appropriate response to an animal or plant disease or pest.
  - d) The protection of natural and cultural resources and historic properties; and/or
  - e) The safety and well-being of household pets.
- ✓ Actions initiated under ESF 11 are coordinated and conducted cooperatively with local, State, Federal incident management officials and with private entities, in coordination with the Joint Field Office (JFO) Unified Coordination Group, the Regional Response Coordination Center (RRCC), and the National Response Coordination Center (NRCC) as required.
- ✓ ESF 11 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATION AND ASSUMPTIONS

### A. SITUATIONS

- ✓ An emergency or disaster may adversely affect, agricultural livestock/poultry, plant/crop industries and pets within West Baton Rouge Parish. Lives of animals may be threatened, as well as the disruption of evacuation, or the interruption/destruction of the various businesses involving animals. Also, substantial damage to plants/crops would have significant and long-lasting negative impacts on the Parish's economy through disruption of food supply, trade, and tourism.
- ✓ Because estimates indicate that more than 60% of households in the U.S. have a pet, not counting the residents within West Baton Rouge Parish who have livestock/horses, it is critical that animal emergency plans are developed that coordinate with plans for human emergency response, to facilitate (and not disrupt) human emergency response.
- ✓ Natural disasters, as well as man-made disasters, may negatively impact crops and the various animal industry and pet populations. Naturally introduced or intentionally introduced (bioterrorist) disease may threaten the animal or plant industry, or zoonotic disease may threaten public health as well as animal health.
- ✓ Efficient response and recovery efforts assure rapid return to economic soundness of the livestock/pet industry, agronomic and horticultural crops, and public health protection, as well as the benefit of the human-animal bond of pets in the human recovery process following a disaster.
- ✓ Numerous plant and animal diseases exist that could impact the Parish through natural, accidental, or intentional introduction. Some animal diseases are very contagious (foot and mouth disease) and would be difficult to identify, isolate, control, and eradicate.
- ✓ An emergency may be caused by or cause the spread of a contagious disease through the food and water supply systems or from animals to people.
- ✓ The Parish has significant numbers of animals ranging from household pets to commercial livestock operations. The vulnerability of these animals in the event of a disaster or emergency is not only a personal issue, but a commercial issue with the potential for long-range effects on the local economy.
- ✓ The State and University systems have nationally recognized labs and experts in both plant and animal disease that can support the Parish's identification, isolation, control, and eradication efforts.
- ✓ Any displacement or evacuation of people from their homes may cause household pets and livestock to be placed at risk for food, shelter, and care.
- ✓ The Louisiana Department of Fish Wildlife in collaboration with identified stakeholders and legal authorities (local, state, federal), is the lead agent in managing any wildlife health emergency in Louisiana.
- ✓ A significant emergency may deprive substantial numbers of residents from access to safe and reliable supplies of food and water.

## I. B. ASSUMPTIONS

- ✓ Livestock, wildlife, birds, plants and/or crops may be affected. Plants and/or animals may die of the insect/disease and/or need to be destroyed/depopulated.
- ✓ Production capability and/or value may become severely limited. Such an event could greatly impact the economic stability and viability of the parish, state, and possibly, the nation.
- ✓ The time between the reporting of a disease and its identification as an emergency is critical. A highly contagious disease could spread rapidly through a parish and state via markets, product movement, and fomites (people, vehicles, etc.).
- ✓ The parish's resources would be rapidly depleted if the outbreak involved multiple premises or large areas.
- ✓ Positive and prompt actions by local, state, and (possibly) federal authorities will be required to stop a highly contagious disease. Control and eradication of such a disease will involve many parish, state and federal agencies, not just those involved with agricultural activities.
- ✓ Some landowners, individuals or groups may strenuously object to depopulation of animals or destroying of plants. Some people may not consider the threat of the disease spread valid and may take actions counterproductive to control and eradication efforts.
- ✓ First responders may not be familiar with the special conditions of an animal or plant health emergency. These include quarantine, bio-security precautions, personal protection equipment, decontamination, etc.
- ✓ Any prolonged power outage will place fresh or frozen food at immediate risk or render it unsafe.
- ✓ An earthquake may break water distribution pipes contaminating potable water systems.
- ✓ Displaced persons will be cared for in emergency shelters. Food and water inventories of these shelters will be quickly depleted. Food banks and other charitable food sources will not have sufficient inventories to meet other food needs.
- ✓ Land (truck) delivery of bulk supplies may be cut off. Distribution of non-local donated goods may not be possible.
- ✓ Emergency shelters will not have the facilities to care for household pets.
- ✓ Volunteers will want to help and can make a significant contribution to the effort.

## CONCEPT OF OPERATIONS

### A. GENERAL

ESF-11 consists of two distinct components, animal emergency response, and plant emergency management, with a separate agency responsible for each component.

The Louisiana Department of Forestry at the State level and the West Baton Rouge Parish Agent at the Local level are responsible for the coordination of all ESF-11 administrative, management, planning, training, preparedness, mitigation, response, and recovery activities to include developing, coordinating, and maintaining ESF-11 Standard Operating Procedures.

All ESF-11 supporting agencies will assist the Louisiana Department of Agriculture and Forestry in the planning and execution of the above.

All ESF-11 personnel will be trained on the principles of the National Incident Management System (NIMS) and Incident Command and integrate those principles into all ESF-11 planning and response operations.

Critical ESF 11 functions include, but are not limited to, developing:

- ✓ Veterinary medical care and plant health programs at all levels (Local, State, and National) as necessary to protect animal health, the animal and plant industries, and public health.
- ✓ A back-up support service at a Local and State level to assist animal owners when necessary, in protecting and caring for their animals during and after disaster.
- ✓ Maintaining and prioritizing lists of plant and animal pests/diseases of national and jurisdictional significance.
- ✓ A public information program enabling most of agricultural premises to develop and conduct their own individual emergency response plans under most circumstances.
- ✓ Plans dealing with the threat of bioterrorist attack consistent with overall efforts of homeland defense to include an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation.
- ✓ Plans to coordinate agriculture related data during and after emergency response.
- ✓ Under the general coordination of LDAF, appropriate agencies/groups will aid agricultural entities throughout the State in order to provide maximum safety, medical care and to assist in public health protection for the state. Each agency/organization will operate under its mandated Federal, State, or organizational regulations and will maintain complete administrative and financial control over their activities.

## B. FOOD AND WATER

- ✓ The EOC will collaborate closely with local volunteer agencies to determine the emergency food and water needs of the affected population (i.e., the number of people in need of food and water and their locations).
- ✓ The EOC should coordinate with local agencies, commercial facilities, volunteer organizations and appropriate purveyors for the supply and distribution of food and water to the affected population.
- ✓ Public information regarding food and water storage, contamination/decontamination, and emergency distribution points should be disseminated per ESF-15 Public Information.
- ✓ If the situation warrants, the lead and support agencies in the EOC should work closely with state and federal agencies to ensure the coordination of bulk food distribution and the issuance of disaster food stamps.

## C. ANIMAL HEALTH CARE

- ✓ The Parish's' capability for providing expedient health services to injured pets and livestock is limited; these services may have to come from local veterinary hospitals and animal clinics.
- ✓ Local veterinarians and the Humane Society should coordinate with the American Red Cross to pick up any animals arriving at Red Cross shelters and transport them to kennels or other temporary holding facilities.
- ✓ Pet owners are encouraged to plan for emergency pet care to include, food and water supplies, medicines, and travel cages.
- ✓ Livestock owners are responsible for preparing for adverse weather conditions. When livestock feeding is beyond the owner's capabilities, the Parish must commit all local resources prior to requesting assistance from the federal or state government.
- ✓ Local law enforcement may assist local veterinarians if the decision is made to employ euthanasia for critically injured animals.
- ✓ The Parish may rely upon volunteers to assist in the care and identification of animals separated from their owners.
- ✓ Parish Extension Offices, which serve as the Parish's technical advisor on agricultural matters and animal health issues related to livestock should work with the Health Department to monitor livestock and crops for disease and the potential for further infection.

## D. NATURAL RESOURCE PROTECTION AND RESTORATION

- ✓ Depending on the event, there may be cultural or historic preservation and restoration issues to address, as well as natural resources issues such as potential contamination of the water and/or soil.
- ✓ If the emergency causes damage to cultural sites, the Parish will work to help ensure appropriate measures are taken to preserve and protect them.
- ✓ Structures registered in the national historical registries, or those structures eligible for inclusion in those registries, are subject to special considerations.
- ✓ There may be a need to dispose of contaminated carcasses and other materials using expedient burial operations. The land used for such burials must meet environmental requirements and should be as close as possible to the exposed area. If needed, land purchases may be made to secure adequate disposal.

## E. NOTIFICATION

- ✓ The Parish Extension Service Agent, acting as the Primary Agency representative, should notify support agencies of EOC activations and request that representatives report to the EOC to help coordinate ESF-11 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-11 team.

## F. MITIGATION

- ✓ Support and plan for mitigation measures.
- ✓ Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.
- ✓ Document matters that may be needed for inclusion in agency or State/Federal briefings, situation reports, and action plans.
- ✓ Provide surveillance for a foreign animal disease or an animal borne poison or toxin that may pose a threat to the animal industries, the economy or public health.
- ✓ Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy or public health.
- ✓ Organizations which will be operating shelters and feeding the public during times of an emergency operation need to make agreements with the owners of facilities they intend to operate from and pre-stock some supplies.

- ✓ Conduct training and awareness campaigns to inform local veterinarians, game wardens, game biologists, and other animal professionals of the basic clinical signs of a highly contagious disease or other diseases or insects of concern.
- ✓ Develop a program to ensure that all personnel who may be involved in an AHE/PHE understand their responsibilities and expected actions.
- ✓ Provide training in biosecurity for those involved in livestock and crop enterprises.

## G. PREPAREDNESS

- ✓ West Baton Rouge Parish is dependent on the LDAF for the develop plans for the protection of animal and plant health and security including the response to an outbreak of a highly contagious animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant pest infestation, whether accidentally or intentionally introduced.
- ✓ Coordinate with the West Baton Rouge Parish County Agent plans for the safety of livestock, poultry, and companion animals prior, during, and after a natural or man-made event.
- ✓ Through coordination with LDAF, develop plans for the protection of animal health to include ensuring the safety of the manufacture and distribution of foods and distribution of drugs given to livestock and companion animals.
- ✓ Participate in State exercises and conduct an annual ESF 11 exercise to validate this ESF and supporting SOPs.
- ✓ Participate in training programs for Parish animal, and agriculture emergency coordinators, other interested persons.
- ✓ Coordinate with the West Baton Rouge Parish County Agenet to release information annually on disease and disaster planning and safety for animals and plants/crops through news releases, brochures, or websites for agribusinesses within West Baton Rouge Parish.
- ✓ Coordinate the development and maintain a database of locations and contact information for animal and agricultural premises, including supporting industries with the West Baton Rouge Parish.
- ✓ Develop and maintain a database of all Parish animal and agriculture emergency plans and a list of all parish animal and agricultural emergency coordinators.
- ✓ Through the LADF Office of Animal Health Services develop and maintain a database of medical and non-medical volunteers and agencies that will provide care assistance.
- ✓ Develop and maintain a database of possible emergency animal shelters and confinement areas. The database will include possible personnel and resource information.
- ✓ Coordinate Communication with ESF-15 concerning storage of animal related donated goods preceding a known disaster.

- ✓ Annually review the Department of Homeland Security Universal Task List and integrate tasks as appropriate.
- ✓ Ensure all ESF-11 personnel integrate NIMS principles in all planning. All ESF personnel will complete all required NIMS training, as outlined in the 2006 Department of Homeland Security (DHS) training guidance.
- ✓ Implement systems that communicate animal, plant, and food issues with the Office of Public Health.

## H. RESPONSE

- ✓ Coordinate and manage an animal or plant disease outbreak or incident that would affect animal or plant health.
- ✓ Coordinate for inspection and assessment of food processing facilities and products storage in order to protect public health.
- ✓ Coordinate response with LDAF for animal and agricultural issues that impact animal, plant, or public health (disease outbreak, bioterrorist attack, waste and carcass disposal); take reasonable measures to protect animals under emergency care from disease and injury.
- ✓ Provide for animal safety through coordination of additional emergency animal sheltering and stabling for both large and small animals, rescue, and transportation to shelter with the coordination and support of LDAF.
- ✓ Coordinate triage and follow-up medical care for animals with local veterinary clinics or with the LDAF Office of Animal Health.
- ✓ Coordinate public information with the LDAF concerning animal and food safety and/or contamination issues.
- ✓ Track the activities, data, and statistics from activated agencies before, during, and after the disaster. This information will be summarized for situation reports to ESF-5 and captured for final compilation.
- ✓ Coordinate with ESF-7 regarding storage sites and staging areas for animal food and medical supplies as needed.
- ✓ Coordinate through LDAF and with ESF-1, ESF-3, and ESF-8 for the removal and proper disposal of contaminated plants, animal waste, and dead animals.
- ✓ Coordinate to decontaminate, identify, and tag dead animals. Properly collect, identify, and label diseased/contaminated plants or plant pests.

## I. RECOVERY

- ✓ Continue response activities, as required.
- ✓ Coordinate damage assessment through the West Baton Rouge Parish County Agenet.
- ✓ Coordinate with the West Baton Rouge Parish County Agenet LDAF for repopulation of animals or reestablishment of plants into recovered area.
- ✓ Coordinate the phase-down of animal or plant emergency services through various support agencies, and within framework of EOC and ESF guidelines.
- ✓ Organize and publicize lost and found data to achieve animal/owner reunion. Coordinate final return to owner, long term maintenance, placement, or disposition of animals that cannot be returned to their normal habitat or that have been separated from their owners.
- ✓ Coordinate eradication, crop destruction, and animal depopulation operations with LADF.
- ✓ Assist in decontamination efforts and ensure cleanup is completed.
- ✓ Help maintain movement restrictions as required by local, state, and federal authority.
- ✓ Assist in issuing and tracking of special permits and licenses.
- ✓ Work with producer groups to assist in recovery efforts.
- ✓ Submit necessary records and paperwork to local and state officials for tracking and reimbursement of costs to the parish in handling the emergency.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. ORGANIZATION

- ✓ The Louisiana Departments of Agriculture and Forestry in collaboration with identified stakeholders and legal authorities (local, state, federal and tribal), take the lead in managing animal and/or plant health emergencies in Louisiana. These Departments, U.S. Department of Agriculture and other local, state and federal agencies often collaborate in these functions and operate under unified command in management of a foreign animal or plant disease incident.
- ✓ While the State may take the lead, local elected and appointed officials will likely be included in the Unified Command to help organize and coordinate the capabilities and resources of local government, municipalities, private organizations, and the private sector to facilitate the delivery of services, technical assistance, expertise, and other support for emergency operations within this ESF.

### B. PARISH PRESIDENT

- a) Authorizes the commandeering of structures and lands for use in the implementation of this plan.

### C. OHSEP DIRECTOR

- a) Manages the Emergency Operation Center, oversees its activation, and ensures it is staffed to support all mass care efforts.
- b) Coordinates with GOHSEP and the Louisiana Department of Agriculture and Forestry.
- c) Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction toward emergency animal care operations.
- d) Reviews information to be provided to the public concerning ESF 11 matters.
- e) Develops the list of possible sites to be used during ESF 11 operations.

### D. LAW ENFORCEMENT

- a) Responsible for providing security at designated ESF 11 sites as needed and manpower is available.
- b) Provides traffic control during evacuee movement.

## E. PUBLIC INFORMATION OFFICER

- ✓ Makes public announcements concerning ESF 11 matters in coordination with LDAF and the West Baton Rouge Parish County Agetet.

## F. SCHOOL SERVICES OFFICER

- ✓ Responsible for making School Board resources available.

## G. WEST BATON ROUGE COUNTY AGENT

- ✓ Coordinates the use of ESF 11 resources and personnel involved in providing animal emergency medical assistance.
- ✓ Coordinates all ESF 11 provisions with agribusinesses within West Baton Rouge Parish.

## H. PRIMARY AGENCIES

- ✓ Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- ✓ Exercise overall responsibility for the coordination of ESF-11 activities.
- ✓ When requested, deploy a representative to the EOC to assist with agriculture and natural resources activities.
- ✓ Ensure procedures/guidelines are in place to inspect the food supply and ensure food safety.
- ✓ Provide surveillance for food-borne disease.
- ✓ Coordinate with appropriate agencies for emergency food inspections and distribution.
- ✓ Determine critical food requirements and supply and delivery sources.
- ✓ Provide assistance in monitoring food supplies in mass care shelters prior to and during emergency operations to ensure proper handling and safety of food products.
- ✓ Test and/or dispose of contaminated food, livestock, and agricultural sources.
- ✓ Maintain ongoing agriculture surveillance of affected communities to rapidly identify and address agriculture-related problems.
- ✓ Coordinate agriculture assessments at the disaster site to determine agriculture needs and priorities.
- ✓ Coordinate agricultural emergency response and recovery.
- ✓ Provide media releases in accordance with ESF-15 and provide ongoing status reports as requested.

- ✓ Advise the EOC of health hazards.
- ✓ Maintain lists of ranchers and livestock owners that have horse trailers available to haul large animals.
- ✓ Identify sites/facilities for boarding and/or quarantining pets, if possible.
- ✓ Coordinate with volunteer organizations and agencies to provide volunteer services for animal care upon request.
- ✓ Determine resources available for natural, historic, and cultural resource protection.
- ✓ Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work if federal and state reimbursement becomes available.
- ✓ Assist in identifying personnel and resources to support this ESF.

## I. SUPPORT AGENCIES

- ✓ Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
- ✓ When requested, deploy a representative to the EOC to assist with agriculture and natural resources activities.
- ✓ Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- ✓ Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work if federal and state reimbursement becomes available.
- ✓ Identify sites/facilities for boarding and/or quarantining pets, if possible.
- ✓ .
- ✓ Set up local treatment centers for injured animals.
- ✓ Assist in the identification of found animals.
- ✓ Assist in identifying personnel and resources to support this Annex.

## **DIRECTION AND CONTROL**

- ✓ Command and control will be exercised as provide in the Basic Plan.

## **CONTINUITY OF GOVERNMENT**

- ✓ Lines of succession for each department head are made in accordance with standard operating procedures established by each department (See Basic Plan).

## **ADMINISTRATION AND LOGISTICS**

- ✓ All Emergency Operation Center Staff and personnel are responsible for keeping an accurate log of all activities and communications that take place in their capacity.
- ✓ If parish resources are inadequate to the tasks assigned, the Parish Government will report the situation and the needs to the ESF 11 Coordinator who will in turn report to OHSEP, which will seek additional resources from EMAC and from the state government pursuant to a Disaster Declaration.
- ✓ Every agency providing Agriculture support will maintain records of the operations, including cost records that can be used after the emergency to obtain reimbursement from state or federal sources.

## **PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION**

- ✓ The OHSEP Director has the responsibility for coordinating revision of this ESF, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- ✓ The West Baton Rouge Parish Government and all other agencies given responsibility in this plan, in coordination with the HSEP, are responsible for maintenance of their respective ESF'S or appendices.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

- ✓ See Basic Plan.

### **B. REFERENCES**

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
2. The Louisiana Pelican Plan Model; January 2007.
3. National Response Framework. January 2008: ESF 11 – Agriculture & Natural Resources.
4. Target Capabilities List. September 2007: Food & Agriculture Safety & Defense; Animal Disease Emergency Support.

## **ACRONYMS AND DEFINITIONS**

### A. ACRONYMS

See Plan.

### B. DEFINITIONS

None.

## **ATTACHMENTS**

Attachment 1: Organization Chart

Attachment 2: Responsibility Chart (On file at EOC)

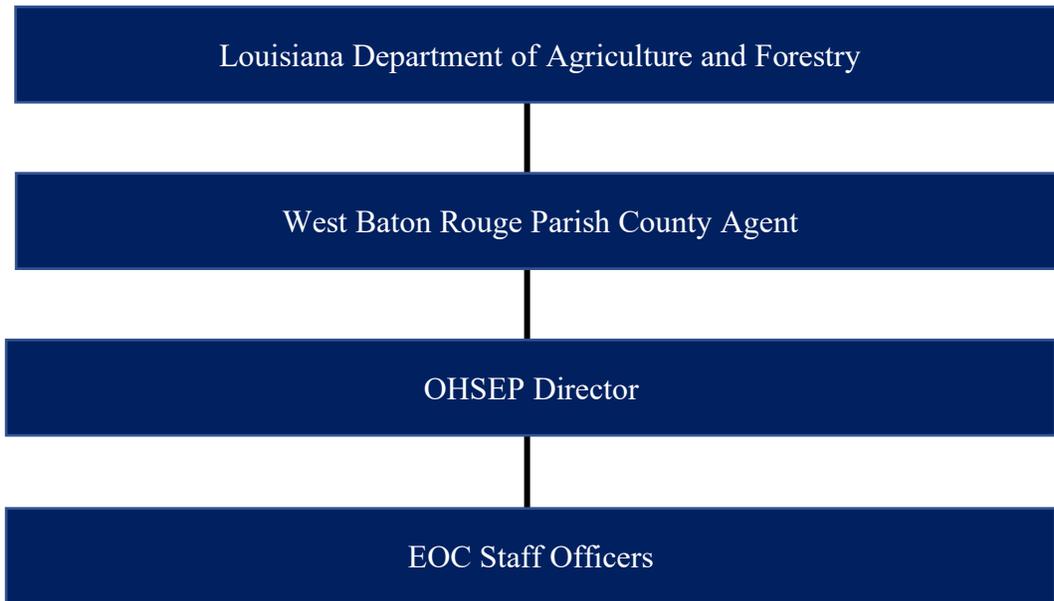
Attachment 3: List of food and animal health and safety organizations (On file at EOC)

Attachment 4: List of major food items produced in the parish (On file at EOC)

Attachment 5: List of animal shelters (On file at EOC)

Attachment 6: List of animal health caregivers (On file at EOC)

Attachment 1: Organization Chart



## **EMERGENCY SUPPORT FUNCTION (ESF) 11B – ANIMAL EVACUATION PLANNING**

### **ESF COORDINATOR**

- ✓ Louisiana Department of Forestry
- ✓ West Baton Rouge Parish Government

### **PRIMARY AGENCIES**

- ✓ City/Parish Health Department
- ✓ Law Enforcement
- ✓ U. S Fish & Wildlife & Parks

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ USDA's Animal and Plant Health Inspection Service (APHIS)

#### **State Agencies**

- ✓ Louisiana Department of Natural Resources (LDNR)
- ✓ Louisiana Department of Public Health & Hospitals (DHH)
- ✓ Louisiana State University Extension Service
- ✓ Louisiana Department of Environmental Quality (LDEQ)

#### **Local Agencies**

- ✓ OHSEP
- ✓ Chief Elected Officials

#### **Other Agencies**

- ✓ Louisiana Voluntary Organizations Active in Disasters (LVOAD) (and its affiliated organizations)
- ✓ American Red Cross (ARC)
- ✓ Horse and Dog Clubs
- ✓ Local Veterinarians
- ✓ West Baton Rouge Parish Animal Control
- ✓ Department of Public Works

## INTRODUCTION

### A. PURPOSE

- ✓ This appendix establishes Parish policy for the evacuation and shelter of animals in emergencies.
- ✓ The Parish will facilitate and assist in the emergency evacuation and sheltering of animals whenever possible, in accordance with available Parish resources, when the use of Parish resources would not impede or interfere with the evacuation and shelter of human beings.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ West Baton Rouge Parish is a host shelter parish for Louisiana, which includes sheltering of pets.
- ✓ West Baton Rouge Parish may have local emergencies, which may require the evacuation of people and pets.
- ✓ In the event of an evacuation, residents will be urged to take responsibility for their pets when evacuating.
- ✓ West Baton Rouge Parish will make every effort when providing transportation during an emergency to ensure that all people and pets will be protected.
- ✓ Each resident will be responsible for providing a collar with identification and leash for their pets.

### B. ASSUMPTIONS

- ✓ West Baton Rouge assumes that pets are cats, dogs and other animals defined as small animals by the American Veterinarian Medical Association (AVMA). Pets that are defined as large animal, exotic, or not defined by the AVMA as small animal, are not included as pets within this plan.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ Most animal and pet owners have transportation and can take their animals out of harm's way. For those who do not have transportation, the community will assist them within the limits of community capability. The Parish will enlist the aid of all animal welfare organizations that are operating or could operate in the parish. In cases in which animal welfare organizations are not active in the area, the Parish will request that other animal care individuals and civic groups participate and assist.

### B. EVACUATION

- ✓ The Parish will make a good faith effort to find out the need for animal evacuation assistance by conducting an annual survey of families and individuals who would be likely to need such assistance. The survey will be conducted with the cooperation of the Parish Government, the Parish Animal Control unit, the Parish branch office of the Office of Family Support, and all animal hospitals and veterinarians located in the Parish.
- ✓ Once the needs have been approximated, the Parish will combine them with the needs for human evacuation and match them with available transportation. Wherever possible, the Parish will ensure that appropriate animal carriers are obtained for the transportation earmarked for specific evacuation areas and stored where they can be readily be made available.
- ✓ The Parish will maintain the list of animal owners who need assistance, update it annually, and communicate with the animal owners to ensure that they know what they can expect in an evacuation and what actions they will be required to take to participate.

### C. SHELTERING

- ✓ The Parish will designate and develop animal shelters wherever possible.
- ✓ The Parish will survey the Animal Control Unit and all animal hospitals and veterinarians located in the Parish to determine the present capacity for sheltering animals, including the normal day-to-day capacity and the potential surge capacity. The survey will estimate the length of time that a surge capacity could be maintained.
- ✓ The Parish will survey the existing list of designated population shelters to determine which ones are located near buildings, structures, or fenced or walled areas that could provide potential animal shelters or pens. The Parish will make a good faith effort to negotiate contingency arrangements with the owners of such facilities for their use in emergencies and arrange for animal owners to care for their animals while they are being sheltered. The Parish will also recruit volunteers to manage the facilities and care for the animals.
- ✓ The Parish will survey additional buildings, structures, or fenced or walled areas that could provide potential animal shelters or pens. The Parish will make a good faith effort to negotiate contingency arrangements with the owners of such facilities for their use in emergencies, and recruit volunteers to manage the facilities and care for the animals.

## **RESPONSIBILITIES**

### **A. OHSEP**

Submits requests to the State for food assistance.

Works in conjunction with voluntary agencies to develop a plan of operation that ensures timely distribution of food in good condition to the proper location.

### **B. PARISH GOVERNMENT/EXTENSION SERVICES**

1. Detects animal diseases in conjunction with local veterinarians.
2. Coordinates tasks with voluntary animal care organizations and public health if necessary.
3. Identifies geopolitical boundaries for quarantine areas.
4. Plant Disease or Pests – Crop Protection and Quarantine.
5. Detects plant and crop diseases in conjunction with local agencies.
6. Coordinates tasks with voluntary plant and crop organizations.
7. Makes recommendations for disposal if necessary.

### **C. SUPPORT AGENCIES**

1. Determines whether food sources for public distribution are safe for human consumption.
2. Suspends local facilities not able to produce unadulterated food products.
3. Continues regular inspection of food production.

## ADMINISTRATION AND LOGISTICS

- ✓ The Parish will compile its animal evacuation, shelter information, and report it annually to GOHSEP and to the Louisiana Department of Agriculture, identifying it as an ESF 11 report. The report will identify gaps and shortages for which State assistance will be requested.
- ✓ Animal evacuees from outside the Parish that are being transported as part of a State supervised and facilitated evacuation will have individual identification. The identification will be used in tracking animals. The Parish will compile the animal identification information and make it available to the State and to animal owners who are seeking the location of their animals.
- ✓ Animals located in the parish must have individual identification. In every case, the owner will be required to register and procure identification for each animal that the owner would want to participate in any Parish evacuation and shelter operation. The information will be updated annually and used for tracking animals. Unidentified animals will be considered strays and will not be allowed to participate in Parish evacuation and shelter programs. When they are caught, they will be turned over to the Parish Animal Control Unit for appropriate care and adoption, depending on their eligibility.
- ✓ The results of animal evacuation and sheltering operations will be included in after-action reports.

### A. ADMINISTRATION

- ✓ Record keeping and reporting.
- ✓ Responsibility for submitting local government reports to the Louisiana Office of Emergency Preparedness rests with the West Baton Rouge Parish Department of Emergency Preparedness.
- ✓ Records of expenditures and obligations incurred during the response to an emergency are maintained by each individual agency and made available to the Parish President or Designee on request, to assist in the application of reimbursement funds from FEMA.
- ✓ All records of expenditures and obligations incurred during the response to any emergency shall be documented and turned in by the incident commander.
- ✓ All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.
- ✓ Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the Parish, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

## B. LOGISTICS

- ✓ Local law enforcement shall maintain its own logistical support during the initial phase of any response operation. Additional support may be obtained through the Emergency Operations Center or Incident Command as needed.

## DIRECTION AND CONTROL

- ✓ Louisiana Department of Agriculture and all other agencies in coordination with West Baton Rouge Parish Government.

## CONTINUITY OF GOVERNMENT

- ✓ Continuity of government will be as provided in the basic plan.

## PLAN MAINTENANCE AND DEVELOPMENT

- ✓ The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- ✓ Louisiana Department of Agriculture and all other agencies given responsibility in this plan, in coordination with the OHSEP are responsible for maintenance of their respective annexes or appendices.

## AUTHORITIES AND REFERENCES

### A. AUTHORITIES

See Basic Plan.

### B. REFERENCES

1. Guide for All Hazard Emergency Operations Planning, (CPG) 101, 1996, Federal Emergency Management Agency.
2. Louisiana Pelican Parish Planning Guidance and Crosswalk Addendum 1; ESF 11 Model Animal
3. Evacuation and Shelter Appendix: January 2007.

## ACRONYMS AND DEFINITION

None.

## ATTACHMENTS

Attachment 1: List of animal organizations and volunteers (On file at EOC)

Attachment 2: List of animal owners and their animals, which need evacuation assistance (On file at EOC)

Attachment 3: List of animal transportation resources, including vehicles and cages (On file at EOC)

Attachment 4: List of animal shelters and capacity (On file at EOC)

## **EMERGENCY SUPPORT FUNCTION (ESF) 12 ENERGY AND UTILITIES**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Utilities Department

### **PRIMARY AGENCIES**

- ✓ West Baton Rouge Public Works Department

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ U.S Department of Homeland Security
- ✓ U.S Environmental Protection Agency
- ✓ Nuclear Regulatory Commission
- ✓ U.S Department of Commerce
- ✓ U.S Department of Energy
- ✓ U.S Department of Interior

#### **State Agencies**

- ✓ GOHSEP
- ✓ Louisiana Department of Natural Resources (LDNR)
- ✓ Louisiana DOTD
- ✓ Louisiana State Police
- ✓ Louisiana Fire Marshall
- ✓ Louisiana Department of Environmental Quality
- ✓ Louisiana Department of Health
- ✓ Louisiana Emergency Response Network

#### **Local Agencies**

- ✓ Water & Sewer Districts
- ✓ Municipalities

#### **Other Agencies**

- ✓ Natural Gas Providers
- ✓ Electric Utility Providers
- ✓ Solid Waste Collection Providers.
- ✓ Telephone Companies and Cell Service Providers
- ✓ Local Petroleum, Oil, and Propane Distributors
- ✓ OHSEP
- ✓ Railroad companies
- ✓ Pipeline companies and chemical plants

## INTRODUCTION

### A. PURPOSE

- ✓ The purpose of Emergency Support Function (ESF) #12 – Energy is intended to facilitate the restoration of damaged energy systems and components when activated for incidents requiring a coordinated response.
- ✓ To provide for effective use of available electric power, water resources, telecommunications, natural gas, and petroleum products required to meet essential needs, and to facilitate restoration of energy and utility systems affected by an emergency or disaster.
- ✓ West Baton Rouge Parish includes commercial and public utilities in their coordination of damage assessments, operational capabilities, and restoration actions.
- ✓ Services under this ESF include and encompass the restoration, on a priority basis, of natural gas, electric, water, and sewer utilities subjected to interruption or destruction by emergencies and disasters.
- ✓ To provide information available on the transportation of fuel, sources for the provision of emergency power to support immediate response operations and the restoration of normal energy supplies to energy-affected areas

### B. SCOPE

- ✓ The term "energy/utility" includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, and maintaining energy/utility systems and system components. All energy/utility systems are considered critical infrastructure.
- ✓ Assessments of current energy/utility capabilities, capacities, and reserves within West Baton Rouge Parish.
- ✓ ESF 12 collects, evaluates, and shares information on energy/utility system damages and estimates on the impact of energy/utility system outages within the affected areas.
- ✓ ESF 12 also provides information concerning the energy/utility restoration process such as projected schedules, percent of completion of restoration, geographic information on the restoration and other information as appropriate.
- ✓ ESF 12 facilitates the restoration of energy systems through legal authorities and waivers.
- ✓ ESF 12 also provides technical expertise to the utilities, conducts field assessments, and assists government and private-sector stakeholders to overcome challenges in restoring the energy system.

### C. POLICIES

- ✓ Restoration of normal operations at energy facilities is the responsibility of the facility owners, managers, and operators. Local government support while desired may be limited.
- ✓ All energy/utility providers, whether publicly or privately owned, should be prepared to respond to energy related needs resulting from an emergency or disaster. Many utilities work under an agreement which may mandate Emergency and Preparedness Plans.
- ✓ ESF 12 addresses significant disruptions in energy/utility supplies for all hazards, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, planned interruptions, or unusual economic or international political events.
- ✓ ESF 12 addresses the impact that damage to an energy system in West Baton Rouge Parish may have on energy/utility supplies, systems, and components in other districts relying on the same system. Consequently, energy/utility supply and transportation problems can be within West Baton Rouge Parish, intrastate, interstate, and international.

Normal supply procedures/guidelines of Parish government should be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources.

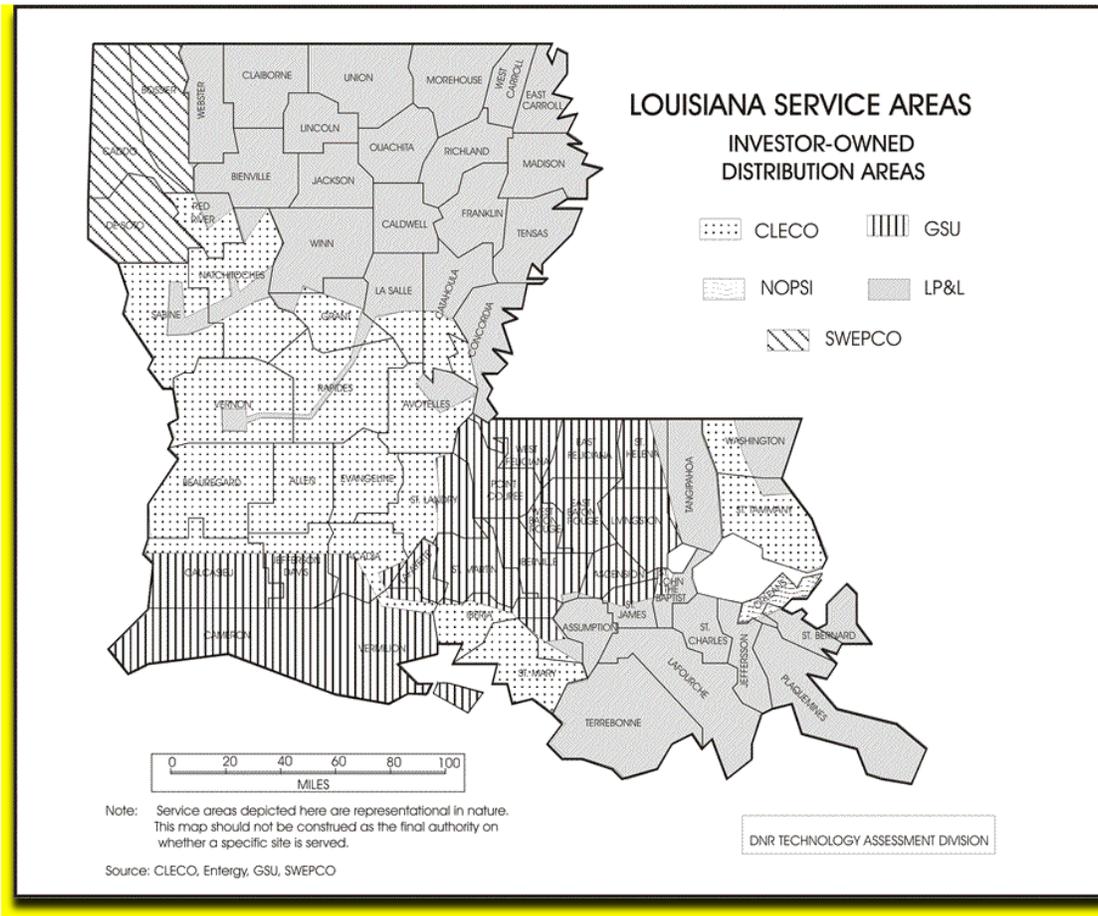
#### D. ESF ACTIVATION

- ✓ ESF 12 may be activated independently or in conjunction with other ESFs, depending on the needs on the situation. Activation of ESF #12 may be for small, localized events or a widespread regional or catastrophic event. Because a wide range of emergencies or disasters may require ESF #12 activation, the lead agency or jurisdiction may shift depending on the emergency or disaster.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ The primary electric utilities within West Baton Rouge Parish are Entergy Louisiana and Pointe Coupee Electric.
- ✓ The primary gas utilities within West Baton Rouge Parish are City of Port Allen and West Baton Rouge Utilities.
- ✓ All critical infrastructures within West Baton Rouge Parish are dependent upon electrical utilities.
- ✓ Health care facilities, water treatment facilities, wastewater treatment facilities and communication facilities may have limited back-up power.
- ✓ Critical infrastructures within West Baton Rouge Parish will be on a priority restoration list.
- ✓ Emergencies, both natural and manmade can have profound effects on the public and privately owned utilities in West Baton Rouge Parish. The ability to quickly restore damaged water, power, natural gas, telephone, and sewer systems is essential to maximizing the life safety, health, and minimizing the economic impact of a disaster.
- ✓ The electrical power industry is organized into a network of public and private generation and distribution facilities. Through such networks, the electrical power industry has developed a capability to provide, reroute, and restore power under even the most extreme circumstances.
- ✓ The occurrence of a major disaster could destroy or disrupt all or a portion of the Parish's s energy and utility systems.
- ✓ Natural gas across the Parish is distributed by major natural gas companies through common pipelines originating in other states and Canada.



## B. ASSUMPTIONS

- ✓ Utilities maintain emergency plans for the mitigation, preparedness, response, and recovery for emergencies that may affect West Baton Rouge Parish.
- ✓ The occurrence of a major disaster could destroy or damage portions of the Parish energy and utility systems and disrupt petroleum supplies.
- ✓ Widespread and possibly prolonged electric power failures could occur in a major disaster.
- ✓ The transportation, media and telecommunications infrastructures will be affected.
- ✓ Delays in the productions, refining, and delivery of petroleum-based products may occur as a result of transportation infrastructure problems and loss of commercial power.
- ✓ There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- ✓ There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.

- ✓ Natural gas lines may break causing fire, danger of explosion, or health (inhalation) hazards.
- ✓ Water pressure may be low, hampering firefighting and impairing sewer system function.
- ✓ City and Parish Public Works departments, under an emergency proclamation, will require the authority to go on private property to evaluate and shut-off utilities that jeopardize public and private property or threaten public health, safety, or the environment.
- ✓ The Parish in coordination with state and local agencies will establish fuel procedures and planning to ensure that there is adequate an adequate fuel storage capacity incase of a disaster.
- ✓ During disasters, generating capacity may fall below customer demand.
- ✓ There may be hoarding of fuel if the public perceives prolonged energy scarcities.
- ✓ In the first hours after a disaster, all available portable generators will be committed and additional resources will be needed. These additional resources will need to be prioritized and possibly shared between agencies.

## CONCEPT OF OPERATIONS

### A. GENERAL

Disruptions in energy supply are typically caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or political events that affect the availability of these resources.

- ✓ All utilities will maintain an Emergency Operations Plan and in coordination with West Baton Rouge Parish exercise their plan at least biennially.
- ✓ The day-to-day organizational structures will remain intact during a major emergency.
- ✓ Utilities may use all available manpower, equipment, and material to conduct their task, including those of other departments as approved by the Parish President.
- ✓ The Parish President is responsible for the overall recovery of West Baton Rouge Parish and may direct when and where utilities may be restored first to ensure the quickest and safest recovery.
- ✓ Entergy Louisiana will send a representative to the Emergency Operation Center to coordinate the response and recovery to major emergencies.
- ✓ The Parish President may direct the OHSEP Director or other authority to acquire personnel and equipment needed to restore services to the affected public.
- ✓ This ESF should be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.
- ✓ Normal energy and utility resources should be used to meet immediate local needs. If shortages exist, requests should be submitted through normal emergency management channels. Actions may be taken or directed to curtail use of energy, water, or other utilities until normal levels of service can be restored or supplemented. These resources, when curtailed, should be used to meet immediate and essential emergency needs (e.g., hospitals, shelters, emergency operations, food storage, etc.).
- ✓ The EOC should collect information on damaged utility and energy resources and for identifying requirements to repair those systems.
- ✓ Energy and utility information should be provided in accordance with ESF-15 so that the public may receive accurate and official information on the status of utilities.
- ✓ The Parish will work with all local agencies in identifying daily fuel requirements and capacity from local first responders' departments.
- ✓ The Parish will work with all local agencies in identifying the fuel burn rate for generators in the parish.
- ✓ The parish will solicit bids and enter into prepositioned contracts with qualified vendors to provide adequate contingency fuel and generators to assist in case of a disaster. The contractor will provide

trucks, regular diesel, gasoline and ultra-low sulfur diesel. The move to lower sulfur content allows for the application of advanced emissions control technologies that substantially lower the harmful emissions from diesel combustion. The parish estimates the need for 10 fuel trucks with 3000 gallons of diesel, 3 trucks with 1,000 gallons of ultra-low sulphur diesel and 6 trucks with 2,000 gallons of gasoline.

- ✓ Fuel burn rate of generators will vary and depends on the engine and the actual load on the generator. For disaster purposes the Parish estimate a 20 kW load (full noise for your 25 kVA genset if it is rated at 0.8 pf) that will be about 5.4 litres per hour.

## B. NOTIFICATION

- ✓ The ESF Coordinator, acting as the Coordinating Agency representative, should notify support agencies of EOC activations and request that representatives report to the EOC to help coordinate ESF 12 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF 12 team.

## C. MITIGATION

- ✓ The design of utility systems will offer basic protection from disaster related events.
- ✓ Proper maintenance of utility right of ways helps prevent effects of disasters.
- ✓ Entergy Louisiana provides Public Information Brochures to residents with information on preparing their homes during disasters to assist in maintaining the integrity of utility systems.
- ✓ Based on known hazards, identify and correct vulnerabilities in the energy and utility's function.
- ✓ When repairing damages, every attempt should be made to reduce the likelihood and severity of future damages.
- ✓ Implement a public awareness campaign regarding energy and utilities safety in emergencies.
- ✓ Develop internal Continuation of Operations Plans (COOP) to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.

## D. PREPAREDNESS

- ✓ All utilities maintain an Emergency Operations Plan.
- ✓ Utilities participate in Parish emergency planning meetings.
- ✓ Entergy Louisiana maintains mutual aid agreements with other electric utilities to ensure the quickest recovery during a disaster.
- ✓ Water and Sewage utilities have mutual aid agreements and participate in LAWARN through the Louisiana Rural Water Association.
- ✓ Coordinate the establishment of priorities to repair damaged energy services and the provision of temporary, alternate, or interim sources of portable generators and other utilities.
- ✓ Promote mutual assistance agreements with the vendors of all utility services.
- ✓ Develop and maintain alert rosters, plans, policies and SOP/SOGs necessary to support the implementation of this annex.
- ✓ Identify, train, and assign personnel to execute missions in support of ESF-12.
- ✓ Participate in an exercise at least annually to validate this annex and supporting annexes.
- ✓ Develop and maintain a complete directory of all utility services and products associated with this ESF.
- ✓ Ensure the availability of necessary equipment to support energy and utilities activities.

## E. RESPONSE

All utilities possible, protect the integrity of utility systems and coordinate activities with the Emergency Operation Center.

- ✓ Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.
- ✓ Assess the affected areas to determine operational priorities and emergency repair procedures with utility field personnel.
- ✓ Prioritize utility rebuilding processes if necessary to restore utilities in the affected areas.
- ✓ Administer, as needed, statutory authorities for utility priorities.
- ✓ Apply as necessary local, state, and federal resources in accordance with established priorities to restore utility services.
- ✓ Provide emergency information, education, and conservation guidance to the public in coordination with ESF-15.

- ✓ Assist local, state, and federal agencies and departments with obtaining fuel for transportation and communications in support of emergency operations Coordinate with ESF 13 for security and protection of supplies.

## F. RECOVERY

- ✓ Begin the restoration of utilities in disaster affected areas if safe to do so.
- ✓ Restore utilities on a priority basis, giving extra emphasis to vital facilities.
- ✓ Continue all activities in coordination with the EOC based on the requirements of the incident.
- ✓ Support restoration activities.
- ✓ Replenish supplies and repair damaged equipment.
- ✓ Participate in after-action briefings and develop after action reports.
- ✓ Make necessary changes in this ESF Annex and supporting plans and procedures/guidelines.
- ✓ Entergy Louisiana Restoration Plan

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

### A. ORGANIZATION

OHSEP will be primary agency responsible for the coordination between local jurisdictions, state and federal agencies and the utilities and companies that produce, transport, store, and distribute energy. All involved entities are responsible for activation of their emergency plans and operations, again Thurston Parish Emergency Management will act as a coordinator for assessment of damages, response, and recovery of the within Thurston Parish.

- ✓ ESF 12 Support will most likely be coordinated through the Emergency Operations Center (EOC).
- ✓ ESF 12 Agency Reps in the EOC should be organized under the ICS Operations Section as either a stand-alone “Team” or as part of a functional Group depending upon the needs of the incident.

### B. RESPONSIBILITIES OF ALL UTILITIES COMPANIES

- ✓ Provide for the planning, response and recovery to emergency events that may affect West Baton Rouge Parish. Coordinate efforts before, during, and after with the Emergency Operation Center.
- ✓ Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- ✓ Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.
- ✓ Maintain liaison with local utilities, including the ability to contact representatives on a 24-hour a day basis.
- ✓ Declare an emergency and regulate water and utility usage in times of shortages, as appropriate.
- ✓ Assure priority supply to meet essential emergency needs.
- ✓ Coordinate all public information and instructions and media relations as defined in ESF-15 Public Information.

### C. OHSEP

- ✓ The OHSEP is responsible for the activation of the Emergency Operations Center, coordination of support activity, technical advice, declaring emergencies when required, and coordinating additional personnel and equipment when required.

### D. PRIMARY AGENCIES

- ✓ Maintain and review ESF 12 and Mutual Aid agreements as needed.
- ✓ Coordinate assistance to support local utility and energy providers, as requested.
- ✓ Comply with the established priority scheme relating service restoration. Prepare for the curtailment or reduction of customer service in order to maintain critical or priority systems and service to critical facilities.
- ✓ In conjunction with the EOC, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- ✓ Coordinate initial damage assessments and provide information necessary for compiling damage and operational capability reports.
- ✓ Prepare appropriate disaster assistance forms for submittal to appropriate state and federal agencies.
- ✓ Prioritize mission requirements in support of ESF 12, and potentially other ESFs, activated by an emergency or disaster.
- ✓ Coordinate and disseminate public information concerning resource availability through the PIO for distribution.

## E. SUPPORT AGENCIES

- ✓ Clear roads and bridges for the transportation of emergency repair teams and equipment.
- ✓ Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.
- ✓ Maintain and control water, sewer, and solid waste systems within local jurisdictions.
- ✓ Perform damage assessment on systems and identify problems or shortfalls in water supply. Report findings to the EOC.
- ✓ Within available resources, protect existing water supplies and restore damaged systems.
- ✓ Assist in identifying personnel and resources to support this Annex.
- ✓ Coordinate with utility service providers to ensure impacted utilities do not pose a life-safety threat to public works personnel.
- ✓ Conduct initial scene control and life safety operation.
- ✓ Provide traffic control for utility service providers as requested.

## F. PIPELINE COMPANIES AND CHEMICAL PLANTS

- ✓ Pipeline is an interstate pipeline system that provides natural gas through a bidirectional pipeline supplying and transporting through the parish. In the event of a disaster pipeline company t will activate their emergency plans and coordinate with the United States Department of Energy (US DOE), LERN, GOHSEP, and the parish on damage assessments, response, recovery, and restoration activities. Any spill response is outlines in both ESF #10 and the LEPC Hazardous Materials Plan.

## G. RAILROAD COMPANY

- ✓ Union Pacific Railroad and Kansas City Southern will activate and follow their Emergency Action Plan for damage assessment, response and recovery and will coordinate with the company on appropriate rail line segments. If the incident is local (within the parish) they will coordinate with parish ESF #1, if the incident is more regional in scope, they will coordinate with appropriate state agencies.
- ✓ Where appropriate coordinate assessment, response, and recovery with ESF #1 and provide personnel and equipment when requested to restore energy transportation systems.

## DIRECTION AND CONTROL

### A. AUTHORITY TO INITIATE ACTIONS.

It is provided that this plan:

- ✓ Is the official operations source for the Parish of West Baton Rouge, governing and otherwise pertaining to all disasters related to administrative and operational tasks of the parish;
  - a) Is authorized by and promulgated under the authority contained by those local, State, and Federal statutes listed herein.
  - b) Has the concurrence of the Parish President of West Baton Rouge Parish by virtue of the letter of implementation (Promulgation Statement) signed by the Parish President.
  - c) Has the concurrence of the GOHSEP, and by that authority, the concurrence of all other branches of the State Government that operate under their direction and/or coordination under Public Law 93-288 and Louisiana Revised Statute 29:601-617; Act 636 of 1974.
- ✓ It is understood that all Parish departments and agencies and boards of local government are an integral part of this plan. There exists as part of the planning elements:
  - a) Specifically named departments with specific responses.
  - b) All other departments of Parish government, which by virtue of their association constitute a large reserve of material and manpower resources. At the direction of the Parish President, such departments may be requested to supplement specifically assigned disaster response roles vital to the well-being of the Parish.
  - c) The executive group is aware of its responsibility to provide accurate and timely information to the public, especially in a time of emergency.

### B. COMMAND RESPONSIBILITY FOR SPECIFIC ACTION

- ✓ The Parish President and the various ordinances enacted by the West Baton Rouge Parish Council have the responsibility of meeting the dangers to the Parish. This authority shall include but not be limited to the declaration of an emergency condition within the political jurisdiction.
- ✓ The OHSEP Director acts as the chief advisor to the Parish President during any declared emergency affecting the people and property of West Baton Rouge Parish. Various Parish agencies and departments under the direction of the West Baton Rouge Parish OHSEP will conduct emergency operations.
- ✓ State and Federal officials will coordinate their operations through the Parish President or the designated representative.
- ✓ Emergency Operations Center (EOC)

## CONTINUITY OF GOVERNMENT

Effective comprehensive emergency management operations depend upon two key factors to ensure continuity of government from the highest to the lowest level: (1) lines of succession for officials / agency heads / authorized personnel and (2) preservation of records.

### A. STATE GOVERNMENT SUCCESSION

Article IV, Section 5(A) of the Constitution of Louisiana vests in the Governor the Chief Executive power of the State. The Governor holds office for four years and can immediately succeed himself/herself. Article IV, Section 5 (J) further establishes the emergency management powers of the governor. Article IV, Section 14 of the constitution provides for the line of succession to the governor as follows:

- ✓ Governor.
- ✓ Lieutenant Governor.
- ✓ Secretary of State.
- ✓ Attorney General.
- ✓ Treasurer.
- ✓ Presiding Officer of the Senate.
- ✓ Presiding Officer of the House of Representatives.

### B. LOCAL GOVERNMENT SUCCESSION

See Basic Plan.

### C. RELOCATION OF GOVERNMENT

- ✓ West Baton Rouge Parish provides for the relocation of the center of Parish government to the Emergency Operations Center. If the primary EOC of West Baton Rouge Parish must be relocated, the alternate EOC will be manned.

### D. PRESERVATION OF RECORDS

- ✓ Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is the further responsibility of the State officials to ensure that all records are secure and protected from elements of damage or destruction at all times.
- ✓ It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (e.g., tax assessor or sheriff's office) be protected and preserved in accordance with applicable state and local laws. Examples include ordinances, resolutions, minutes of meetings, land deeds, and tax records.
- ✓

## **ADMINISTRATION OF LOGISTICS**

The Parish EOC may be located at the on-scene command post and is designed as the interfacing point for decision-making, coordination, administration, resource information exchange, and emergency response management by Parish officials and other appropriate persons.

In the event that an official or agency charged with participating in public utilities operations is unable to perform, lines of succession must be drawn to ensure that public utilities services are provided as needed. Public utilities activities during times of disasters should be coordinated through the Emergency Operations Center (EOC).

### **A. ADMINISTRATION**

- ✓ There is a tremendous need for public utility services during emergencies. The public utilities coordinators will ensure that their activities are administered in an orderly and efficient manner. The OHSEP Director will give priority to requests by the public utility's directors for additional resources and personnel to support their activities.
- ✓ The public utilities directors will ensure that procedures for the emergency hiring of private contractors and individuals to assist in response and recovery efforts are developed.
- ✓ All necessary records and reports will be maintained on each incident

### **B. LOGISTICS**

- ✓ Obtaining emergency supplies will be coordinated with the resource manager in the Emergency Operations Center (EOC).
- ✓ Logs of all activities and records of all purchases will be maintained by each department.

## **PLAN DEVELOPMENT AND MAINTENANCE**

- ✓ The OHSEP Director will be responsible for maintaining and updating this plan. Standard operating procedures for hazardous materials response will be maintained by the Fire Department.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

Louisiana Emergency Preparedness and Assistance Act, 1993.

### **B. REFERENCES**

See Basic Plan of West Baton Rouge Parish Emergency Operations Plan Update.

## ACRONYMS AND DEFINITION

### A. ACRONYMS

See Basic Plan

### B. DEFINITIONS

None.

## ATTACHMENT

Attachment 1: Organization Chart

Attachment 2: Responsibility Chart

Attachment 3: List of government utilities in the parish with 24-hour contact information

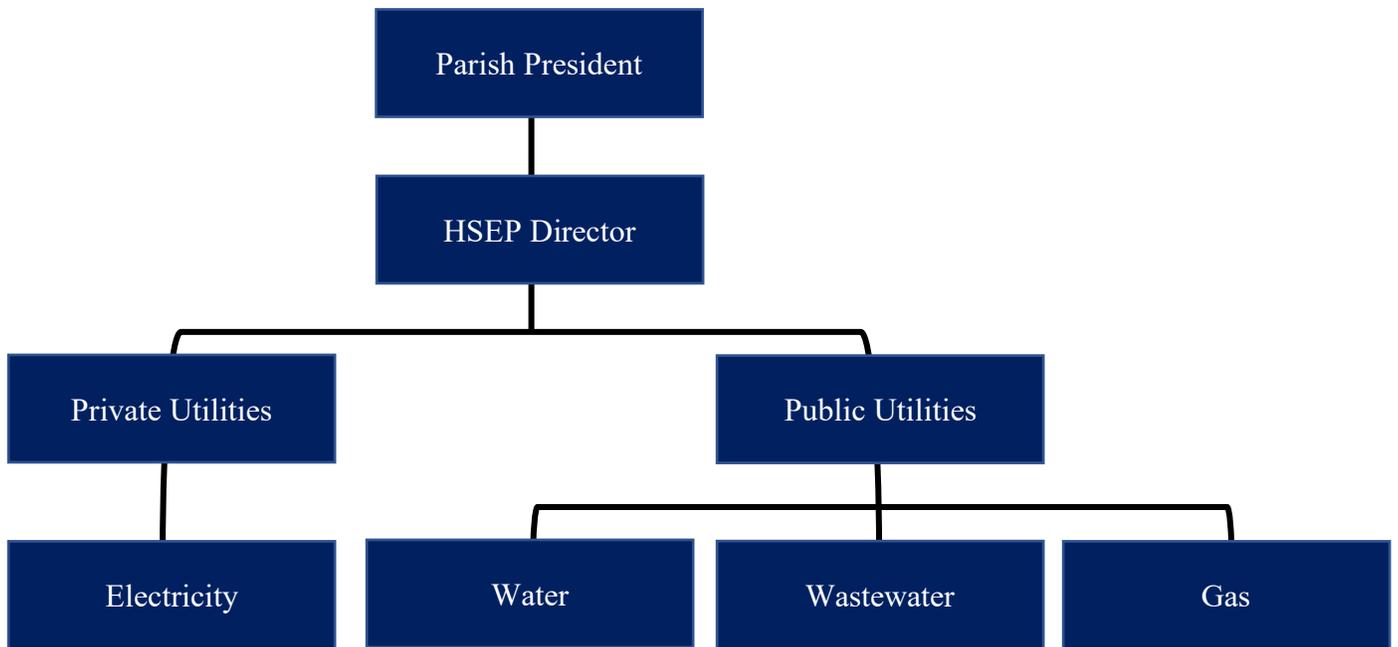
- ✓ Electric, natural gas, water and sewer

Attachment 4: List of private utilities in the parish with 24-hour contact information

- ✓ Electric, natural gas and sewer

Attachment 5: Agreements on priorities for utility restoration, updated annually

Attachment 1: Organization Chart



Attachment 2: Responsibility Chart (on file at EOC)

Attachment 3: List of Government Utilities in the Parish With 24 Hour Contact Information (on file at EOC)

## **EMERGENCY SUPPORT FUNCTION (ESF) 13– PUBLIC SAFETY AND SECURITY**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Sheriff's Office

### **PRIMARY AGENCIES**

- ✓ West Baton Rouge Sheriff's Office
- ✓ Municipal Police Departments

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ Federal Bureau of Investigation (FBI)

#### **State Agencies**

- ✓ Louisiana Wildlife and Fisheries
- ✓ Louisiana National Guard
- ✓ Louisiana State Police (LSP)
- ✓ Louisiana Department of Transportation and Development (LDOTD)

#### **Local Agencies**

- ✓ Chief Elected Officials
- ✓ Fire Departments
- ✓ OHSEP
- ✓ EMS
- ✓ E-911
- ✓ Public Works
- ✓ Parish Health Department

#### **Other Agencies**

- ✓ Private Security Companies
- ✓ Private Industry

## INTRODUCTION

### A. PURPOSE

- ✓ ESF 13 provides for the provision of law enforcement, emergency police, and public safety services and legal authority in an emergency or disaster.
- ✓ This ESF Annex assigns responsibilities and provides coordination between all of the law enforcement agencies operating during times of emergencies and disasters in the Parish. This coordination is to ensure the safety of all citizens, maintain law and order, protect public and private property, and provide protection for essential industries and facilities.

### B. SCOPE

- ✓ This ESF provides a mechanism for coordinating and providing adequate support to authorities for law enforcement, public safety, and security capabilities and resources in an emergency or disaster situation.
- ✓ This includes normal law enforcement responsibilities such as evacuation and movement of the public away from a hazard area and enforcing limited access to hazardous areas.
- ✓ Capabilities within this ESF support incident management requirements including critical infrastructure protection, security planning, technical assistance, and public safety in both pre- and post-incident situations.
- ✓ Other services under this ESF include:
  - a) Identification, mobilization, and coordination of available Parish and municipal government and other public safety and legal manpower, expertise, and equipment to minimize the adverse impact of an emergency or disaster on life and property in the affected area.
  - b) Routine and emergency law enforcement, investigation, bomb disposal, traffic and crowd control, area access control, security, assistance with communications and transportation, determination of legal authority ramifications, and related functions are included.
  - c) Maintenance of law and order.
  - d) Provide public warning.
  - e) Provide for the security of critical facilities and supplies, including shelters.
  - f) Provide a “safe scene” for the duration of a disruptive incident.
  - g) Provide access control to evacuated areas or critical facilities.
  - h) Traffic control, as needed Leads ground search and rescue operations; and
  - i) Assists with the identification of the dead.

## C. POLICIES

- ✓ The Incident Command System (ICS) should be used at all emergency or disaster incidents. At declared Law-Enforcement incidents, the senior law-enforcement officer of the jurisdiction should be the Incident Commander (IC) until command is formally transferred or transitioned to Unified Command.
- ✓ The Sheriff (or Designee) should function as the law enforcement IC for emergencies, disasters, and catastrophic events occurring within unincorporated areas of West Baton Rouge Parish.
- ✓ The Chiefs of Police (or Designee) should function as the law enforcement IC for emergencies, disasters, and catastrophic events occurring within their municipalities.
- ✓ A law enforcement-oriented emergency, disaster, or catastrophic event is any large-scale emergency where the maintenance of law and order is the primary focal point, i.e., hostage or terrorist activity, riot, and civil disturbance.

## D. ESF ACTIVATION

This ESF is typically activated in situations requiring extensive assistance to provide for public safety and security. ESF 13 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATION AND ASSUMPTIONS

### A. SITUATION

- ✓ West Baton Rouge Parish has several law enforcement agencies within its boundaries, which may be called upon to respond to emergency situations.
- ✓ State and Federal agencies will support the operations of law enforcement within West Baton Rouge Parish.
- ✓ Existing mutual aid agreements provide a seamless integration between municipal departments and the Sheriff's Office. Therefore, no special activation is needed to request assistance from law enforcement agencies within West Baton Rouge Parish.
- ✓ As established by Louisiana State Law, the Sheriff is the chief law enforcement officer for the Parish.
- ✓ West Baton Rouge Parish is susceptible to a multitude of natural and man-made disasters. These disasters, depending on their magnitude, can damage infrastructure, structures and lifelines that may rapidly overwhelm the capacity of Parish agencies to assess the disaster and response effectively of basic and emergency human needs.
- ✓ During any type of disaster or large-scale emergency, law enforcement officers may be faced with tremendous challenge of overwhelming demands of providing help and assistance to the public. The stress of high emergency call volume with physical constraints, such as fatigue, sight of death and destruction, impassible roadways from flooding, angry citizens, looting, rescue needs and a multitude of injured victims often appear to be an endless battle with the disaster. The law enforcement services may have increased demands placed on their agencies and with grand expectations of success.
- ✓ The Parish has one 1 detention center. The West Baton Rouge Parish Detention Center, located in Port Allen, provides jail services for all law enforcement agencies in West Baton Rouge Parish. The jail facility was built in 1997 as part of the West Baton Rouge Parish Law Enforcement Center in Port Allen, Louisiana. The facility was constructed to house 330 inmates, 297 males, and 33 females.

### B. ASSUMPTIONS

- ✓ Any hazard could potentially cause an emergency in any area of the Parish, which would require assistance from law enforcement agencies.
- ✓ Local law enforcement will generally be able to provide adequate police control through existing resources within West Baton Rouge Parish.
- ✓ In the event local resources are deemed insufficient, unmet needs of local law enforcement may be resolved through terms established in letters of agreement with support parishes, as well as through the efforts of GOHSEP and other state agencies.
- ✓ Adjacent local Parish prisons and/or the West Baton Rouge Correctional Center will have available space to serve as a relocation or reception area for evacuated prisoners.

- ✓ General law enforcement problems are compounded by disaster related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.

## **CONCEPT OF OPERATIONS:**

### **A. GENERAL**

- ✓ Emergency operations for law enforcement agencies will be an expansion of their normal daily responsibilities.
- ✓ When an emergency is declared and this plan is implemented and the EOC is activated, the Sheriff/Police Chief and/or his designated representative will report to the EOC; other supervisors will operate from their normally assigned duty area.
- ✓ The West Baton Rouge Parish Sheriff's Office will provide support for the Emergency Operation Center and will provide staff to support its operations, to include personnel to manage law enforcement resources, and direct law enforcement operations.
- ✓ In time of an emergency or disaster, law enforcement agencies are called upon to perform a wide range of functions. These include, but are not limited to, warning and evacuation, search and rescue, emergency medical services, communications access, traffic control and enforcement of emergency traffic regulations.
- ✓ When local law enforcement resources are exhausted, supplemental assistance may be requested through local and state emergency management channels.
- ✓ Law enforcement units provided by other levels of government will remain under the administrative control of the parent agency while they may be under the operational control of the requesting agency or Incident Management Team (IMT).
- ✓ In order to facilitate coordination between and among the participating units and agencies, the Incident Command System should be utilized.
- ✓ The Incident Commander, regardless of rank, has the authority to request support and assistance from mutual aid partners and the Parish EOC.
- ✓ Law enforcement agencies should have a representative at the EOC. The primary law enforcement jurisdiction, or jurisdiction in which the emergency or disaster originates, should send a representative to the EOC unless they have authorized another agency to represent them.
- ✓ Security for re-entry into disaster areas to utilize the Louisiana State Police Statewide Credentialing System.

## B. TERRORIST EVENTS

- ✓ During the threat or existence of an attack or other national security emergency and/or disaster, the Sheriff/Police Chief and/or their designated representatives will coordinate law enforcement activities with other parish agencies from the EOC.
- ✓ The Sheriff's Department and local police departments will work closely with the Federal Bureau of Investigation (FBI) regarding credible terrorist threat assessments and issuing public warnings. In the event of terrorist incident, the FBI will serve as the Lead Agency for criminal investigation and the ESF #13 Coordinators will work closely with the FBI Joint Operations Center.

## C. NOTIFICATION

- ✓ The Primary agency will usually notify support agencies through 911-Dispatch if they need on-scene assistance.
- ✓ The OHSEP Coordinator will usually notify support agencies of EOC activations and request that representatives report to the EOC to help coordinate ESF-13 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-13 team.

## D. MITIGATION

- ✓ Analyze hazards and determine law enforcement requirements.
- ✓ Identify agencies, organizations, military, and local citizens capable of providing support services.
- ✓ To assist in the prevention of crime and other civil disobedience, local law enforcement agencies maintain high visibility within West Baton Rouge Parish to discourage would-be criminals, including terrorist activities.
- ✓ All law enforcement agencies are responsible for enforcing local, State and Federal laws; in particular, laws that affect traffic management and weight limits are important in reducing the number of hazardous materials transportation incidents.
- ✓ Through neighborhood watch and other programs, law enforcement agencies encourage the support of residents in preventing crime and other emergency situations.
- ✓ Participate in hazard identification process and identify and correct vulnerabilities in the public safety and security function.
- ✓ Develop safety programs, to include disaster situations, and present them to the public.

## E. PREPAREDNESS

- ✓ Training is the primary means in which local law enforcement agencies maintain a high degree of readiness.
- ✓ All law enforcement agencies participate closely with each other and OHSEP before, during, and after an emergency situation.
- ✓ All law enforcement agencies shall participate in the emergency planning process and review all plans for emergency operations that relate to law enforcement.
- ✓ Develop and maintain Standard Operating Procedures/Guidelines (SOP/SOGs) and checklists to support emergency law enforcement operations.
- ✓ Ensure emergency personnel call-up and resource lists are current and available to OHSEP.
- ✓ Strive to ensure that all law enforcement personnel within the jurisdiction, including regular reserves, or auxiliaries, are trained to the appropriate NIMS/ICS level, in traffic control and evacuation procedures/guidelines, and in search and rescue operations.
- ✓ Participate in emergency management training and exercises.
- ✓ Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies.
- ✓ Review plans and procedures/guidelines and assure that all law enforcement personnel are informed of existing or revised procedures/guidelines.
- ✓ Ensure mutual aid agreements with surrounding jurisdictions are current.
- ✓ Develop and maintain mutual aid agreements with private area resources that could be used to augment local law enforcement capabilities.
- ✓ Ensure the availability of necessary equipment to support law enforcement activities.

## F. RESPONSE

Local law enforcement agencies are responsible for the following actions in accordance with their Standard Operating Procedures:

- ✓ Coordination of all law enforcement activities in the parish.
- ✓ Provide mobile units for warning operations.
- ✓ Security for key facilities, resources, reception centers, lodging and feeding facilities, and emergency shelters.
- ✓ Provide air (by mutual aid) and marine units, as available, for other operations.
- ✓ Assists with delivering radiological monitoring kits if needed.

- ✓ Responding to hazardous materials incidents.
- ✓ Maintain law and order.
- ✓ Relocation and housing of prisoners during any emergency.
- ✓ Assisting in alerting and evacuating people in and around the designated emergency zone or risk area.
- ✓ Controlling access to the scene of the emergency or the area that has been evacuated to protect citizens, travelers, and responders.
- ✓ Protecting public and private property in the affected area by establishing an evacuated perimeter to secure the Designated emergency area.
- ✓ Traffic control during evacuation operations. Operation considerations may include any or all of the following:
  - a) Road expansion, as needed.
  - b) Entry control for outbound routes.
  - c) Perimeters for inbound (supply) routes.
  - d) Assistance to maintain traffic flow, as needed.
  - e) Local law enforcement agencies shall also maintain security and protection for evacuated prisoners.
  - f) Crowd control, riot, and security in Disaster Application Centers, reception centers, lodging and feeding facilities, and emergency shelters.
- ✓ Provide assistance in damage assessment.
- ✓ Assist with the dissemination of warnings and notifications as time and resources allow.
- ✓ Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.
- ✓ Secure the prisoner population in the detention center during a disaster situation.
- ✓ Secure incident site(s).
- ✓ Activate mutual aid if needed.
- ✓ Coordinate activities with other responding agencies.
- ✓ Coordinate law enforcement agencies responding from outside the jurisdiction.

## G. RECOVERY

- ✓ Local law enforcement recovery duties shall be essentially the same as the response phase.
- ✓ Complete the necessary post-emergency investigations while continuing to maintain law and order within the Parish. Assist in state and federal investigation as necessary.
- ✓ Support cleanup and recovery operations as required.
- ✓ Complete disaster-related expense records for services provided and within your control and submit to the coordinator.
- ✓ Continue to render support when and where required as long as emergency conditions exist.
- ✓ Demobilize resources.
- ✓ Return equipment and vehicles to response ready condition.
- ✓ Document costs and provide copies to the EOC.
- ✓ Review plans and procedures/guidelines with key personnel and make revisions and changes.
- ✓ Participate in after-action briefings and develop after-action reports.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

### **A. ORGANIZATION**

On-scene Public Safety & Security Operations should be organized using the Incident Command System and remain under the tactical control of the lead law enforcement agency having jurisdiction.

- ✓ ESF 13 support to on-scene operations, if needed, will likely take place through the parish Emergency Operations Center (EOC). ESF 13 Agency Reps in the EOC should be organized under the ICS Operations Section as either a stand-alone “Team” or as part of a functional Group, depending upon the needs of the incident.

### **B. LAW ENFORCEMENT**

1. Responsible for advising the Parish President and the OHSEP Director on emergency matters and making available law enforcement resources.
2. Responsible for proper training of personnel to respond to any reasonable emergency.
3. Responsible for the maintenance and upgrade of departmental communication systems, as appropriate, for the health and safety of officers, as well as the citizens of West Baton Rouge Parish.
4. Provides and support the operation of the Emergency Operation Center when activated.
5. Louisiana State Law RS 33:1433 authorizes the Parish Sheriff to appoint and commission Special Deputy Sheriffs who shall have the powers of police and may arrest offenders for any law violations.
6. Provides for the negotiations of Mutual Aid agreements with Parish, municipal, and private public safety, and security organizations.
7. The Law Enforcement Officer coordinates field operations, resources, communications, and liaison from the Emergency Operation Center.
8. The Louisiana State Police and National Guard shall provide the necessary assistance to local law enforcement agencies with approval from the Governor.
9. Coordinate capabilities, resources, and assets necessary to alleviate disaster impacts on citizens and public entities caused by an emergency or disaster.
10. Provide a representative to the EOC with the authority to coordinate law enforcement functions.
11. If advance notice of the incident is available, develop a plan and briefing for all agencies involved.
12. Maintain necessary mutual aid agreements for law enforcement services.
13. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
14. Coordinate documentation of emergency activities and recovery of funds.

### C. FIRE DEPARTMENT

- a) Assists local law enforcement in the implementation of appropriate emergency plans and procedures.
- b) Assists the Police with alert, warning, and notification, as directed.

### D. LOUISIANA STATE POLICE

- a) Provide traffic control on state roads.
- b) Perform normal law enforcement activities.
- c) Provide support to local operations as needed.

### E. LOUISIANA WILDLIFE AND FISHERIES

- a) Performance of normal law enforcement activities.
- b) Provide support for local operations.

### F. LOUISIANA NATIONAL GUARD.

- a. Provide support for local operations (when authorized).

### F. LOCAL PUBLIC WORKS.

- a. Responsible for positioning traffic control devices (e.g., barricades and signs).

### G. SUPPORT AGENCIES

- a) Provide assistance and expertise as appropriate and in coordination with ESF departments and agencies.
- b) Provide ongoing status reports as requested by the ESF-13 Coordinator.
- c) Document all costs and expenses associated with response and recovery activities taking care clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
- d) Perform other emergency responsibilities as assigned.
- e) Assist in identifying personnel and resources to support this Annex.

## **DIRECTION AND CONTROL**

- ✓ Tactical law enforcement operations will be controlled by the Incident Commander(s) at the scene(s) within the Incident Command Structure (ICS) structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.
- ✓ The ESF #13 - Public Safety and Security Coordinator will collaborate with the other members of the EOC Team to rapidly assess the need for law enforcement resources and deploy personnel and equipment to the location(s) of greatest need.
- ✓ The Parish Emergency Operations Center (EOC) will serve as the central location for inter-agency coordination and executive decision-making, including all activities associated with ESF #13 – Public Safety and Security.
- ✓ The command structure during any emergency will be the same as day-to-day operations unless otherwise stipulated by procedure, the Sheriff, Municipal Police Chief, or Designee.
- ✓ All actions taken by any member of local law enforcement will be in accordance with Federal, State, and Local laws, as well as with the benefit of the lives and property of the citizens of West Baton Rouge Parish in mind.

## **CONTINUITY OF GOVERNMENT**

- ✓ Lines of succession of each department head will be according to the Standard Operating Procedures established by said department.
- ✓ Lines of succession to all key positions within the law enforcement chain of command will follow pertinent state and local laws and departmental standard operating guidelines (SOGs). 2. All law enforcement agencies will designate and be prepared to equip and staff alternate command posts. Copies of these alternate operations sites will be kept on file at the Emergency Operations Center (EOC).

## ADMINISTRATION AND LOGISTICS

### A. ADMINISTRATION

#### ✓ ADMINISTRATIVE

- a) Law enforcement agencies will develop procedures for the timely submission of required reports and records as prescribed in departmental standard operating guidelines (SOGs). Records are required to establish historical data and to substantiate reimbursement requests.

#### ✓ COMMUNICATIONS

- b) Law enforcement agencies will make maximum use of available communications resources. In addition to providing telephone communications in the EOC, the need to augment existing radio communications with Radio Amateur Civil Emergency Service (RACES) groups and other communications organizations must be given high priority.

#### ✓ REPORTS & RECORDS

Increased readiness reports will be forwarded to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) prior to the disaster. Initial disaster reports will be sent to GOHSEP via WEBEOC at the immediate onset of the disaster. Operational situation reports will be sent to GOHSEP via WEBEOC on a regular basis for the duration of the disaster.

- a) Responsibility for submitting local government reports to the Louisiana Office of Emergency Preparedness rests with the West Baton Rouge Parish Department of Emergency Preparedness.
- b) Records of expenditures and obligations incurred during the response to an emergency are maintained by each individual agency and made available to the Parish President or Designee on request, to assist in the application of reimbursement funds from FEMA.
- c) All records of expenditures and obligations incurred during the response to any emergency shall be documented and turned in by the incident commander.
- d) All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.
- e) Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the Parish, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

✓ SECURITY

- a) Law enforcement agencies will provide security for the EOC and all restricted areas.
- b) Law enforcement agencies are responsible for developing and issuing badges and passes for restricted disaster areas as necessary.

✓ MEDIA RELATIONS

- a) All press releases will be coordinated with EOC. Media access will be restricted, when deemed necessary. Press conference security will be ensured. Also, Reference ESF #15 Emergency Public Information.

✓ LOGISTICS

- a) Local law enforcement shall maintain its own logistical support during the initial phase of any response operation. Additional support may be obtained through the Emergency Operations Center or Incident Command as needed.

## **PLAN DEVELOPMENT AND MAINTENANCE**

- ✓ The OHSEP Director has the responsibility for coordinating revision of this annex and keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans and implementing procedures and resource data to ensure effective response to an emergency.
- ✓ All other agencies given responsibility in this plan, in coordination with the OHSEP, are responsible for maintenance of their respective annexes or appendices.
- ✓ It is the responsibility of each law enforcement agency to insure its own operational capabilities. The sheriffs and police chiefs in the Parish will coordinate the planning of all law enforcement operations related to emergency preparedness. The sheriff's offices and police departments for their respective jurisdiction will maintain standard operating guidelines (SOGs) for all law enforcement agencies. The sheriffs and police chiefs or their designees will be responsible for periodically reviewing, updating exercising, modifying, accepting, and approving the law enforcement annex.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

See Basic Plan.

### **B. REFERENCES**

- ✓ West Baton Rouge Parish Sheriff's Office Unusual Occurrences and Special Operations Procedures, 2001 Edition.
- ✓ Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency.
- ✓ Domestic Terrorism, National Governors Association, 1979, Washington D.C.
- ✓ Maintenance of Law and Order During Civil Defense Emergencies, FG, E-9., Office of Civil Defense, 1968. Washington D.C.
- ✓ Law and Order Training for Civil Defense Emergencies, SM-10.1, ODC, 1965, Washington D.C.
- ✓ National Response Framework. January 2008. ESF 13 – Public Safety & Security.
- ✓ Target Capabilities List. September 2007. Emergency Public Safety & Security Response.

## ACRONYMS AND DEFINITIONS

See Basic Plan

## ATTACHMENTS

Attachment 1: Organizational Chart: on file in EOC

Attachment 2: Responsibility Chart: on file in EOC

Attachment 3: Terrorism Plan: on file in EOC

Attachment 4: Parish Public Safety Resources:

- ✓ Sheriff Department Facilities: on file in EOC.
- ✓ Sheriff Department Personnel: on file in EOC.
- ✓ Sheriff Department Equipment: on file in EOC.
- ✓ Sheriff Department Auxiliary List: on file in EOC.

Attachment 5: Municipal Public Safety Resources: \_\_\_\_\_ (list by city and town)

- ✓ Police Department Facilities: on file in EOC.
- ✓ Police Department Personnel: on file in EOC.
- ✓ Police Department Equipment: on file in EOC.
- ✓ Police Department Auxiliary List: on file EOC.

Attachment 6: Private Security Organizations: (list by organization)

- ✓ Facilities: on file in EOC.
- ✓ Personnel: on file in EOC.
- ✓ Equipment: on file in EOC.

Attachment 7: Traffic control points for evacuation (include map) on file in EOC

- ✓ Security for re-entry into disaster areas to utilize the Louisiana State Police Statewide Credentialing System.

Attachment 8: Louisiana State Police Statewide Credentialing/Access Program

# STATE OF LOUISIANA STANDARD OPERATING PROCEDURE

## Statewide Credentialing/Access Program

### All Hazards Access

- ✓ Critical Infrastructure Owners/Operators.
- ✓ Pilot Access Program.
- ✓ All Hazards Access.

### SUMMARY

Hurricane Katrina revealed a need for uniform reentry criteria for essential personnel entering a closed emergency area post disaster event. Lack of uniform access guidelines resulted in delays and loss of critical utilities and services, as well as delays in reestablishing security and communications systems following Katrina.

This document outlines a model Standard Operating Procedure (SOP) for emergency response and management personnel at the State and local level in conjunction with critical infrastructure owners and operators (CI/OO) and their contractors, and other personnel. This SOP seeks to clarify the roles, responsibilities, and processes that will be followed to ensure that critical infrastructure providers are given timely and efficient access to hurricane or other disaster affected areas for the purpose of repairing the infrastructure. This document is a product of a joint Federal, State, Parish, local and private sector effort to ensure the timely functionality of critical infrastructure for citizens. This SOP was developed by the Louisiana State Police in partnership with the State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the National Department of Homeland Security, and the Louisiana Sheriffs and Chiefs of Police Associations.

Homeland Security Presidential Directive 12 (HSPD 12), dated August 27, 2004, entitled "Policy for a Common Identification Standard for Federal Employees and Contractors," directed the promulgation of a federal standard for secure and reliable forms of identification for Federal employees and contractors. It further specified secure and reliable identification that, among other things:

- ✓ Is strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation.
- ✓ Can be rapidly authenticated electronically.
- ✓ issued only by providers whose reliability has been established by an official accreditation process.

The "Federal standard" referenced above is the Federal Information Processing Standard 201(FIPS 201). FIPS 201 technology uses a card with an Integrated Circuit Chip (ICC) (commonly called a smart card) which uses Public Key Infrastructure (PKI) for identity and attribute (qualification, certification, authorization, and/or privilege) authentication ensuring that the responder is who s/he says s/he is and that they truly possess the attribute(s) they say they do.

Although this is a Federal standard, many State and local governments in the National Capital Region (NCR) and throughout the country are adopting this standard to enable nation-wide interoperability. FIPS 201 standard

compliance will be an ongoing project with full implementation of standardized credentials by 2008 and will be incorporated in the next version of this SOP.

It is anticipated that reentry will occur in a tiered approach, based on key roles, in restoring normal operations after a disaster. Admittance will be granted based on the immediate needs and requirements of the locally affected area through the local EOC and Parish and State Governments. Tier 1 will include Search and Rescue Personnel, Infrastructure and Utilities Repair Personnel, Official Damage Assessment Teams, and other personnel at the discretion of the State, Parish, and local jurisdictions; Tier 2 will include Relief Workers (e.g. Red Cross Volunteers), Healthcare Agencies (to include Volunteer Health Professionals (VHPs), Banking Organizations, Insurance Agencies, and Businesses deemed to be essential to the recovery effort; and Tier 3 will include Businesses not included in Tier 2 and residents.

## PROCESS OVERVIEW

All participants agree that the following criteria are essential elements for access into a restricted area during a hurricane or other natural disaster and will be administered ONLY in the event of a Declaration/State of Emergency from the Governor or affected Parish President/Mayor when a mandatory evacuation order has been issued. It is imperative that local governments are familiar with utility and critical infrastructure needs and are aware of based on the disaster, which critical infrastructure agencies (to include the Louisiana National Guard and the United States Coast Guard) will need immediate access to the affected area.

Identification that will be required to gain access at checkpoints

Critical Infrastructure Owners and Operators, to include Contractors, Subcontractors, and Personnel of the CI/OO, must have the following identification:

- ✓ A valid State Driver's License and company-issued photo ID.
- ✓ Marked Company vehicles (companies should have standardized markings).
- ✓ Letter of Access (LOA) issued by the company (with verified phone number) stating that the bearer and vehicle is an authorized responder to the event. Federal Bureau of Investigation (FBI)-issued INFRAGARD credentials, the Department of Defense (DOD) Common Access Cards (CACs), and FIPS 201 compliant identification credentials issued by Federal government agencies will be acceptable forms of identification.

## A. SECTION I—INTRODUCTION

### ✓ PURPOSE

The purpose of this CI/OO Access SOP document is to describe in concept the joint Federal, State, Parish and local infrastructure strategy to permit access into restricted areas during the 2006 Hurricane Season. This SOP is intended for Federal, State, local representatives and private sector companies (critical infrastructure owners/operators) in Louisiana and to serve as an operational model for other States and municipalities.

## B. SECTION II—CONCEPT OF OPERATIONS

### ✓ RE-ENTRY PROTOCOL

It is anticipated that reentry will occur in a tiered approach based on key roles in restoring normal operations after a disaster. It is understood that events that may occur within specific jurisdictions will dictate, based on local needs and factors, what personnel will need access into the affected area. Safety, with regard to public health, travel accessibility and rescue operations will be paramount and of crucial importance in determining any access.

Immediate and unrestricted access will be granted to Search and Rescue Agents, including agents from Parish and Municipal Fire-Rescue Departments, State, Local and Federal Law Enforcement, Fire/EMS, National Guard (Military), and Emergency Response Agencies in support of efforts in the affected area.

#### a) Tier I

- ✓ Infrastructure and Utilities Repair Personnel: These agencies must be permitted immediate access to ensure that essential services such as water, lighting, and communications are restored, and infrastructure is intact. Municipal utilities and public works personnel also are included.
- ✓ Official Damage Assessment Teams: These may include FEMA, State, and local officials.
- ✓ Other personnel at the discretion of the Parish Department of Homeland Security and Emergency Preparedness or applicable municipal Emergency Operations Center (EOC).

#### b) Tier 2

- ✓ Relief Workers: These groups will be needed to provide food and other supplies for people in impacted areas who did not evacuate.
- ✓ Healthcare Agencies: These include hospitals, nursing homes, assisted living facilities, and dialysis centers. Additionally, includes Volunteer Health Professionals (VHPs) with valid, approved identification documentation
- ✓ Insurance Agents.
- ✓ Banking Organizations.

- ✓ Business operators considered critical to the recovery effort. Parish and municipal officials will make the decision to permit key business operators to return to impacted areas based on an overall evaluation of the situation. Key business operators will be allowed to reenter their communities when the governing jurisdictions, in consultation with the Parish Department of Emergency Management, agree that the following factors are resolved:
  - ✓ Access: Major routes are intact and passable.
  - ✓ Public Health: There is no threat to public safety.
  - ✓ Rescue: All search and rescue operations have been completed.
  - ✓ Other personnel at the discretion of the Parish Department of Homeland Security and Emergency Preparedness or applicable municipal Emergency Operations Center (EOC).

c) Tier 3

- ✓ Business operators not allowed in under Tier 2, and residents will be allowed to return as areas are deemed safe.

### C. IDENTIFICATION PROCEDURES

Federal, State, and local government agencies and law enforcement officials agree to recognize specific identification from critical infrastructure owners and operators, and their contractors, subcontractors and assigns as they seek access into a restricted disaster area. Relying parties (e.g., law enforcement, National Guard) will require constant communications with local and State EOCs so that proper admittance is granted. Once identity and attributes are authenticated, access is granted at the discretion of the relying parties. In furtherance of this access program, Federal, State, and private sector partners all agree to take action in support of this SOP. The following actions are required:

Critical Infrastructure Owner/Operators (for Employees and Contractors, Subcontractors, and affected Personnel)

- ✓ Ensure possession of valid identification card to include attributes.
- ✓ Ensure Company vehicles utilize standard markings and LOA.
- ✓ Promote the use of this SOP at the State and local level.

Emergency Response/Emergency Medical/Law Enforcement/Fire/Military Personnel:

- ✓ A uniformed Law Enforcement/EMS/Emergency Response/Fire/Military personnel with valid identification card to include attributes
- ✓ A properly marked or identified Law Enforcement/EMS/Emergency
- ✓ Response/Fire/Military vehicle with commissioned or credentialed occupant
- ✓ Unmarked Agency vehicle with proper identification as stated above

State:

- ✓ Provide this SOP to State response personnel, and where appropriate, local response Personnel
- ✓ Ensure that local EOCs are aware of and maintain an updated, current list of critical infrastructure personnel, to include attribute(s), within their Parish
- ✓ Make every effort to expedite the movement of critical infrastructure personnel into an affected area

Local:

- ✓ Educate local response personnel on the existence and requirements of the SOP
- ✓ Maintain an updated, current list of critical infrastructure personnel, to include attribute(s), and contact person within the Parish
- ✓ Communicate with State on non-acceptance or special requirements for access by critical infrastructure within the local Parishes
- ✓ Facilitate adjoining Parishes, absent an emergency, with the movement of critical infrastructure personnel into an affected area

Federal:

- ✓ Educate Federal response personnel on the existence of the SOP
- ✓ FBI will administer INFRAGARD program

## D. OUTREACH

This program is part of the public-private partnership. As such, outreach obligations exist for all parties involved. Critical infrastructure owners and operators are responsible for training their employees, contractors, subcontractors and assigns. Contractors, as well as owner operators, should take measures to ease entrance into affected area by prior coordination with Emergency Officials from the affected area and the Louisiana State Police. As disasters are local in nature, CI/OO entities are also responsible for outreach to local responders, to make them aware of this process. At the State level, Louisiana GOHSEP and the Louisiana State Police will ensure that required State officials and responders are made aware of this SOP and will disseminate this information to the local level. Parish, local and municipal persons are responsible for partnering with CI/OO and State representatives in support of this initiative.

## E. FBI INFRAGARD

The FBI INFRAGARD program qualifies membership through a State and Federal criminal record check and most importantly, an FBI record check for associations with threat organizations. Once vetted, INFRAGARD members are granted a membership identification card. The State and regional critical industry representatives have asked for this identification to facilitate a private credentialing plan for non-EMS and non-utility vehicle access.

The Louisiana INFRAGARD credentials are to be honored and utilized only after disasters where local and/or State authorities have declared a State of Emergency thereby restricting access into an affected area. These credentials are carried by State and Federal verified non-law enforcement personnel who are essential to maintaining operations of critical infrastructure such as medical, power, gas, chemical, communication (wireless and landline), transportation and financial facilities.

Each INFRAGARD member requesting entry into an affected area must present an m INFRAGARD membership identification card along with a verbal explanation of the reason for reentry.

## **EMERGENCY SUPPORT FUNCTION 14 - LONG TERM COMMUNITY RECOVERY AND MITIGATION**

### **ESF COORDINATOR**

- ✓ OHSEP

### **PRIMARY/LEAD AGENCIES**

- ✓ West Baton Rouge Parish Department of Public Works
- ✓ OHSEP

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ U.S Department of Transportation

#### **State Agencies**

- ✓ Louisiana Department of Transportation and Development
- ✓ Governor's Office of Homeland Security and Emergency Preparedness
- ✓ Louisiana State Police
- ✓ Louisiana Army National Guard

#### **Local Agencies**

- ✓ Local School Districts
- ✓ West Baton Rouge Parish Department of Public Works
- ✓ Municipal Departments

#### **Other Agencies**

- ✓ Private Transportation Companies (trucking, moving, shuttle services, airports, railroad etc.)
- ✓ American Red Cross (ARC)
- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.)
- ✓ First Responders, Volunteers
- ✓ Private Industry
- ✓ Amateur Radio: ARES/RACES
- ✓ Other members as directed by Director of OHSEP

## INTRODUCTION

### A. PURPOSE

- ✓ This annex provides the framework for a coordinated effort of the community to recover from the adverse physical, economic, and environmental effects of a disaster. Those efforts may be both short and long term in nature, with goals including the restoration of vital life-support systems; appropriate reclamation of damaged infrastructure, private property, and the environment; and rebuilding of damage suffered by the local economy.

### B. SCOPE

- ✓ ESF 14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF 14 may provide coordination during large-scale or catastrophic incidents that require assistance to address significant long-term impacts in the affected area. Activities within the scope of this function include:
  - a) Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
  - b) Work with City & Parish Departments; other local governments; non-governmental organizations; and private sector organizations to conduct comprehensive market disruption and loss analysis and develop a comprehensive long-term recovery plan for the community.
  - c) Identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.
  - d) Determine/identify responsibilities for recovery activities and provide a vehicle to maintain continuity in program delivery among departments and agencies, and other involved parties, to ensure follow-through of recovery and hazard mitigation efforts.
  - e) Develop coordination mechanisms and requirements for post-incident assessments, plans, and activities that can be scaled to incidents of varying types and magnitudes.

### C. POLICIES

- ✓ This annex is effective upon approval.
- ✓ All appropriate governmental and volunteer agency resources should be used as available.
- ✓ All services should be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- ✓ The EOC will usually coordinate the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions and public entities and forward the information to state emergency management for a determination of whether the Parish will be recommended for federal human services assistance, public assistance, or both.

- ✓ Whenever West Baton Rouge Parish qualifies for state and/or federal human services disaster assistance, individuals, families, and businesses will be referred to applicable state, federal and/or community programs.
- ✓ When individuals, families, and businesses do not qualify for state or federal assistance, or whenever the Parish declares a local emergency which is not followed by a state or federal declaration, assistance will be provided in accordance with existing policy and programs or by community programs.
- ✓ Public damage and response costs should be borne by the incurring organization. Reimbursement will be provided through state and federal programs, as available.
- ✓ Mitigation grant applications will be the responsibility of the requesting organization and must be approved by the Parish and or City Commission(s) prior to submission.
- ✓ As much as possible, all agencies and organizations involved in the execution of this annex should be organized, equipped, and trained to perform all designated and implied responsibilities contained in this annex and its implementing instructions for both response and recovery operations.
- ✓ All organizations are responsible for the development and maintenance of their own internal operating and notification procedures/guidelines. No part of this annex is intended to supplant agency SOP/SOGs.
- ✓ All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- ✓ Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response and subsequent duty.

#### D. ESF ACTIVATION & PLAN MAINTENANCE

- ✓ ESF 14 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. ESF-14 will likely be activated for large scale events that require local government assistance to address impacts in areas such as housing, business, employment, and infrastructure. This ESF may also be activated for smaller scale events when necessary.

## SITUATIONS AND ASSUMPTIONS

### A. SITUATIONS

- ✓ Any emergency or disaster occurring in West Baton Rouge Parish can cause damage to public and private property, which requires recovery.
- ✓ West Baton Rouge Parish is vulnerable to a host of disasters that could cause public and private property loss and damage, death and injury, damage to the environment, and prolonged disruption of commercial activity.
- ✓ In the event that such damage occurs, planned damage assessment and recovery procedures/guidelines are essential for returning the community to normal after a major emergency or disaster.
- ✓ Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.
- ✓ The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.
- ✓ GOHSEP may assist with both individual assistance and public assistance programs. d/or restoration activities.

### B. PLANNING ASSUMPTIONS

- ✓ An emergency or disaster has occurred causing significant damage so as to require recovery and restoration activities.
- ✓ If a Presidential Disaster Declaration has been made, the State of Louisiana will form a JFO, and the Parish will support that group.
- ✓ If a Presidential Disaster Declaration has been made, there will be federal assistance coming and a Disaster Recovery Assistance Center (DRAC) will need to be established.
- ✓ All appropriate disaster declarations will be made in a timely manner.
- ✓ Given West Baton Rouge Parish's limited resources to accomplish recovery operations, the state and federal governments will play a significant role, substantially supplementing the parish efforts.
- ✓ Depending on the type and scope of the incident, federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- ✓ There may be long-term shelter requirements to house parish citizens and other populations following a disaster situation.

- ✓ A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency, the duties and responsibilities outlined in the other functional annexes and hazard specific appendixes to this plan, and the planning considerations addressed in this annex.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ The Parish EOC will be the primary location for coordination and control of emergency law enforcement operations.
- ✓ Emergency response and recovery operations will be coordinated according to ICS/NIMS processes, and the lead law enforcement agency will assume the role of IC.
- ✓ The Sheriff is responsible for directing the Parish's law enforcement response to a major emergency and coordinating response activities with the Emergency Operations Center. The Sheriff or a designated representative shall serve as the emergency Operations Center's Law Enforcement Resource Coordinator, working as a member of the Coordination Center Management team, coordinating the flow of law enforcement information and processing requests for, and allocating additional law enforcement resources, as appropriate.
- ✓ Police officials of incorporated cities within the Parish are responsible for the direction and control of local law enforcement resources during emergencies. Police officials of the incorporated cities are responsible for requesting additional resources not covered under mutual aid for emergency operations. Such requests shall be directed to the Sheriff's designated Law Enforcement Resource Coordinator in the EOC.
- ✓ Volunteer or reserve law enforcement organizations shall work for and within the structure of their parent agencies.
- ✓ Public Works agencies may be requested to assist in traffic control and providing transportation for evacuees.
- ✓ Two-way radio communications for control of emergency operations and emergency communications with neighboring law enforcement and medical and health officials will be the same as those used for day-to-day operations. Telephone communications will be used for administrative purposes and for coordination and control if two-way radio communications are not available.
- ✓ The Terrorism Incident Specific Annex provides direction and procedures specific to law enforcement services during a suspected or confirmed terrorism incident.

## B. RECOVERY SUPPORT FUNCTIONS

The following functions should be addressed as part of the Recovery process and assigned to the appropriate ICS Section:

1. **Animal Control/Sheltering:** Provides policies and procedures/guidelines addressing animal control and sheltering following a disaster. Includes sheltering, feeding, and release of pets, livestock, and wild animals.
2. **Business Resumption:** Provides policies and procedures/guidelines to facilitate the reestablishment of normal commercial business activities following a disaster. Includes policies/procedures/guidelines for deferral of taxes and fees, availability and use of grants, disaster assistance applications and relocation guidance.
3. **Communications/Automation:** Provides the communications and automated data processing abilities for direction and control of recovery activities as well as for continued daily operations. This includes identifying actions to protect current resources, procedures/guidelines for prioritizing and sharing limited resources, and identifying additional resources for procurement.
4. **Communications/Automation resources** include but are not limited to Parish/city and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, copiers, and computers.
5. **Continuity Of Government:** Provides for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes. Includes preservation of lawful leadership and authority, prevention of unlawful assumption of authority, and prioritization and maintenance of essential services.
6. **Damage Assessment:** Ensures that procedures/guidelines and expertise are available to assess the safety and serviceability of essential government facilities (e.g., EOCs, shelters, hospitals, police and fire stations, schools, highways, bridges, airports, public works etc.), commercial buildings and residential occupancies. Establishes building/ structure accessibility/usability. Damage Assessment should begin as the event is occurring and afterwards, until the full scope of the damage is known. (See Damage Assessment Annex)
7. **Debris Management:** Provides for the removal, temporary storage, and disposal of disaster-related debris including hazardous and other contaminated materials. Coordinates with waste haulers, transfer stations, landfill sites and other disposal facilities. (See Debris Management Annex).
8. **Demolition:** Ensures that appropriate policies, agreements, and procedures/guidelines are in place to facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.
9. **Disaster Assistance:** Provides policies and procedures/guidelines for, and information concerning, federal, state, local, private, and non-profit disaster assistance programs.
10. **Documentation & Record Keeping:** The scope of an extreme emergency calls for deliberate and comprehensive administrative controls. Eligibility for federal assistance is dependent on accurate

11. documentation. Proper documentation with regard to such things as Damage Assessment, Grant Applications, and Costs must be provided to the appropriate entities. Records should be maintained on all aspects of the recovery effort. Figures and facts should be as accurate as possible and will support post-recovery audits. Original copies of records and reports should be retained in Lewis & Clark Parish; only copies should be sent forward to State and Federal agencies. Reports to MTDES should be sent by both fax or computer network, and by messenger. Verification of claims is enhanced by photographic evidence and by individual identity verification using driver's licenses. Individual identity verification is of particular importance for disposition of food stamps, other benefits, and to control reentry operations.
12. Donations Management: Provides for coordination of donations to disaster victims, including informing the general public, through the PIO, of specific items needed. Works with businesses, private non-profit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services.
13. Engineering/Construction: Provides technical advice and evaluations, engineering services, construction management and inspection and contracting services during the disaster recovery period.
14. Environmental Services: Provides environmentally based, technical information and support for management of recovery activities. Includes assistance and advice on air quality, soil conditions, natural resources, weather, river levels, and advice on solid waste disposal and environmental permitting.
15. Fatality Management: Some disasters may produce mass fatalities, which require a significant amount of management and resources. The Parish Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects.
16. Financial Management: Provides guidance and procedures/guidelines for disaster cost documentation and contingency funding for recovery activities including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. Also assesses disaster impacts on municipal bonds and insurance, examines taxation issues such as property reassessment and coordination of cost recovery activities including grant applications for governmental entities.
17. Human Resource Management: Provides for coordination of human resource support during disaster recovery activities. Includes assistance with staffing of the EOC and other coordination centers (e.g., phone banks.), coordination of Parish volunteers (including multi-lingual services), continuation of employee assistance and family contact/support programs and employee education regarding disaster reimbursement policies.
18. Individual Assistance: West Baton Rouge Parish may assist State and Federal officials in the establishment of Disaster Application Centers (DAC). Such centers are the focal point for making federal assistance available to qualified individuals, families, and businesses. Assistance for qualifying individuals and families is provided through the Individual & Family Grant Program (IFGP); businesses may qualify for emergency funds from the Small Business Administration (SBA).
19. Infrastructure Management: Repair / Restoration: Prioritizes essential public facilities and provides for coordination of personnel and resources necessary to make temporary or permanent repairs to them. Relocation: Includes locating and leasing temporary office and storage space and the retrieval of needed resources from damaged buildings.

20. Legal Program Management: Ensures all of the Parish's criminal and legal obligations are met. Provides legal guidance and assistance for disaster recovery activities. Includes assistance with preparation of disaster related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g., state, or federal).
21. Mental Health/Counseling: Provides for social and psychological counseling for disaster victims, emergency service workers, and disaster recovery workers.
22. Preservation of Records: Provides guidance, information, and procedures/guidelines for the salvaging of damaged vital records and documents as well as the restoration of information and record systems.
23. Public Assistance: Restoring damaged public property, and property owned by certain non-profit organizations, is within the scope of Public Assistance. When approved at the Federal level, such assistance can offset 75% of the cost of repair or replacement of a damaged facility or infrastructure asset, such as a road, bridge or sewer line. The State and local jurisdictions must provide the funds for the remaining 25%. After a "Presidential Declaration", damage survey reports (DSRs) required to support receipt of Federal emergency funds are developed and provided to the State by survey teams comprised of a Federal representative, a State representative, and a local representative. These DSRs are forwarded by the State to FEMA.
24. Public Information: Provides channels for educating the public on actions to take during the recovery period. Collects, controls, and disseminates public safety, public service, and general assistance information. Minimizes the impact of misinformation, rumors, etc. Organizes "Town Hall" meetings. Coordinates within own agency staff, other agencies, the EOC, public information phone centers, and the media.
25. Recovery Management: Provides for overall management of recovery activities. Develops strategic goals and policy directives to guide both short and long-term recovery. Keeps elected officials informed of the situation and provides advice on required decisions and appropriate actions. Ensures accurate public information is disseminated. Provides for the safety and welfare of the public and recovery personnel.
26. Resource Management: Provides for coordination of the materials, personnel, equipment, and facilities for disaster recovery activities.
27. Rezoning and Land Use: Ensures ordinances, policies, and procedures/guidelines are in place to allow expeditious zoning and land use decisions following a disaster. Includes procedures/guidelines for building moratoria, fast track permitting, permit restrictions, fee waivers and coordination, and oversight of repairs to historic buildings.
28. Temporary and Long-Term Housing: Provides for relocation of citizens displaced by a disaster and ensures that housing is available throughout the recovery period.
29. Emergency housing: (Response) the housing of displaced persons for a brief period of time.
30. Temporary housing: Refers to temporary quarters for displaced people to live until permanent housing can be found for them.

31. Long-term housing: permanent replacement housing.
32. Transportation: Provides transportation (road, rail, water, and air) for personnel, equipment, and supplies to perform disaster recovery activities. Includes maintenance and repair of transport vehicles. Also provides for public transport for dislocated citizens and for coordination of public transportation systems during recovery activities.
33. Utilities: Provides for the facilitation and coordination of efforts to fully restore utility services following a disaster. Includes phone, power, water, cable, and sanitation.
34. Volunteer Coordination: Provides for recruitment, training, registration, certification, assignment, and recognition of volunteers.

### C. NOTIFICATION

- ✓ The ESF Coordinator, or designee, should notify the Primary and Support agencies as necessary and request that appropriate representatives report to the EOC. These representatives should form one or more recovery teams to assist the ESF-14 Coordinators.

### D. MITIGATION

- ✓ When repairing and restoring services and facilities, investigate alternative plans and activities to potentially reduce future damages and impacts.
- ✓ Investigate possible mitigation grant projects for reducing future disaster damage and losses.
- ✓ Develop and enforce adequate building codes.
- ✓ Develop and enforce adequate land use regulations.
- ✓ Develop hazard analysis.
- ✓ Develop potential mitigation measure to address the hazards identified in the analysis.

### E. PREPAREDNESS

- ✓ Develop and maintain a liaison with Parish, city, state, federal agencies, and organizations that can provide assistance in recovery and restoration activities.
- ✓ Develop and maintain procedures/guidelines to recover from emergencies and disasters including cost documentation.
- ✓ Assess disaster risk to government facilities from likely hazards and take measures to reduce the vulnerability of facilities.
- ✓ Identify damage assessment team members.

- ✓ Ensure all personnel are aware of their emergency responsibilities.
- ✓ Develop and maintain Standard Operating Procedures/Guidelines (SOPs/SOGs) and checklists to support ESF- 14 activities.
- ✓ Ensure personnel notification and call-up lists are current.
- ✓ Include disaster recovery activity in exercises and training.

## F. RESPONSE

- ✓ Identify all damages and losses and prepare an action plan for recovery activities.
- ✓ Activate Parish EOC or other facility to coordinate recovery activities.
- ✓ Assemble and forward all necessary reports and requests for assistance to appropriated federal and state agencies.
- ✓ Coordinate recovery and restoration activities tribal, Parish, city, state and federal program representatives.
- ✓ Prepare relevant recovery and restoration instructions and information for public information distribution.
- ✓ Work with the private sector to ensure the disaster related needs of the business community are met.
- ✓ Conduct other specific response actions as dictated by the situation.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. ORGANIZATION**

Recovery activities should be coordinated through the EOC. An ICS structure should be organized to maximize the efficient use of available resources and ensure the completion of recovery objectives.

All departments and agencies may be called on to provide staff support for damage assessment and recovery activities.

The Parish, and cities/towns within West Baton Rouge Parish, will need to make any and all of their assets available to assist with the recovery and restoration within their jurisdiction. Jurisdictions own assets must be utilized before state and federal assistance can be expected.

### **B. RESPONSIBILITIES OF ESF COORDINATOR**

1. Recruit dedicated semi-professional volunteers to assist in damage assessment efforts.
2. Coordinate training for members of a Damage Assessment Teams (DAT).
3. Establish point of contact with local officials to determine approximate areas affected and extent of damage.
4. Alert and activate the damage assessment teams and provide briefings.
5. Work to establish a partnership with business and industry to help ensure all available programs are implemented to assist with economic stabilization and recovery.
6. Serve as liaisons to state, federal, volunteer, and private agencies aiding and implementing recovery programs. Depending on the type, scope and duration of the event, these agency representatives may become critical members of the Parish's recovery team.
7. Work with state and federal officials to ensure that mitigation initiatives are considered in rebuilding and redevelopment when feasible and practical.
8. Coordinate with neighborhood groups and volunteer agencies to ensure community needs related to the disaster have been identified and appropriate local, state, and federal assistance is made available to address important community issues.
9. Coordinate the recovery and restoration activities with potential disaster assistance programs.
10. Appoint a person or agency that should be responsible for the collection and tabulation of damage assessment data.
11. Provide information and guidance to policy makers concerning issues of recovery and restoration.
12. Assist in the public information activities including public announcements on recovery and restoration and instructions on applying for assistance programs.

13. Provide liaison between agencies, organizations, state, and federal agencies dealing with recovery efforts.
14. Ensure that Disaster Declarations and damage assessment data is transmitted to the GOHSEP/EOC.

### C. RESPONSIBILITIES OF PRIMARY AGENCIES

1. Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of assigned functions.
2. When requested, deploy a representative to the EOC to assist with long-term community recovery and mitigation activities.
3. Provide ongoing status reports as requested by the ESF 14 Coordinator.
4. Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
5. Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that state and federal reimbursement becomes available.
6. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
7. Document costs for reimbursement and auditing purposes.
8. Evaluate and review procedures/guidelines to ensure operational readiness.
9. Assist in identifying personnel and resources to support this Annex.

## D. SUPPORT AGENCIES

- a) Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- b) Provide assessment teams to document or verify public and private damage relating to long-term restoration and mitigation.
- c) Provide technical assistance and advice on recovery and mitigation activities, to both citizens and public agencies, as appropriate.
- d) Provide short-term shelters, food, volunteers, and other resources and send a representative to the EOC if necessary.
- e) Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- f) Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- g) Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.

## **DIRECTION AND CONTROL**

- ✓ The EOC Staff is responsible for ensuring that appropriate disaster recovery activities are accomplished as a part of the Parish's Emergency Operations Plan (EOP).
- ✓ Overall coordination of the disaster recovery process will be exercised from the EOC when activated. When the EOC is deactivated, on-going disaster recovery for West Baton Rouge Parish will be handled through the individual agencies.

## **CONTINUITY OF GOVERNMENT**

See Basic Plan.

## **ADMINISTRATION AND LOGISTICS**

ESF Coordinator staff and personnel are responsible for keeping an accurate log of all ESF activities in accordance with local, state, and federal guidelines.

## **PLAN DEVELOPMENT AND MAINTENANCE**

- ✓ The OHSEP Director has the responsibility for coordinating revision of this ESF, keeping attachments current.
- ✓ Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

## **AUTHORITIES AND REFERENCES**

- ✓ Preliminary Damage Assessment (PDA) Process and Form.
- ✓ West Baton Rouge Parish EOP.
- ✓ Webpage address: [http://www.fema.gov/pdf/rebuild/recover/dec\\_proc.pdf](http://www.fema.gov/pdf/rebuild/recover/dec_proc.pdf).
- ✓ FEMA "A Citizen's Guide to Disaster Assistance".
- ✓ Webpage address: <http://training.fema.gov/EMIWeb/downloads/IS7complete.pdf>.

## **ACRONYMS AND DEFINITIONS**

- ✓ Individual Assistance. Programs providing financial assistance to individuals, families, and business owners in declared disaster areas whose property has been damaged or destroyed and whose losses are not covered by insurance.
- ✓ Public Assistance. Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

## **ATTACHMENTS**

None.

## **EMERGENCY SUPPORT FUNCTION (ESF) 15 PUBLIC INFORMATION**

### **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Communications Center (911 Center)

### **PRIMARY/LEAD AGENCIES**

- ✓ OHSEP
- ✓ GOHSEP
- ✓ West Baton Rouge Parish Information Technology Department

### **SUPPORT AGENCIES**

#### **Federal Agencies**

- ✓ U.S. Department of Commerce's National Telecommunications and Information Administration (NTIA)
- ✓ Federal Emergency Management Agency

#### **State Agencies**

- ✓ Louisiana FirstNet
- ✓ Louisiana Wireless Information Network (LWIN)
- ✓ Louisiana State Police
- ✓ Louisiana National Guard

#### **Local Agencies**

- ✓ West Baton Rouge Parish Sheriff's Department
- ✓ Municipal Police Departments
- ✓ Parish and Local Department of Public Works
- ✓ West Baton Rouge Parish Fire District #1

#### **Other Agencies**

- ✓ Radio Stations
- ✓ Amateur Radio: ARES/RACES
- ✓ Other members directed by Director of OHSE, CERT, etc.)
- ✓ First Responders, Volunteers
- ✓ Private Industry
- ✓ Amateur Radio: ARES/RACES
- ✓ Other members as directed by Director of OHSEP

## INTRODUCTION

### A. PURPOSE

- ✓ Emergency Support Function (ESF) 15 – Public Information is responsible for keeping the public informed concerning a threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.
- ✓ This plan supports the Incident Command System (ICS) Public Information Officer (PIO) function and the Joint Information System (JIS). The JIS function is to coordinate information before its release to the public and the news media.

### B. SCOPE

- ✓ ESF 15 resources coordinate actions to provide public information support to local incident management operations and elements. It identifies the support positions necessary for coordinating communications to the general public.
- ✓ This ESF applies to all local agencies within West Baton Rouge Parish that may require public information support during emergencies or disasters. Many agencies have designated Public Information Officers (PIOs) and existing departmental emergency public information plans and procedures/guidelines. ESF 15 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures/guidelines already in place.

### C. POLICIES

- ✓ West Baton Rouge Parish will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response and recovery.
- ✓ Life-safety information and instructions to the public have first priority for release.
- ✓ Mission assignments to departments or jurisdictions for public affairs should be agreed upon by those entities prior to an actual emergency or disaster.
- ✓ West Baton Rouge Parish and its incorporated cities and towns are entitled to release information concerning their emergency actions. Any releases prepared by the EOC, city, or town which quote or mention another jurisdiction should be coordinated with the respective jurisdiction before being released.
- ✓ All appropriate governmental and volunteer agency resources should be used as available.
- ✓ All services should be provided without regard to economic status or racial, religious, political, ethnic, or other affiliation.
- ✓ The Parish's response during incidents, emergencies, or disasters is based on the availability of resources. If the response requirements go beyond local capabilities, mutual aid, state, and/or federal assistance should be requested.

- ✓ All requests from appropriate local jurisdictions to the state for medical and public health assistance should be assumed to be valid.
- ✓ All organizations are responsible for the development and maintenance of their own internal operating and notification procedures. No part of this annex is intended to supplant agency SOG/SOPs.
- ✓ All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and, alerting those who are absent due to other duties or assignments.
- ✓ Personnel designated as on-scene responders or representatives to the EOC should make prior arrangements to ensure that their families are provided for in the event of an emergency, so to ensure a prompt, worry-free response, and subsequent duty.
- ✓ This annex is effective upon approval.

#### D. ESF ACTIVATION

- ✓ ESF 15 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation.

## SITUATIONS AND ASSUMPTIONS

### A. SITUATIONS

- ✓ West Baton Rouge Parish is vulnerable to a variety of hazards. Media outlets exist which, if effectively employed, can be used to inform the population of the events that are occurring and how they may best take action to them.
- ✓ During periods of emergency, the public needs and generally desires detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public is made aware of potential hazards and the protective measures that can be employed.
- ✓ The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency warnings and priority emergency instructions to the public.
- ✓ Target notification of affected areas is also used for public alert & warning.

### B. ASSUMPTIONS

- ✓ Emergencies and disasters may occur without warning at any time of day or night and may cause mass casualties.
- ✓ A public education and information program will help save lives and property during emergencies and disasters if the public knows how to prepare for them.
- ✓ In an emergency situation, the public will demand information about the emergency and the protective actions to be taken.
- ✓ Local print and broadcast media will cooperate in broadcasting, publishing, and posting on the web detailed disaster-related instructions to the public.
- ✓ Normal means of communications in the affected areas may be either destroyed or largely incapacitated; therefore, only limited, and incomplete information is anticipated from the disaster area until communications can be restored.
- ✓ Responding agencies will provide information to reduce public concerns about the incident and response activities.
- ✓ Sufficient trained support personnel will be available to help coordinate public information and interface with the media and other agencies.
- ✓ Demands for information from media outside the jurisdiction will be significantly increased in a disaster
- ✓ State-level news releases should be coordinated with the designated Parish PIO and not conflict with local level releases.

- ✓ Rumor control procedures directed by the designated Parish PIO should prevent incorrect information from affecting emergency response activities.
- ✓ The PIO maintains listings of media contacts and Emergency Alert System (EAS) networks and relies on those contacts and networks for the dissemination of Emergency Public Information.
- ✓ During a parish-wide or large disaster, a Joint Information Center (JIC) may be established to coordinate the dissemination of information about all parish, state and federal disaster response and recovery programs.
- ✓ Information is one of the first casualties of a disaster. Rumors often abound and information is usually sketchy at best. It may be hours before officials know the facts. The lack of information or contradictory information may cause confusion. The public may accept as valid rumors, hearsay and inaccurate information which may cause unnecessary fear and confusion.

## CONCEPT OF OPERATIONS

### A. GENERAL

- ✓ The local agencies of West Baton Rouge Parish are committed to a proactive public information program before, during and after a disaster or emergency.
- ✓ Emergency notification to citizens should be made as soon as possible via the automated Emergency Alert System (EAS), target notifications, mobile PA systems, and local radio/TV broadcasts. The OHSEP Director or his deputy should activate the EA to initiate a public broadcast message.
- ✓ As soon as possible, updates and vital information should also be placed on the relevant City and Parish websites along with social media sites. (Public Safety, Public Health, etc.).
- ✓ West Baton Rouge Parish public information and education programs should endeavor.
- ✓ Provide support during the four phases of emergency management: mitigation, preparedness, response, and recovery operations.
- ✓ Provide the public with accurate, timely, and easily understood event-related information concerning protective actions, route restrictions, health notices, and emergency assistance information.
- ✓ Control rumors.
- ✓ Coordinate information releases with all participating public and private agencies, emergency responders, and all levels of government to support public officials and media representatives in satisfying the public's demand for accurate and consistent information.
- ✓ Limit public information activities to Parish-specific events and actions Federal and State governments are responsible for information related to their jurisdictions.

- ✓ The Parish's Incident Command System (ICS), Emergency Operations Center (EOC), and Joint Information Center (JIC) should support public information, not further complicate it.
- ✓ The designated Parish PIO or an alternate may serve as spokesperson for the EOC and/or the Incident Commander (IC) during an emergency situation. Organizations not represented by the EOC may use their own PIO but should coordinate messages through the EOC or JIC as appropriate.
- ✓ The designated Parish PIO should issue news releases on behalf of the parish after coordinating current information with other agencies. Member(s) of the EOC and cooperating partners should receive copies of all releases. EOC and/or IC approval may be required before issuing policy-related news releases. All press releases should also be posted to the city/parish web site.

## B. SPECIAL NEEDS POPULATION - BLIND, MOBILITY DISABILITY, DEAF, SPEECH DISABILITY, LIMITED ENGLISH PROFICIENCY ETC

- ✓ The Parish will put in place effective planning, response, and recovery for the special needs population, consistent with Federal civil rights laws.
- ✓ The Parish will coordinate all communications with the American Red Cross, local community and faith-based organizations
- ✓ The Parish will use multiple, accessible communication mechanisms, such as:
  - Large print/audio for persons who are blind or have low vision.
  - Interpreter services for deaf/hard of hearing or LEP persons, such as language banks, telephonic interpreter services, bilingual staff, contract or volunteer interpreters.
  - Picture board.
  - Captioning of televised message.
  - Translation of written emergency information into other languages.
  - Short, simple communication scripts, repeated frequently.
- ✓ In case of a disaster, the West Baton Rouge EOC will disseminate information activating volunteer's groups specifically formed to locate and assist special needs population. The volunteer group will work with the Parish and the Red Cross in identifying, locating, transporting, and sheltering special needs population. The shelters will provide special accommodation where reasonable to special needs population.
- ✓ Each volunteer will be given a copy of "Disaster Preparedness for People with Disabilities" (A5091) from the American Red Cross, or and will also utilize learning resources available at [www.redcross.org/services/disaster/beprepared/disability.pdf](http://www.redcross.org/services/disaster/beprepared/disability.pdf)

- ✓ The Parish will work with all local agencies and the American Red Cross to identify and maintain access to expertise about people with special needs.
- ✓ The parish will consider using a voluntary registry to identify persons with special needs.
- ✓ The Parish will also encourage special populations to create a personal support network (sometimes called a self-help team) can help you prepare for a disaster. They can do this by helping you identify and get the resources you need to cope effectively. Network members can also assist you after a disaster happens.
- ✓ For people with special needs, the Parish recognizes that it is important to consider individual circumstances and needs to effectively prepare for emergencies and disasters.
- ✓ For disaster preparedness, the Parish will coordinate with American Red Cross on distribution of “Emergency Kits and Basic Supplies Kit” that are specifically tailored to each special need population.
- ✓ As a disaster preparedness technique, the Parish will create a list of skilled volunteers. These volunteers will have the necessary training and skill set needed to effectively assist each group of special needs population. Volunteers will be trained by both Parish and the American Red Cross.

### C. JOINT INFORMATION SYSTEM (JIS)

- ✓ The Joint Information System (JIS) OHSEP Director directs all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations).
- ✓ The ESF 15 Coordinator should work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS should help to ensure interagency communication and the release of consistent information.
- ✓ As part of the JIS, the on-scene agency PIO should address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by telephone and radio.

### D. JOINT INFORMATION CENTER (JIC)

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

The purpose of JIC is to:

- ✓ Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent, and useful disaster related information.
- ✓ Allow all involved organizations to speak with “one voice” providing consistent messages to the public.

- ✓ Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquiries to the JIC.
- ✓ Ensure the ability exists to answer direct inquiries from the public.
- ✓ Monitor media coverage to verify the accuracy of information being disseminated.
- ✓ Be proactive in responding to the disaster related information needs of all audience.
- ✓ Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence.
- ✓ In most cases, the JIC will be in close proximity to the Parish EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the internet, facsimile and/or face-to-face communications.
- ✓ Once a JIC is established, news releases, instructions, or official information originated by the various participating organizations should be channeled and verified through the JIC to ensure less risk of conflicting statements.
- ✓ The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing should be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.
- ✓ Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly.
- ✓ At a minimum, the following functions must be performed regardless of these variables:
  - a) Establish and maintain contact with local radio, television, and print media.
  - b) Develop and disseminate written information such as news releases, fact sheets and other reports as needed.
  - c) Schedule news conferences or interviews with department heads and other officials; brief them if appropriate.
  - d) Provide interview opportunities that meet the unique needs of each medium (television, radio, print).
  - e) Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities.
  - f) Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information.

- g) Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates.
- h) Provide ongoing information to and coordination with Parish, City, State and Federal elected officials.
- ✓ PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.
- ✓ The PIOs working in the JIC have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.
- ✓ Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This should ensure an adequate number of PIOs are available to support emergency public information activities.
- ✓ The JIC should be declared operational when the designated Parish PIO, or alternate, is present, as well as sufficient personnel to perform incoming inquiries and administrative functions. The parish JIC Initiating Checklist is found in Attachment 4.
- ✓ The JIC, when operational, should serve as a location where most incident-related inquiries from the citizenry may be directed. Some inquiries, such as those involving claims, may be routed to another location.

## E. PUBLIC INQUIRY

- ✓ If a JIC is not operational, a Public Inquiry Center (PIC) should be established to provide a single point of contact for the general public to call and receive current, accurate information regarding a specific event or threat. The OHSEP DIRECTOR determines the need for a public inquiry operation in a disaster or emergency situation and initiates activation of the PIC based on that need. The OHSEP DIRECTOR also manages and coordinates staffing of the PIC using trained volunteers.
- ✓ Currently, the West Baton Rouge Parish PIC consists of three “information hotline” telephones staffed by volunteers in the EOC as available.
- ✓ The PIC serves a dual purpose. It disseminates information by responding to requests from the public and gathers information by identifying trends, inaccurate information, misunderstandings, or misperceptions reported by the public or reflected by their inquiries. If the misunderstanding indicates an isolated concern, the PIC staff should address the matter directly with the caller. If a pattern of confusion emerges, they should notify the JIC (if operational), which then addresses the situation through the news media using traditional tools such as news releases and news conferences. If the JIC is not operational, the operator should notify the OHSEP DIRECTOR to take action.
- ✓ Until the EOC is activated, and the PIC Hotlines are operational, answers to queries from the public should be provided by the OHSEP DIRECTOR, coordinating with the ICP as able.

- ✓ The telephone number for the PIC Hotlines should be released to the local news media for dissemination to the public by the EAS.
- ✓ Emergency information should also be posted and updated regularly on the Parish and City websites

## F. RUMOR CONTROL

- ✓ Rumor control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

“We will not confirm until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

## G. CONFIDENTIAL INFORMATION

- ✓ Confidential information is not to be released. This includes:
  - a) The names of victims or fatalities prior to notification of next-of-kin. (Identification and cause of death should not be released without authorization from the coroner).
  - b) Home phone numbers of city/parish personnel and volunteer emergency workers, and unpublished city/parish numbers.
- ✓ Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
  - a) Personal conjecture about the course of the emergency or the conduct of response.
  - b) Speculation.
  - c) Demeaning information/statements.
  - d) Information that might compromise the effectiveness of response and recovery.
- ✓ Media Access to the Scene
- ✓ Every effort should be made to allow the media access to the disaster area, consistent with safety.
- ✓ In cooperation with the EOC and on-scene personnel, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done about the safety of media personnel, the impact on response, and the wishes and concerns of the victims.
- ✓ The Public Information Officer should not allow media access to the Emergency Operations Center (EOC) except under limited, controlled circumstances, and only with prior approval of the Incident Commander or EOC Manager. Before being admitted to the EOC, media representatives should display appropriate identification and should be escorted by a member of the Public Information staff.

- ✓ If it is not safe or practical to admit all media representatives to the scene, a media "pool" may be created, where media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a "staged" photo opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.
- ✓ Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel is housed and disconnect the telephones to ensure privacy.
- ✓ Victims and families should have access to public officials without having to face media. Try to provide a secure entrance to the city administrative offices or arrange a briefing/interview room away from the media.
- ✓ The media may be allowed access to response personnel at the discretion of the Incident Commander, only if such an interview does not interfere with the response effort.
- ✓ Response personnel should not comment on the incident without the knowledge and consent of the Public Information Officer or IC.

## H. NOTIFICATIONS

- ✓ The ESF Coordinator should notify the Parish PIO of EOC activation and request that they (or a designee) report to the EOC to coordinate ESF 15 activities.
- ✓ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist.
- ✓ The OHSEP DIRECTOR or his deputy may activate the EAS by contacting the NWS (Insert #) to initiate the message. If phones are down, a message may be hand delivered to the primary EAS station. Radio stations and TV stations should copy the message and interrupt regular programming for the broadcast.
- ✓ If communications are down, the most logical source of communications should be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.

## I. PREPAREDNESS

- ✓ Develop plans, procedures/guidelines, and policies for coordinating, managing, and disseminating public information effectively under all hazards and conditions.
- ✓ Develop plans, procedures/guidelines, and policies for coordinating, managing, and disseminating alerts and warnings effectively under all hazards and conditions.
- ✓ Develop programs and systems to process the inflow of public-related information from all sources in a timely fashion.

- ✓ Develop plans, procedures/guidelines, programs, and systems to rapidly control rumors by correcting misinformation.
- ✓ Develop community-based mechanisms to support providing prompt, accurate information to the public in the dominant languages of the community and languages and formats appropriate for those with limited language competence, disabilities, cultural or geographic isolation, or vulnerabilities due to age.
- ✓ Develop emergency plans that are community-based and include outreach and education to the public, through community and faith-based organizations and other institutions, to promote individual preparedness based on the risks in their communities.
- ✓ Establish neighborhood pre-disaster and post-disaster information centers at schools, the workplace, libraries, shopping centers, places of worship, and other community institutions, to provide information on evacuations and the location of disaster assistance sites.
- ✓ Develop and implement public information, alert/warning, and notification training and exercise programs.
- ✓ Conduct planning with support agencies.
- ✓ Ensure lead agency personnel are trained in the responsibilities and duties.
- ✓ Develop pre-scripted messages in multiple formats.
- ✓ Identify possible locations for a JIC and press conferences.
- ✓ Develop staffing procedures/guidelines and checklists for the JIC.
- ✓ Develop and maintain a list of equipment needed to activate the JIC.
- ✓ Ensure all departments have trained staff to support the JIC.
- ✓ Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures/guidelines.
- ✓ Ensure emergency responders are familiar with public information procedures/guidelines and know how and when to refer the media to the appropriate field or JIC personnel for information.
- ✓ Encourage media involvement in the exercise design process and planning.

## J. RESPONSE

- ✓ Activate emergency plans and mobilize emergency personnel.
- ✓ Conduct rapid assessments for immediate response objectives.
- ✓ Coordinate with the EOC and primary and supporting agencies to develop a flow of information, including situation reports, health advisories, and other public information releases concerning the response efforts.
- ✓ Provide evacuation instructions and shelter locations.
- ✓ In coordination with the EOC Team, release emergency information as dictated by the situation.
- ✓ Implement a proactive public information strategy to ensure the media's needs are being met.
- ✓ Conduct media briefings on a regular basis.
- ✓ If the situation dictates, activate and staff the JIC.
- ✓ After coordination with the Parish PIO, release information regarding the emergency or disaster to other parish departments and agencies, the media, and the public.
- ✓ Resolve any conflicting information & dispel rumors.

## K. RECOVERY

- ✓ Provide public information on recovery efforts.
- ✓ Continue to utilize multiple means of communicating public information and education.
- ✓ Provide news releases with major emphasis on:
  - a) Types and locations of emergency assistance available including contacts, phone numbers, location(s) (e.g., food and water points), information concerning disaster recovery centers (DRC), and trash and debris disposal instructions.
  - b) Public health notices.
  - c) Restricted areas.
  - d) Movement or travel restrictions.
  - e) Contacts and phone numbers for missing persons information.
  - f) Contacts and phone numbers for local non-emergency assistance; and

- ✓ Continue EOC operations until it is determined that EOC coordination is no longer necessary. Coordinate with the appropriate agencies to deactivate the JIC.
- ✓ Inform public of any follow-on recovery programs that may be available.
- ✓ Return staff, clients, and equipment to regularly assigned locations.
- ✓ Provide critical payroll and other financial information for cost recovery through appropriate channels.
- ✓ Participate in after action critiques and reports.
- ✓ Updates plans and procedures/guidelines based on critiques and lessons learned during an actual event.
- ✓ Initiate financial reimbursement process for support services.
- ✓ Keep GOHSEP informed on local media and social media.

## L. MITIGATION

- ✓ Survey and analyze the geographical area of responsibility to determine appropriate precautionary activity necessary to mitigate prior to the event.
- ✓ Conduct hazard awareness programs.
- ✓ Conduct public information education programs.
- ✓ The following listed agencies are tasked with primary and/or support responsibilities. More specific assignments can be found in the detailed emergency Standard Operating Procedures/Guidelines (SOP/SOGs) that should be developed by each individual organization.
- ✓ It is understood that agency capabilities are affected by available resources and the size and scope of the incident and that listed taskings will be “as able” depending upon the given situation at the time.

## ORGANIZATION AND ASSIGNMENT OF RESPONSILITIES

### A. ORGANIZATION

If the situation dictates, emergency public information activities should be coordinated from a Joint Information Center (JIC). Activating a JIC should help Parish departments and participating organizations coordinate their activities and help to ensure consistent and accurate information is disseminated.

### B. OHSEP

1. Provide leadership in directing, coordinating and integrating overall efforts to provide public information to affected areas and populations.
2. Appoint a PIO.
3. Conduct vigorous public awareness campaigns to educate the public of dangers from potential hazards and provide them with information on the actions necessary to save lives and protect property. Stress hazard awareness and personal preparedness.
4. Meet regularly with members of the media to foster a close working relationship.
5. Familiarize the media with this annex. Consider their recommendations to improve it.
6. Evaluate the emergency, make strategic decisions, and identify resource needs and secure resources required for field operations.
7. Collect and coordinate information from all private and public sources to monitor overall response.
8. Disseminate emergency information and instructions to the public, to include, if necessary, twenty-four-hour telephone numbers.
9. Involve the media in exercises and critiques.
10. Test the EAS at least annually.
11. Conduct and/or coordinate regular press conferences at the JIC.
12. Inform the public through the EAS. Ensure that the EAS is not overly used to cause undue public concern.
13. Determine the need for and activate JIC.
14. Support EOC operations and coordinate support for ESF 15 activities.
15. Requests support from other local governments or the State if local resources are insufficient.

## C. PRIMARY AGENCIES

1. Coordinate activities with other agencies identified in this annex.
2. Provide maps, charts, status reports, photos, schematics, or other displays that clarify the emergency or disaster situation in support of press conferences and/or briefings.
3. Monitor media broadcasting articles to check for accuracy. Monitor and log incoming calls for information and rumor control.
4. Notify all affected jurisdictions and stakeholders of the operational and situational conditions and provide frequent and regular status updates.
5. Provide updates for local websites regarding the scope of the emergency or disaster, the impact to the reservation, emergency action steps, evacuation, collection sites, water, and food distribution, etc.
6. Coordinate communication resource requests outside of mutual aid agreements with the EOC.
7. Document costs for reimbursement and auditing purposes.
8. Evaluate and review procedures/guidelines to ensure operational readiness.
9. Assist in identifying personnel and resources to support this Annex.

## D. GOHSEP

1. Coordinate assistance to local government and mobilization of resources per the provisions of the Louisiana Emergency Response Framework.

## E. FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

1. Administers assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when threat would constitute a major disaster.

## F. SUPPORT AGENCIES

1. Develop applicable SOPs, guidelines and/or checklists detailing the accomplishment of their assigned functions.
2. Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities.
3. Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
4. Participate in drills and exercises to evaluate local capability.
5. When requested, deploy a representative to the EOC to assist with ESF 15 activities.

6. Provide ongoing status reports as requested by the ESF 15 Coordinator.
7. Assist the PIO and JIC by providing pertinent public information for dissemination to media sources and, as appropriate, fact sheets for distribution to the public.
8. Participate in press conferences and briefings upon request.
9. Monitor and log incoming calls for information and rumor control. Monitor media broadcasts and articles for accuracy.
10. Interrupt regular programming and report emergency information as requested by the JIC.
11. Perform other emergency responsibilities as assigned.
12. Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work if State and Federal reimbursement becomes available.

## **DIRECTION AND CONTROL**

- ✓ The OHSEP director is responsible for the development and implementation of all emergency type education and informational programs. He will appoint the PIO, with consent of the Parish President, to be responsible for the actual implementation and use of the plans and procedures when a given situation arises.
- ✓ All releases to the media will be cleared through the Parish President and released through the EOC.
- ✓ The OHSEP director PIO, under direction of the West Baton Rouge Parish President, is the principal authority for the overall response to an emergency situation.
- ✓ ESF-15 operates from the Emergency Operations Center (EOC) on 24 hour/7 days a week schedule to help maintain the flow of emergency management services.
- ✓ The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will maintain open communications and close coordination with the EOC at all times.

## **CONTINUITY OF GOVERNMENT**

Continuity of government will be as provided in the basic plan.

## **ADMINISTRATION AND LOGISTICS**

### Records and Reports

All PIO are personnel are responsible for keeping an accurate log of all activities and communications that take place in their capacity.

## **PLAN DEVELOPMENT AND MAINTENANCE**

The OHSEP Director has the responsibility for coordinating revision of this annex, keeping attachments current.

Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

American Red Cross and all other agencies given responsibility in this plan, in coordination with the OHSEP are responsible for maintenance of their respective annexes or appendices.

## **AUTHORITIES AND REFERENCES**

### **A. AUTHORITIES**

See Basic Plan.

### **B. REFERENCES**

1. National Response Framework. January 2008. ESF 15 – External Affairs.

## ACRONYMS AND DEFINATIONS

See Basic Plan.

## ATTACHMENTS

[Attachment #1 EAS Message #1: Home Shelter](#)

[Attachment #2 EAS Message #2: Evacuation](#)

[Attachment #3 EAS Message #3: School Evacuation](#)

[Attachment #4 EAS Message #4: HazMat Incident](#)

[Attachment #5 EAS Message #5: Street Closures / Flooding](#)

[Attachment #6 EAS Message #6: Flooding Evacuation](#)

[Attachment #7: JIC Initiating Checklist 22](#)

[Attachment #8: Public Information Office \(PIO\) Checklist](#)

[Attachment #9: Media List \(On file at EOC\)](#)

## EAS MESSAGE #L: HOME SHELTER

The Emergency Operations Center have released the following message:

- ✓ The \_\_\_\_\_ has announced that an emergency presently exists at \_\_\_\_\_. Persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to take sheltering actions.
- ✓ There is no need for residents to leave the area in order to take sheltering action.
- ✓ Persons who have taken shelter should observe the following procedures/guidelines:
  - a) Close all doors and windows.
  - b) Disconnect air conditioners or fans.
  - c) Lower the thermostat setting of any heater or turn off air conditioner/evaporative cooler to minimize the intake of external air.
  - d) Keep pets inside, and to extent possible, bring farm animals under covered facilities.
- ✓ People living, working, or traveling in the following areas are affected by this request: (Repeat the list of areas one time, then continue the message.).
- ✓ Persons living, working, or traveling in this area should take sheltering action. Persons traveling to home or work should proceed to their destination in an orderly fashion obeying all traffic regulations. Non-residents traveling in motor vehicles should clear the area in an orderly fashion.
- ✓ All persons traveling in the area in motor vehicles should roll up windows, close air vents, and turn off air conditioners. If in an automobile, or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel, or other similar item snugly over the nose and mouth until indoors.
- ✓ You are asked not to do the following: (Read statement A., below, if school is in session.).
  - a) You are requested not to telephone or go to the school your children are attending. They are in a covered protected environment and will be bused home when it is safe to do so.
  - b) Do not telephone city, parish, state, or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.
- ✓ The preceding has been an announcement from the West Baton Rouge Parish Emergency Operations Center. It calls for all persons living or working within a \_\_\_\_\_ mile radius of \_\_\_\_\_ to take shelter. For further information, stay tuned to this station.

Thereafter, this message should be repeated as often as needed until the station is informed by the EOC to end transmission.)

## EAS MESSAGE #2: EVACUATION

The Emergency Operations Center have released the following message:

- ✓ The West Baton Rouge Parish Emergency Operations Center has announced that an emergency condition exists at \_\_\_\_\_ and recommends the evacuation of all persons living or working within an approximate \_\_\_\_\_ mile radius of this location.
- ✓ This advisory affects persons living in the following area: (Repeat the list of affected areas one time, then continue the message.).
- ✓ Please use the following evacuation routes for your neighborhood. If you will need a place to stay, report to the mass care center located at \_\_\_\_\_. (Repeat the list of affected areas one time, then continue the message.).
- ✓ If you have housebound persons or invalids in your home and require assistance in moving them, contact the West Baton Rouge Parish Emergency Operations Center at \_\_\_\_\_.
- ✓ Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing for their own transportation, please assist them if possible.
- ✓ Persons affected by this evacuation advisory should prepare to spend a minimum of three days (72 hours) away from home and should have with them sufficient quantities of clothing, sleeping bags or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pets will not be allowed inside the mass care centers.
- ✓ Farmers/ranchers affected by this evacuation advisory should shelter their animals and contact the Parish agricultural extension agent at \_\_\_\_\_ for further instructions regarding protection of livestock, foodstuffs, and regaining access to the evacuated area.
- ✓ Persons planning to evacuate are reminded to take the following steps prior to leaving:
  - a) Secure your home and property.
  - b) Turn off all lights and electrical appliances.
  - c) Turn down any heating systems (or turn off air conditioning systems).
  - d) Proceed calmly to your destination, obeying all traffic laws and driving carefully.
  - e) Please obey law enforcement officers and others who will be directing traffic along the evacuation routes.
- ✓ The preceding has been an announcement from the West Baton Rouge Parish Emergency Operations Center regarding recommendation by the \_\_\_\_\_ for the evacuation of all persons living within a \_\_\_\_\_ mile radius of \_\_\_\_\_. For further information, please stay tuned to this station.  
(Thereafter, this message should be repeated as often as needed until the station is informed by the EOC to end transmission.)

### EAS MESSAGE #3: SCHOOL EVACUATION

- ✓ The West Baton Rouge Parish Emergency Operations Center have released the following message. It supplements instructions given to the public concerning the evacuation announcement for an approximate \_\_\_\_\_ mile radius of \_\_\_\_\_.
- ✓ Parents with children attending schools within a \_\_\_\_\_ mile radius of \_\_\_\_\_ are advised that their children are subject to a separate evacuation plan while school is in session. These schools are \_\_\_\_\_. Children at these schools will be taken directly to shelter areas. Parents are to meet their children at these shelter areas outside the emergency zone. I repeat, children will be taken directly to areas outside the risk area where parents are to meet their children. Parents are not to report to their children's schools.
- ✓ Children attending the schools in the risk area will be taken to the following areas where they may be picked up:
- ✓ School: Evacuation Area:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_

(Repeat list one time and continue the message.)

- ✓ Parents are urged not to telephone or to go to the schools their children attend. To do so will only create confusion. Parents are to meet their children at the previously announced evacuation areas. I repeat, parents are urged not to telephone or to go to the schools that their children attend, but to meet their children at the evacuation areas.
- ✓ The preceding has been an announcement from the West Baton Rouge Parish Emergency Operations Center giving parents instructions on where to meet their children who are attending schools within an approximate \_\_\_\_\_ mile radius of \_\_\_\_\_. (Repeat entire message one time.)
- ✓ Alternate Message: "The \_\_\_\_\_ School has just been evacuated because of a (problem) at the (location). The students have been taken to \_\_\_\_\_ where they are safe and will be held until it is safe to return to school or to go home at the end of the regular school day."

**EAS MESSAGE #4: HAZMAT INCIDENT**

The West Baton Rouge Parish Disaster & Emergency Services brings you the following message:

An accident involving a hazardous material has occurred at the following location:

\_\_\_\_\_.

Due to the nature of the chemical involved, it is important that those living or working in the following areas evacuate immediately. Those people between \_\_\_\_\_ (north/south) and \_\_\_\_\_ (east/west) should leave the area immediately.

Before leaving, evacuees are asked to lock their homes and businesses and go to a location outside of the affected area. Or you may go to the following reception center \_\_\_\_\_. Those needing assistance can call the following number: \_\_\_\_\_.

**EAS MESSAGE #5: STREET CLOSURES / FLOODING**

The West Baton Rouge Parish Emergency Operations Center announces the current storm has caused severe/moderate flooding in several areas of the city/parish. As of \_\_\_\_\_ today, the following roads/streets are closed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid low-lying roads near streams, creeks, and rivers. Do not drive over a flooded road or bridge. If your car stalls, abandon it immediately and get to higher ground. Be careful of attempting to walk through floodwaters. If floodwaters are moving swiftly, as little as six inches of water can knock you off your feet. Roadblocks will be set up to prohibit access into the affected area.

Again, the following roads/streets are closed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**EAS MESSAGE #6: FLOODING EVACUATION**

The West Baton Rouge Parish Emergency Operations Center announces the following message:

The flooding situation may worsen in parts of the city/parish. For your own safety, you are strongly urged to evacuate the following areas as soon as possible:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If time permits, take essential items such as -- medicine, special foods, personal items, baby supplies, money, and valuable papers -- but do not overload your vehicle. Secure your home or business before you leave. Check on neighbors who might need assistance. If you cannot stay with relatives or friends outside of the evacuation area, go to the following shelter: \_\_\_\_\_

If you have no form of transportation, or are physically unable to evacuate on your own, ask a neighbor to assist you, or call the following number: \_\_\_\_\_

Task	Completed?	Date	Time	Initials
Incident Notification Received				
Initial EAS Message Issued				
EOC Activation Decision Made				
JIC Activation Decision Made				
JIC Location Selected				
JIC Staffing Call-Out Begun				
JIC Staffing Call-Out Completed				
JIC Operational				
Initial Media Release Issued				
Initial Media Briefing Begun				
Initial Media Briefing Completed				

**Primary EAS Stations**

WJBO 1150 AM/WFMF 102.5 FM.

## **ATTACHMENT 6: PUBLIC INFORMATION OFFICE CHECKLIST**

### **A. MITIGATION PHASE**

- ✓ Stay current or familiar with the latest techniques for emergency management information.
- ✓ Meet regularly with members of the media to foster a close working relationship.
- ✓ Conduct public education and media programs as needed.

### **B. PREPAREDNESS PHASE**

- ✓ Maintain close liaison with local, state, and federal PIOs as well as the media to enhance public preparedness and awareness prior to an emergency, and to facilitate dissemination of actual incident information.
- ✓ Participate in emergency drills and exercises to test plans for effective and consistent information release.
- ✓ Attend PIO conferences and training sessions.
- ✓ Compile and prepare emergency information for the public in case of emergency.
- ✓ Become aware of the procedures to utilize the Emergency Alert System. Persons designated as PIOs may assist in preparation of EAS messages and should monitor all EAS announcements.
- ✓ Coordinate public education/awareness campaigns with the OHSEP office.

### **C. RESPONSE PHASE**

- ✓ Reports to the EOC, upon activation.
- ✓ Contacts the media and informs them about the emergency.
- ✓ Serves as an official West Baton Rouge Parish spokesperson and the sole source for dissemination of official emergency related materials to the public. Remind agency heads to clear all releases through you.
- ✓ Supervises the preparation of emergency announcements for EAS broadcast.
- ✓ Activates the Public Information web site and regularly updates it with the latest information.
- ✓ Coordinates all public announcements with the Incident Commander.
- ✓ Issues news media releases from the EOC, or, if activated, establishes and coordinates all actions at the Joint Information Center (JIC).
- ✓ Provides for briefings with the participation of the CEO and other involved officials
- ✓ Ensures that the Public Inquiry Center has the most current information.

- ✓ Coordinates news releases with parties involved in an emergency and the State DES PIO.
- ✓ Verifies the authenticity of incoming information.
- ✓ Verifies that duplicate or contradictory releases are not being made.
- ✓ Takes action to maintain control of rumors.
- ✓ Coordinates with the American Red Cross to establish a single point of contact for the public to obtain information concerning missing relatives.
- ✓ Public Information Officers should provide news releases that emphasize the following:
  - a) Clear identification of the affected area.
  - b) Timely, accurate and easily understood information on the situation.
  - c) Recommended or ordered protective actions.
  - d) OHSEP Director descriptions of local, State and Federal response to the emergency.
  - e) Identification of stations and times for information updates.
  - f) At the end of an emergency, request that broadcast media announce the end of the emergency.
  - g) After an emergency is terminated, continue to provide information to the media concerning recovery operations.
- ✓ Maintains current files and accurate records of all information released to the public and media which should include, but not be limited to:
  - a) Name, agency, and phone number of the release initiator.
  - b) Text, tape, or video of the news release.
  - c) Substantiating information for the release.
  - d) Date and time information received/released.
  - e) How and to whom the news release was issued.

#### D. RECOVERY PHASE

- ✓ Maintain status board.
- ✓ Continue to brief the media about continuing developments.

- ✓ Critique the public information response to the emergency with the media, OHSEP Director and agency heads.
- ✓ Incorporate appropriate recommendations to revise the plan.
- ✓ Release available statistics on disaster damage, injuries, and fatalities.
- ✓ Inform the public on available assistance - and the location of shelters and disaster assistance centers.
- ✓ Provide the media information on the progress of recovery efforts.

## ACRONYMS AND DEFINITIONS

- ✓ Emergency Alert System (EAS): Primary digitized warning system.
- ✓ Joint Information Center (JIC): A facility, established to coordinate all incident-related public information activities, authorized to release general medical and public health response information delivered by a recognized spokesperson from the public health and medical community.
- ✓ Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort. (NIMS).
- ✓ Public Information: Information provided to citizens before, during, and after emergency situations/incidents specifically including instructions on how to protect personal health, safety, and property or how to obtain assistance.
- ✓ Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. Also known as the Information Officer or IO. (NIMS).
- ✓ Special Needs Populations: Includes the elderly, medically fragile, mentally and/or physically challenged or handicapped, individuals with mental illness, and the developmentally delayed. These groups may need to have specially trained health care providers to care for them, special facilities equipped to meet their needs, and may require specialized vehicles and equipment for transport. This population requires specialized assistance in meeting daily needs and may need special assistance during emergency situations.
- ✓ Target Notification: The 911 Center calling Parish residents with emergency information.

## **EMERGENCY SUPPORT FUNCTION (ESF) 17 - CYBERSECURITY**

### **CYBERSECURITY**

#### **ESF COORDINATOR**

- ✓ West Baton Rouge Parish Office of Homeland Security, Emergency Preparedness and 9-1-1

#### **PRIMARY/LEAD AGENCIES**

- ✓ Office of Homeland Security and Emergency Preparedness (OHSEP)
- ✓ WBR Information Technology
- ✓ WBR Schools Information Technology

#### **SUPPORT AGENCIES**

Supporting agencies and departments provide support to primary and lead agencies.

#### **Federal Agencies**

- ✓ Cybersecurity & Infrastructure Security Agency (CISA)
- ✓ U.S. Department of Homeland Security (DHS)
- ✓ Federal Bureau of Investigation (FBI)
- ✓ Gulf Coast High Intensity Drug Trafficking Area (GC HIDTA)
- ✓ Homeland Security Investigations (HSI)
- ✓ United States Secret Service
- ✓ United States Coast Guard
- ✓ Civil Air Patrol (CAP)
- ✓ U.S. Customs and Border Protection

#### **State Agencies**

- ✓ Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP)
- ✓ Louisiana Cybersecurity Commission
- ✓ Louisiana State Police
- ✓ Louisiana State Analytical and Fusion Exchange
- ✓ Louisiana Office of State Technology Services
- ✓ Louisiana National Guard (LANG)
- ✓ Office of Attorney General
- ✓ Office of the Governor
- ✓ Secretary of State
- ✓ Louisiana State Department of Education

## Local Agencies

- ✓ West Baton Rouge Parish OHSEP/ 911 Dispatch Center
- ✓ West Baton Rouge Parish Information Technology Department
- ✓ West Baton Rouge Parish Sheriff's Department
- ✓ Municipal Police Departments
- ✓ West Baton Rouge Parish and Local Department of Public Works
- ✓ Fire Departments
- ✓ Local School District & Private Schools
- ✓ Local, EMS & Clinics
- ✓ West Baton Rouge Parish Assessor
- ✓ West Baton Rouge Parish Clerk of Court

## Other Agencies

- ✓ Local Volunteer Organizations (NGOs, CBOs, FBOs, CERT, etc.)
- ✓ Private Industry
- ✓ Radio Stations
- ✓ American Red Cross
- ✓ Amateur Radio: ARES/RACES
- ✓ Other members directed by Director of OHSEP

## INTRODUCTION

### A. PURPOSE/MISSION/GOALS

The purpose of Emergency Support Function (ESF) #17 Cybersecurity Annex is the following:

- ✓ To define actions and roles and responsibilities for stakeholders of all ESFs during preparedness, mitigation, response, and recovery.
- ✓ To provide a framework for coordination and cooperation across agencies before, during, and after a cyber-related emergency or disaster affecting, or having the potential to affect, the parish in a significant manner.
- ✓ To coordinate for cyber critical response including the detection, mitigation, and information sharing related to parishwide cyber-related events.
- ✓ To provide a system to evaluate the severity of a cyber incident.
- ✓ To establish an understanding of key cyber concepts and terminologies.
- ✓ To develop a parishwide cybersecurity strategy which advances West Baton Rouge Parish's cyber capabilities.

### B. SCOPE

- ✓ The Annex provides an organizational structure and assignment of responsibilities, concept of ESF 17 coordination, ESF maintenance information, and operational tools to support operations of the ESF.
- ✓ The Annex will be the base guidance for ESF 17 stakeholders and agencies and their operations before, during, and after an incident with implications related to cybersecurity.
- ✓ Stakeholders within ESF 17 will use this framework as a basis for cyber incident coordination including cyber terrorism, cyber incidents involving critical infrastructure information systems, technological emergencies, or other emergencies or disasters with impacts on information technology (IT) capabilities or secure data and privacy information in West Baton Rouge Parish.
- ✓ ESF 17 stakeholders coordinate in accordance with relevant statutory and regulatory authorities during all phases of emergency management. These stakeholders will coordinate with state and local departments and agencies during response, but do not supersede the authority of these entities.
- ✓ The Emergency Operations Center (EOC), GOHSEP, Louisiana Cybersecurity Commission, Louisiana State Analytical and Fusion Exchange among other key federal, state, and local agencies are essential entities in cyber incidents, and their

roles are integrated in the coordination structure of ESF 17. GOHSEP oversees federal resource requests and resolves regional-level priority issues.

- ✓ Cyber incidents vary in scale and severity, and ESF 17 stakeholders will need to respond in proportion to the threat to effectively manage resources and personnel.
- ✓ The table below describes the incident severity scale to be used by ESF 17, including the level of effort and expected coordination with state, local, tribal, and territorial (SLTT) governments and other mission partners. State, local, tribal, and territorial (SLTT) governments are vital to protecting critical infrastructure and ensuring the resilience of the communities they serve.

Cyber Incident Severity	Description of Cyber Event	Level of Effort — Description of Actions
<b>Level 0— Steady State</b>	Unsubstantiated or inconsequential event.	Steady State, which includes routine watch and warning activities.
<b>Level 1— Low</b>	Unlikely to impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	Requires coordination among State Departments and SLTT governments due to minor to average levels and breadth of damage. Typically, this is primarily a recovery effort with minimal response requirements.
<b>Level 2— Medium</b>	May impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	Requires coordination among Victim Departments, Victim Agencies, or SLTT governments due to minor to average levels and breadth of cyber-related impact or damage. Typically, this is primarily a recovery effort.
<b>Level 3— High</b>	Likely to result in a demonstrable impact to public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	Requires elevated coordination among State Departments, State Agencies, or SLTT governments due to moderate levels and breadth of damage. Potential involvement of FEMA and other federal agencies.
<b>Level 4— Severe</b>	Likely to result in a significant impact to public health or safety, national security, economic security, foreign relations, or civil liberties.	Requires elevated coordination among State Departments, State Agencies, or SLTT governments due to moderate levels and breadth of cyber impact or damage. Involvement of Federal Partners if needed for an incident.
<b>Level 5— Emergency</b>	Poses an imminent threat to the provision of wide-scale critical infrastructure services, government security, or the lives of Louisiana citizens.	Due to its severity, size, location, actual or potential impact on public health, welfare, or infrastructure, the cyber incident requires an extreme amount of State assistance for incident response and recovery efforts, for which the capabilities to support do not exist at any level of State government. Involvement of Public-Private Partnerships if needed for an incident.

## INTERACTIONS WITH OTHER EMERGENCY SUPPORT FUNCTIONS

ESF 17 interacts and coordinates with other state emergency support functions to perform the core functions of ESF 17 and other ESFs as requested. ESF 17 has significant cross-cutting interactions with the ESFs listed in the table below.

**Table: Emergency Support Function Interactions**

Emergency Support Function	Interaction
<b>ESF 1—</b> Transportation	<ul style="list-style-type: none"> <li>- Provide status of all primary and alternate cyber controls and components in Transportation affected by, or affecting response to, cyber incidents</li> <li>- Coordinate during cyber incidents impacting traffic monitoring systems, industrial control systems, and geographic information systems (GIS)</li> <li>- Conduct global positioning system (GPS) tracking and monitoring of sensitive cargo, such as radiological materials or railway fuels</li> </ul>
<b>ESF 2—</b> Communications	<ul style="list-style-type: none"> <li>- Provide status of all primary and alternate communications affected by, or affecting response to, cyber incidents</li> <li>- Provide alternate communications during potential cyber incidents impacting GIS and digital communications</li> </ul>
<b>ESF 5—</b> Emergency Management	<ul style="list-style-type: none"> <li>- Provide over-arching ESF coordination with the Emergency Operations Centers (EOCs) Joint Field Office (JFO), and other emergency functions</li> <li>- Coordinate during cyber incidents impacting GIS, the Web Emergency Operations Center (“Incident Management System”) system, and other forms of response technology</li> <li>- Coordinate the collection of status information for all technology-based systems, devices, and connections affected by, or affecting the response to, a cyber incident</li> <li>- Provide state and local leadership with current status of all technology-based systems, devices, and connections consistently throughout a cyber incident</li> </ul>
<b>ESF 7—</b> Resources	<ul style="list-style-type: none"> <li>- Provide alternate data processing repositories, cloud site(s), and incident reporting to facilitate and support successful data processing from an alternate location during a cyber-event</li> <li>- Coordinate during cyber incidents impacting industrial control systems interaction.</li> </ul>

<b>ESF 8 – Public Health and Medical</b>	- Coordinate during cyber incidents impacting public health and medical functions including, but not limited to, emergency management, healthcare facility durable equipment/infrastructure, food/drug, and radiological/nuclear systems
<b>ESF10– Hazardous Materials</b>	- Coordinate during cyber incidents impacting the equipment that monitors and releases hazardous materials, controlled by industrial control systems
<b>ESF 11 – Food and Agriculture</b>	- Coordinate during cyber incidents impacting manufacturing equipment and other industrial control systems used in Food and Agriculture
<b>ESF 12 – Utilities</b>	- Coordinate during cyber incidents impacting industrial control systems that support critical infrastructure
<b>ESF 13 – Law Enforcement</b>	- Coordinate investigation, forensics, and arrest related to cyber incidents - Request federal assistance when needed
<b>ESF 14 – Recovery</b>	- Recovery from a cyber incident and the restoration of critical functions and operations - Coordinate with the Federal entities and partners to provide expanded and balanced cyber response and recovery capabilities.
<b>ESF 15 – Public Information</b>	- Coordinate the content and release of security notifications to the public and receiving information from Public Information Officers through Agency Public Information Officers

### C. POLICIES

Authorities and references refer to those documents, plans, guidance, policies, and laws that inform and regulate this Annex. Authorities provide an overview of the codes, statutes, ordinances, executive orders, regulations, and formal agreements that are relevant to ESF 17 stakeholders, and the guidance included in this Annex.

References are the documents and other publications utilized for the creation, update, and maintenance of this Annex.

### D. ACTIVATION

ESF-17 may be activated independently or in conjunction with other ESFs, depending on the severity and needs of the situation. When activated for an emergency, the OHSEP director or his designee is the Cyber Incident Response Manager (CIRM) manager of the EOC.

## SITUATIONS AND ASSUMPTIONS

### A. SITUATIONS

- ✓ The advent of networked technology has spurred innovation, cultivated knowledge, and increased economic prosperity. However, the same infrastructure that enables these benefits is also vulnerable to malicious activity, malfunctions, human error, and acts of nature.
- ✓ Significant cyber incidents are occurring with increased frequency, impacting public and private-sector infrastructure located in the West Baton Rouge Parish, the United States, and around the world.
- ✓ While most cyber incidents can be handled under existing plans and policies, those that have, or threaten to have, significant impacts on an agency or organization, critical infrastructure, the economy, or delivery of essential services may require a higher level of coordination amongst stakeholders
- ✓ Any unmet needs of the West Baton Rouge Parish may be resolved through terms established in letters of agreement with support parishes and through the efforts of GOHSEP.

### B. ASSUMPTIONS

- ✓ This ESF is not intended to supplant existing cyber-related local, state, or federal plans, policies, directives, or executive orders.
- ✓ West Baton Rouge Parish, in coordination with other local agencies, will develop a Cyber Disruption Plan and a Continuity of Operations Plan and adopt it by December 2022. This plan will articulate agency and staff responsibilities, establish communication protocols, rules as well as procedures needed following a cyber-attack.
- ✓ Depending on the magnitude of the incident, resources from other states or the federal government may not be available for use in Louisiana for up to 24-72 hours after a cyber incident is detected. During this delay time, local agencies shall be primarily responsible for all response efforts needed depending on the extent and severity of a cyber-attack.
- ✓ This ESF is not a tactical or operational plan for responding to cyber incidents or attacks.
- ✓ Cyber incidents may take several different forms: an organized cyber attack, an exploit such as a virus or worm, a natural disaster with significant cyber consequences, or other incidents capable of causing extensive damage to critical cyber infrastructure.

- ✓ Cyber incidents can occur at any time with little or no warning, may quickly overwhelm public and private sector resources, and result in secondary consequences that threaten life safety, property, critical infrastructure, the economy, and/or the ability to deliver essential services.
- ✓ Cyber incidents may not be associated with specific geographical areas and may lack an easily identifiable signature.
- ✓ Cyber incidents may impede communications necessary for coordinating response and recovery actions.
- ✓ While owners and operators of critical infrastructure systems can and should take precautions to protect their systems prior to the occurrence of a cyber incident, it is reasonable to assume that some owners/operators may have failed to, or are unable to, do so.
- ✓ Rapid identification, robust information sharing, and coordinated investigative and response/remediation activities may limit the impacts of a cyber incident.
- ✓ Not all cyber emergencies will require standing up the West Baton Rouge Parish Emergency Operations Center (WBROHSEP), or require immediate actions to be taken, even if ESF 17 has been activated.
- ✓ The state has resources and expertise that can be used to supplement local and private sector efforts. Federal assistance may be requested to support state and local efforts if an incident exceeds state and local capabilities.
- ✓ Depending on the magnitude of the incident, resources from other states or the federal government may not be available for use in Louisiana for up to 48 hours after a cyber incident is detected. Incident notification should be immediate.
- ✓ Effective response to and recovery from a cyber incident will require cooperation and coordination between the public and private sectors.

## CONCEPT OF OPERATIONS

### A. GENERAL

The State of Louisiana defines a “State Cyber Incident” as: An incident that has been initiated by malicious cyber actors and has a direct impact or potential direct impact on the physical environment and/or results in a sustained economic disruption that includes a likely impact on the public health and welfare (Classification Level 4 Cyber Incident) or imminent threat to loss of life (Classification Level 5 Cyber Incident).

Certain agencies and organizations have significant authorities, roles, responsibilities, or capabilities required for the response to and recovery from cyber incidents.

In coordination with federal and state agencies, this ESF will be activated at the direction of the OHSEP Director, West Baton Rouge Parish President or designee when there is potential for or an actual disaster situation or a planned event affecting cybersecurity.

### B. UNIFIED CYBER COMMAND STRUCTURE

The parish has organized the ESFs in accordance with ICS to comply with the National Incident Management System (NIMS).

### C. CYBER INCIDENT RESPONSE MANAGER (CIRM)

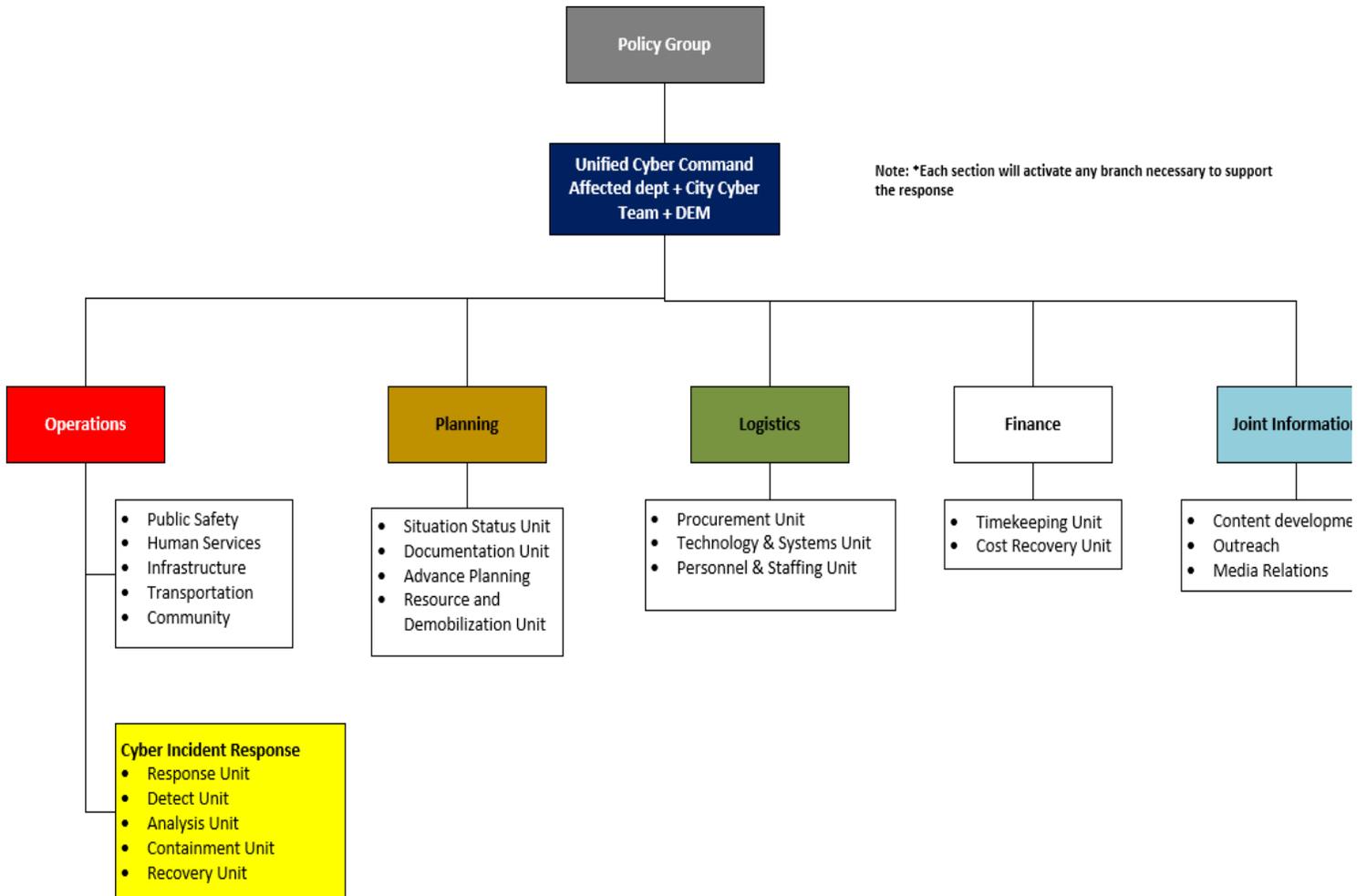
When activated for an emergency, the OHSEP director or his designee is the Cyber Incident Response Manager (CIRM) manager of the EOC and will coordinate with the necessary entities within the parish and will coordinate with GOHSEP’s CIRM as needed to organize, collaborate, implement, and maintain an adequate level of cybersecurity incident response preparedness.

The CIRM shall work with the applicable federal, state, and local agencies, and when applicable, ensure proper inclusion of public relations, legal, human resources staff, or law enforcement resources prior to communication with any internal or external and public entities.

The CIRM shall assign an initial incident severity level using the Cyber Incident Severity Classification Levels identified in the National Cyber Incident Response Plan. It is critical to accurately assess and classify the potential impact of cybersecurity incidents while also utilizing a standard terminology to effectively address an incident

## D. UNIFIED CYBER COMMAND INCIDENT RESPONSE PROCESS

The following section will describe Unified Cyber Command Incident Response Phases, key response activities, roles and responsibilities and information necessary to respond to a cyber incident.



<b>Phase</b>	<b>Objective</b>
1. Preparation	Identify activity or work that should be completed to make the response successful
2.Reporting and Detection	Provide channel to report suspected incidents and verify that an incident has occurred
3.Analysis, Notification and Escalation	Understand the incident and begin notifications and escalations
4.Containment	Stop the incident from spreading further and eliminate further damage
5.Eradication	Determine the root cause and fully eliminate it as well as the symptoms everywhere
6.Recovery	Return to normal operations
7.Post Incident Review	Close out the incident and determine areas for improvement

Cyber Incident handled by		Criteria (Only one criteria match is needed to define priority level)
GUARDED	Department Incident Management	<ul style="list-style-type: none"> <li>Initial report of a cyber event.</li> <li>Unlikely to impact public health or safety, or services.</li> <li>Likelihood that level 3-5 data* (i.e., Sensitive, Protected or Restricted) has been exposed internally only</li> <li>Malware or malicious content that has a low probability of spreading, such as malware detected by anti-virus on a workstation</li> </ul>
SEVERE	DOC Activation	<ul style="list-style-type: none"> <li>Compromise of Department's systems with medium impact to its mission as identified in the Department's ITCOOP</li> <li>Compromise of Citywide systems, public facing systems or major City supplier systems</li> <li>Malware spreading to Department systems (multiple infections in a brief period of time affecting Department users).</li> <li>Likelihood that level 3-5 data is widely exposed externally – (Significant number of record)</li> </ul>
EMERGENCY	EOC & DOC Activation	<ul style="list-style-type: none"> <li>Poses a threat to the provision of wide-scale critical infrastructure services, Parish government security, or the lives of Parish residents.</li> <li>Compromise of IT systems with High impact to its mission as identified in the IT COOP.</li> <li>Compromise or loss of availability of systems responsible for the parish's critical functions and infrastructure</li> <li>Malware affecting multiple agencies or spreading at a rapid rate on the network</li> </ul>

For departments monitored by Unified Cyber Command, City Cyber Defense team will guide with analysis, containment, response, forensics and recovery phase of cyber incident.  
Note: Severe and Emergency Incidents – City leadership to be notified

## E. PREPARATION

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action across mission areas (i.e., prevention and protection) to ensure effective coordination during cyber incident response. OHSEP is responsible for overseeing the implementation of preparedness activities. Goal is to prepare the team/ establish the procedures/ plans/ elements needed for incident handling to take place.

### General

- ✓ ESF 17 can be partially or fully activated, depending on the demands of an incident. The full activation of ESF 17 will be a joint decision between the West Baton Rouge Parish President and OHSEP director, in accordance with the cyber severity matrix. When activated for an emergency, the OHSEP director or his designee is the Cyber Incident Response Manager (CIRM) manager of the EOC.
- ✓ Federal assistance may be requested immediately to support state and local efforts if an incident exceeds state and local capabilities. Depending on the magnitude of the incident, resources from other states or the federal government may not be available for use in Louisiana for as long as 72 hours after a cyber incident is detected.
- ✓ Core members of ESF 17 will be activated for any cyber event or incident, regardless of severity, at Level 1. This core group will be responsible for initiating the process of escalating response to address the needs of the incident.
- ✓ West Baton Rouge Parish OHSEP (911 Center) will coordinate the activities of ESF 17, as directed by the OHSEP director and Incident Commander.
- ✓ At the discretion of OHSEP and West Baton Rouge Parish President, ESF 17 may receive a notification or situational awareness update during a low severity incident, but will not be activated beyond the core members.
- ✓ Once an incident escalates from low to medium severity, ESF 17 will be partially activated.
- ✓ During a partial activation, a small contingency of ESF 17 will implement response operations under the direction of ESF 17 leadership. Membership of this contingency will be determined by the OHSEP Director and Parish President at the time of activation to meet the needs of the incident.
- ✓ Once an incident escalates from medium to high severity, ESF 17 will be fully activated.
- ✓ During a full activation, the Emergency Operations Center (EOC) will be operational and complete (or near-complete) membership of ESF 17 will be utilized. OHSEP Director and Parish President, will virtually activate ESF 17 as needed, to support response activities.

## F. NOTIFICATIONS AND REPORTING

- ✓ Lead Coordinating Agencies may become aware of actual or potential cyber emergencies that are causing, or may cause, significant impacts to life safety, property, critical infrastructure, communications, critical institutions, transportation, the economy, delivery of essential services, or the well-being of the state, and for which there may be a need for enhanced coordination and collaboration among stakeholders charged with responding to a cyber emergency. Should this occur, the Lead Coordinating Agency may reach out to the West Baton Rouge Parish Communications Center (911 Center) 24/7 communications center which will notify the Parish OHSEP Director or Designee.
- ✓ West Baton Rouge Parish OHSEP will contact the other Lead Coordinating Agencies to set up an initial ESF 17 meeting or conference call to discuss and assess the situation and potential next steps. As appropriate, Supporting Agencies/Organizations, or other agencies/organizations, and other ESFs, may be invited to participate in this initial meeting or call.

The focus of this initial meeting/call will be on:

- a) Gaining an initial understanding of the cyber emergency, including establishing facts and assumptions to the extent possible.
- b) Assessing ongoing or potential impacts of the cyber emergency, providing analysis of the potential extent and duration of the incident, and identifying requirements for consequence management.
- c) Determining whether there may be a need for the state to help share information or coordinate resource support to public and/or private sector entities regarding protection against a cyber threat, to facilitate restoration of disrupted network services/systems, or to facilitate the response to secondary and cascading impacts of a cyber incident.
- d) Prioritizing response actions, including the activation of ESF 17 and the OHSEP if needed to facilitate coordination amongst ESF 17 Lead/Supporting agencies/organizations or manage the response to the incident's cyber and non-cyber impacts.
- e) ESF 17 agencies will make notifications to their appropriate regions, districts, local offices, etc.
- f) The above notification process will be utilized for all phases of activation and activities in which the ESF 17 will be involved.

## G. INFORMATION SHARING

- ✓ In order to encourage greater sharing of information, ESF-17 Lead, and Supporting Agencies/Organizations will make use of the Traffic Light Protocol (TLP), an established scheme to indicate when and how information may be shared, in order to ensure that sensitive information is shared only with the appropriate audiences. Further information about the TLP may be found in the West Baton Rouge Parish Emergency Operations Plan.
- ✓ Determining whether there may be a need to share non-sensitive preparedness and prevention information with the public pertinent to the given situation.

## H. EVENT REPORTING

- ✓ The parish Incident Management System will be utilized to provide continuous situational awareness. If parish Incident Management System is unavailable logs will be kept using alternate methods such as pen and paper.
- ✓ Position logs should be maintained by each ESF agency in sufficient detail to provide information on activities taken during the event.
- ✓ Agencies are also expected to keep their lead agency updated upon all activities and actions.
- ✓ The lead agency will be responsible for making periodic reports to the Operations Section Chief on activities taken by the ESF during the event and assure they are properly documented.
- ✓ Lead and support agencies must maintain financial records of all activities and costs during the event. The records will be turned into the lead agency when requested.

## I. ANALYSIS AND ESCALATION

During the analysis phase, the affected parish agency coordinates with OHSEP team, which involves recording available reporting observations, assessing potential incident severity, and determining the type of incident that has occurred. In general, this phase requires the Parish Cyber Defense team to review playbooks, collect, analyze information, and determine next steps.

This phase has the following goals:

- ✓ If necessary, confirm the validity of information provided in the initial lead.
- ✓ Determine whether the event is a cause for concern or a false positive.
- ✓ Determine whether further investigation is warranted.

- ✓ Determine priority of the incident.
- ✓ Determine need to activate Parish's Emergency Operation Center.
- ✓ Determine immediate Remediation steps

Cyber incidents may be difficult to identify and their impacts not immediately apparent. As a cyber incident develops, timely and flexible coordination is needed to alert and notify key stakeholders. Based on the information provided, additional stakeholders will be identified, and the OHSEP Director will determine whether the EOC will be activated to a Level II (Partial). If there isn't a change in the EOC activation level, OHSEP director will establish a timeframe for further briefings.

## **J. MITIGATION**

Cyber incident response resources should report to the CIRM any potential improvements or capabilities necessary to reduce operational impact or loss property caused by a significant cyber incident or disruption.

## **K. PREVENTION AND PREPAREDNESS ACTION**

- ✓ Maintain situational awareness through coordination with ESF 17 support agencies for current inventories of available resources.
- ✓ Participate in state exercises or conduct an exercise to validate this Annex and supporting SOPs.
- ✓ Support the Emergency Management Assistance Compact (EMAC) and the Interstate Emergency Management Assistance Compact (IEMAC), including training of ESFs on EMAC/IEMAC responsibilities and pre-identification of assets, needs, and resources that may be allocated to support other states/provinces.
- ✓ Annually review the Federal Department of Homeland Security Core Capabilities and integrating tasks as appropriate.
- ✓ Integrate NIMS principles in all aspects of planning for ESF 17.
- ✓ Maintain notification systems to support emergency/disaster response.
- ✓ Maintain personnel lists and resource contacts in a state of readiness appropriate to existing and anticipated emergency conditions.
- ✓ Ensure training and personnel rosters for assignment to the OHSEP during activation. Prepare for sufficient personnel for an extended and/or 24-hour activation period.

- ✓ Users of networked systems may prevent cyber incidents by proper usage of networks, systems, and applications in compliance with applicable information security policies.
- ✓ Users of networked systems may prevent cyber incidents by creating, implementing, and maintaining policies, and procedures to secure networks, systems, and applications.
- ✓ Ensure procedures and program/contact information are up to date.
- ✓ Discuss lessons identified from incidents and exercises and explore creative ways to leverage resources.
- ✓ Communicate and share information with other lead and supporting agencies/organizations, and with other agencies/organizations, as appropriate.
- ✓ Collaborate with other lead and supporting agencies/organizations and others, as appropriate, on prevention/protection/mitigation initiatives.
- ✓ Develop and maintain operational plans and procedures, resource directories, and emergency contact lists to support ESF 17 activities, including response and recovery actions.
- ✓ Ensure all lead and supporting agencies/organizations have at least primary and secondary points of contact and other pre-designated staff, as necessary, to support this annex and EOC operations.
- ✓ Ensure all lead and support agencies/organizations' responders are properly and regularly trained in use of the parish Incident Management System.
- ✓ Ensure that OHSEP's Operations Section has a current roster of lead and supporting agency/organization primary and secondary points of contact and that OHSEP Operations Section is promptly notified of staff changes. Contact information should be readily updated in Incident Management System.
- ✓ Ensure procedures are in place to quickly notify and communicate with primary and secondary points of contact each lead and supporting agency/organization, and for other personnel who may be called upon to support this plan.
- ✓ Ensure that points of contact and support staff of lead and supporting agencies/organizations who may be called upon to support this annex or OHSEP operations are and remain properly trained on ESF 17 and OHSEP procedures and operations.
- ✓ Develop coordination mechanisms, strategies, and requirements for post-incident assessments, plans, and activities that are scalable to incidents of varying types and magnitudes.

- ✓ Conduct after action discussions of prior ESF 17 efforts and other studies to improve future operations.
- ✓ Develop long-term strategies and plans in coordination with other relevant stakeholders to address key ESF 17 issues regarding cyber incidents.
- ✓ Develop plans, procedures, and guidance delineating appropriate participation and available resources that consider the differing technical needs and statutory responsibilities

## L. RESPONSE

- ✓ Assign and schedule sufficient personnel to cover an EOC activation for an extended period.
- ✓ Provide updates and briefings for personnel reporting for ESF 17 duty.
- ✓ Notify ESF 17 counterparts in the threatened or impacted areas.
- ✓ Generate information to be included in OHSEP briefings, situation reports, and/or action plans.
- ✓ Evaluate and respond to ESF 17 mission/task requests, including providing available resources, equipment, and personnel for fulfilling ESF missions. Maintain situational awareness of resources committed to an incident.
- ✓ Support requests and directives resulting from a Governor's State of Emergency Declaration and/or Presidential Disaster Declaration.
- ✓ Oversee and track containment and restoration activities, including actions taken, resource assignments, and notifications.
- ✓ Provide situational awareness and subject-matter expertise and solutions during a response.
- ✓ Identify appropriate subject matter experts to recognize threats and vulnerabilities to IT networks, with respect to emergency management objectives and priorities for potential cyber-related events.
- ✓ Identify appropriate subject matter experts to ascertain remediation and mitigation measures (e.g., plans, procedures, hardening measures, etc.) for threats and vulnerabilities, with respect to emergency management objectives and priorities for potential cyber-related events.
- ✓ Make an initial determination of damage, compromise, and risk; identify immediate corrective actions to contain damage, minimize risk, and preserve evidence.

- ✓ Engage appropriate subject matter experts to assess threat and risk levels and make recommendations for immediate action.
- ✓ Monitor disruption events to determine scale and scope and to determine if the event is contained or escalating.
- ✓ Gather and share information that may indicate the development of a larger or more regional-level disruption event.
- ✓ Provide other cybersecurity experts or representatives in the region with situational awareness and assistance during a catastrophic incident as necessary and possible.
- ✓ Help coordinate IT-related response activities pursuant to an Incident Action Plan.
- ✓ Coordinate with emergency management support staff to procure critical cyber-related resources.
- ✓ Provide situational awareness and subject matter expertise and solutions for an Incident Commander during a response.
- ✓ Assist Operations Staff in understanding technical and operational issues regarding cyber-related resources and networks.
- ✓ Assist Planning Staff in the development of priorities and objectives of a long-term response to a large-scale cyber disruption incident.
- ✓ Coordinate ESF 17 supports to other ESFs regarding primary, secondary, or cascading impacts.
- ✓ Ensure that other ESFs understand these impacts and their relationship to potential, perceived, or actual threats.

## **M. RECOVERY ACTIONS**

- ✓ Maintain information and status of cybersecurity infrastructure to via an incident Management System.
- ✓ Continue to coordinate activities and requests with partner ESFs.
- ✓ Coordinate replacement and restoration of damaged or destroyed equipment and facilities in the affected areas.
- ✓ Generate information to be included in briefings, situation reports, and/or action plans.
- ✓ Ensure ESF 17 lead and support agencies document event-related costs for any potential reimbursement.

## N. MITIGATION ACTIONS

- ✓ Participate in continuous employee education on cyber security.
- ✓ Monitor network traffic for suspicious activity in coordination with support agencies.
- ✓ Know where sensitive data resides and be aware of the protection strategy, including encryption and monitoring.
- ✓ Perform annual penetration testing and routine vulnerability assessments.
- ✓ Prepare for worst-case scenarios.
- ✓ Provide input to the West Baton Rouge Hazard Mitigation Plan as needed.
- ✓ Support and plan for mitigation measures, including monitoring and updating mitigation actions in the West Baton Rouge Hazard Mitigation Plan.
- ✓ Support requests and directives from the Governor and/or FEMA concerning mitigation and/or redevelopment activities.

## **ORGANIZATION AND RESPONSIBILITIES:**

### **A. ORGANIZATION**

ESF 17 is organized in accordance with the National Incident Management System (NIMS). The ESF #17 structure supports the general staff functions described in the NIMS at the Multi-Agency Coordination Centers. These functions include:

During emergency operations, the EOC will follow the Incident Command System (ICS) structure and be organized into five major sections: Management, Operations, Plans, Logistics, and Finance/Admin. All EOC personnel, which include Emergency Support Function (ESF) primary and support agencies, will be organized into one of these five sections

### **B. COMMAND & CONTROL**

ESF 17 shall function under the direction and control of the OHSEP Director in coordination with Parish Presidents Office and GOHSEP. Command and control will be exercised as provided in the basic plan.

### **C. OPERATIONAL FACILITIES/SITES**

West Baton Rouge Parish EOC.

### **D. FEDERAL RESOURCES**

When ESF 17 anticipates or has a need for resources not otherwise available, action will be taken to secure such resources through the National Response Framework (NRF) or some other federal source. This request should be coordinated through the OHSEP Planning Chief, as required. The Cybersecurity and Infrastructure Security Agency (CISA) is a United States federal agency, an operational component under Department of Homeland Security (DHS) oversight.

The National Cyber Incident Response Plan (NCIRP) outlines DHS/CISA statutory responsibilities. These include reporting suspected or confirmed cyber incidents, including when the affected entity may be interested in government assistance in removing the adversary; restoring operations; and recommending ways to improve security.

Report if the cyber incident may:

1. Result in a significant loss of data, system availability, or control of systems.
2. Impact a large number of victims.
3. Indicate unauthorized access to or malicious software present on critical IT systems.
4. Affect critical infrastructure or core government functions e. Impact national security, economic security, or public health and safety.

The DHS/CISA National Cybersecurity and Communications Integration Center (NCCIC), [NCCIC@hq.dhs.gov](mailto:NCCIC@hq.dhs.gov), 1-(888) 282-0870, provides the following:

1. Information exchange.
2. Training and exercises
3. Risk and vulnerability assessments
4. Data synthesis and analysis
5. Operational planning and coordination
6. Watch operations g. Incident response and recovery

## **E. CONTRACTS AND CONTRACTOR**

Resources that are available through ESF 17 may, at times, best be obtained through a contractor. State of Louisiana contracts or private sector contracts should be facilitated through Logistics and ESF 7 – Resource Support.

## **F. RESPONSIBILITIES OF LEAD AGENCIES**

1. Notify Parish OHSEP when a cybersecurity event or incident is classified at Level 1 on the State Cyber Severity Matrix.
2. Implement the Parish Cyber Disruption Plan, if appropriate.
3. Oversee the development of an incident-specific response strategy.
4. Monitor disruption events to determine scale and scope and to determine if the event is contained or escalating.
5. Provide other cybersecurity experts or representatives in the region with situational awareness and assistance during a catastrophic incident, as necessary and possible.

6. Determine whether to activate cyber insurance policy or assign responsibility for doing so.
7. Oversee and track containment and restoration activities including actions taken, resource assignments, and notifications.
8. Conduct technical discovery, threat, and impact analysis in support of incident response.
9. Staffing the ESF 17 desk in the OHSEP, as appropriate and as set forth in this Annex.
10. Identify, train, and assign personnel to staff ESF 17 in the OHSEP.
11. Notify all ESF 17 supporting agencies upon activation.
12. Assign personnel to the ESF 17 duty schedule at the OHSEP.
13. Provide staff and resources necessary to conduct impact assessments of the affected area(s).

## **G. RESPONSIBILITIES OF SUPPORT AGENCIES**

1. Agencies will provide Subject Matter Experts (SMEs) to support ESF 17 in the OHSEP.
2. Agencies will maintain inventories/databases, status of availability, and procedures to obtain access to and use of their cybersecurity assets.
3. Participate in the evaluation and mission assignment of ESF 17 resource requests submitted to the OHSEP, including resources that are available through mutual aid agreements, compacts, contracts, etc.
4. Gather, analyze, and communicate pre-incident intelligence from multiple sources.
5. Maintain critical infrastructure and key resources sector contact distribution lists.
6. Provide accurate and timely intelligence products.
7. Provide direct analytical support for investigations involving precursor criminal activity.
8. Promote awareness of priority intelligence requirements and of indicators of threats to the State.
9. Conduct threat information sharing both inside and outside the government, including best practices, investigative information, coordination of incident response, and incident mitigation.

10. Assist in attributing the source of cyber-attacks through parish resources and the network of fusion centers.

## **H. FEDERAL PARTNERS**

1. Provide subject matter expertise and response support as requested or required by law.
2. Receive and share intelligence from all sources in alignment with established legislation and organizational procedures.
3. Safeguard information related to the incident and ensure compliance with federal law throughout the incident.
4. Provide support for investigation or incident response as requested or required by law.
5. Act as the incident lead in cases where the incident impacts critical infrastructure.

## **I. LOUISIANA CYBER INNOVATION CENTER**

1. Facilitate information sharing amongst state response partners.
2. Provide real-time intelligence during a cyber incident.
3. Support response operations as requested.
4. Conduct technical discovery, threat, and impact analysis in support of incident response.
5. Provide updates to the LA-SAFE or designees, as requested.
6. Provide subject matter expertise as requested.
7. Participate in coordination calls to communicate relevant updates and concerns to leadership.
8. Gather and share information that may indicate the development of a larger or more regional-level disruption event.
9. Record observations during response operations to inform after action reporting.

## J. LOUISIANA ARMY NATIONAL GUARD (LANG)

1. Assist with pre-disaster planning and resource acquisition.
2. Convene calls or meetings of Lead Agencies/Organizations to discuss and assess significant cyber incidents or threats, and to discuss next steps and action items, as set forth in this Annex.
3. Participate in, and support ESF-17 activities, including information sharing, coordination with other Lead Agencies/Organizations, staffing the ESF-17 desk in the OHSEP, as appropriate and as set forth in this Annex; Assist in attributing the source of cyber incidents.
4. Provide a conduit for information sharing and intelligence sharing between local, state and federal law enforcement agencies, state government and the private sector.
5. Assist with emergency response by providing technical expertise and guidance as allowed by activation status.
6. Inform the development of the state's technical response strategy (i.e., pre-incident planning).
7. Provide incident response augmentation, cyber incident hunt teams, cyber incident mitigation and recovery actions.
8. Engage in training activities during which mission partners participate or observe for the purpose of sharing best practices and balancing cyberspace-related knowledge, skills, and capabilities.
9. Provide advice to mission partners that aids in the development of potential strategies, plans, and solutions for preventing, protecting, and defending against, responding to, mitigating the effects of, and recovering from cyber incidents.

## **K. GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

1. Provide administrative support to Lead and Supporting Agencies/Organizations in maintaining this Annex, and in convening and supporting calls or meetings of ESF-17.
2. Support ESF 17 planning and operational activities.
3. Provide workspace in the OHSEP to support ESF 17 meetings and activations.
4. Share information, as appropriate, with Lead and Supporting Agencies/Organizations.
5. Convene calls or meetings of Lead Agencies/Organizations to discuss and assess significant cyber incidents or threats, and to discuss next steps and action items, as set forth in this Annex.
6. Participate in, and support ESF 17 activities, including information sharing, coordination with other Lead Agencies/Organizations, staffing the ESF-17 desk in the OHSEP, as appropriate and as set forth in this Annex.
7. Coordinate with Federal partners through FEMA.
8. Coordinate state response actions to the consequences of a cyber incident.
9. Facilitate the coordination of recovery efforts.
10. Facilitate communication and coordination with other entities involved in cyber incidents on a statewide basis by providing:
  - a. Administrative support and information dissemination
  - b. Meeting space and/or conference call bridge

## L. MULTI-STATE INFORMATION SHARING AND ANALYSIS CENTER (MS-ISAC)

The U.S. Department of Homeland Security (DHS) has designated the MS-ISAC as its key cybersecurity resource for State, Local, Tribal, and Territorial governments, including Chief Information Security Officers (CISOs), Homeland Security Advisors and Fusion Centers. MS-ISAC performs incident response and remediation through our team of security experts

To report an incident, please contact the MS-ISAC SOC for 24x7 assistance: MS-ISAC Security Operations Center. Phone: 1-866-787-4722 or Email: [soc@msisac.org](mailto:soc@msisac.org).

MS-ISAC SOC incident response experts can assist in the following areas:

1. Emergency conference calls
2. Forensic analysis
3. Log analysis
4. Mitigation and response recommendations
5. Reverse engineering
6. Threat intelligence

## M. LOUISIANA STATE ANALYTICAL FUSION EXCHANGE (LA SAFE)

A Fusion center is an effective and efficient mechanism to exchange information and intelligence, maximize resources, streamline operations, and improve the ability to fight crime and terrorism by analyzing data from a variety of sources. In addition, fusion centers are a conduit for implementing portions of the National Criminal Intelligence Sharing Plan (hereafter, NCISP or Plan).

1. Provide situational awareness on cyber-driven incidents to OHSEP.
2. Provide intelligence support for the incident unless circumstances legally require transitioning ownership (e.g., law enforcement involvement).
3. Provide status updates as the event progresses.
4. Submit requests for support to OHSEP or federal partners as needed to support response.
5. Participate in regular coordination calls and other communications with OHSEP.
6. Designate a single point of contact for communication related to cybersecurity

## N. STATE OF LOUISIANA OFFICE OF TECHNOLOGY SERVICES AND SECURITY (OTS)

The Louisiana Division of Administration's Office of Technology Services envisions an effective and efficient state government through information technology support, advancement and innovation. OTS' mission is to establish competitive, cost-effective technology systems and services while acting as the sole centralized customer for the acquisition, billing and record keeping of those technology services. OTS promotes integrity, quality and efficiency state government administration IT standards and policy implementation by providing exemplary technology systems and services to state agencies. OTS is the Louisiana State service provider for networking, hosting, unified communications, telecommunications, and desktop infrastructure.

1. Share information, as appropriate, with Lead and Supporting Agencies/Organizations.
2. Convene calls or meetings of Lead Agencies/Organizations to discuss and assess significant cyber incidents or threats, and to discuss next steps and action items, as set forth in this Annex
3. Participate in, and support ESF 17 activities, including information sharing, coordination with other Lead Agencies/Organization.
4. Provide a conduit for information sharing and intelligence sharing between local, state and federal law enforcement agencies, state government and the private sector.
5. Provide accurate and timely intelligence products.
6. Provide direct analytical support for investigations involving precursor criminal activity.
7. Promote awareness of priority intelligence requirements and of indicators of threats to the State.

## **DIRECTION AND CONTROL:**

1. The OHSEP Director in consultation with West Baton Rouge Parish President, is the principal authority for the overall response to a cyber response emergency.
2. The lead agency for ESF-17 and will manage the emergency activities of ESF-17 from its offices.
3. All management decisions regarding parish and/or regional resource allocation are made at the Emergency Operations Center by the ESF-17 CIRM.
4. The Incident Command System (ICS) and National Incident Management System (NIMS) will be used to coordinate emergency response and recovery operations at the disaster scene(s). The ICS/NIMS organization will always maintain open communications and close coordination with the EOC.
5. To the extent possible, all tactical and operational decisions will be made in the field within an ICS/NIMS structure, while policy and coordination functions will be accomplished from the EOC.

## **CONTINUITY OF GOVERNMENT:**

Continuity of government will be as provided in the basic plan.

## **ADMINISTRATION AND LOGISTICS:**

### **A. STAFFING**

All agencies with ESF 17 responsibilities must designate at least one primary and one secondary point of contact to act as liaisons to ESF 17 and the OHSEP. These liaisons should be knowledgeable about the resources and capabilities of their respective agency/organization and have access to the appropriate authorities for committing said resources and capabilities.

### **B. MUTUAL AID**

The process for requesting mutual aid from entities either within or outside of West Baton Rouge Parish is described in the "Mutual Aid" section of the State CEMP Base Plan. 5.3.

## PLAN MAINTENANCE

The EST 17 coordinators are responsible for developing, maintaining, and coordinating plans, procedures, arrangements, and agreements in support of this ESF. This annex will be updated regularly in accordance with the applicable federal and state laws and will ensure that appropriate stakeholder input is incorporated into updates. Additionally, the annex will be reviewed following any exercise or activation of the plan that identifies potential improvements. Revisions to this annex will supersede all previous editions and will be effective immediately.

## AUTHORITIES AND REFERENCES:

### **Authorities:**

See Section 1 of the Basic Plan

### **References:**

1. Cyber Disruption Plan
2. Pelican Parish Planning Guidance and Crosswalk for West Baton Rouge Parish Multi-Hazard Emergency Operations Plans
3. Louisiana's Governor's Office of Homeland Security and Emergency Preparedness
4. Department of Homeland Security - National Infrastructure Protection Plan
5. Critical Infrastructure and Key Assets
6. National Criminal Intelligence Sharing Plan (hereafter, NCISP or Plan)
7. Louisiana Shelter Operations Plan
8. Peacetime Radiological Response Plan
9. Disaster Recovery Manual
10. State of Louisiana Terrorist Incident Plan
11. State of Louisiana Hazard Mitigation Plan
12. Emergency Support Functions Support Plan
13. National Cyber Incident Response Plan
14. Blueprint for a Secure Cyber Future
15. United States Cyber Incident Coordination
16. Statewide Cyber Incident Response Plan (SCIRP)
17. Presidential Policy Directive (PPD)-41: U.S. Cyber Incident Coordination
18. National Cyber Incident Response Plan (NCIRP).

## ACRONYMS AND DEFINITIONS

CDP	Cyber Disruption Plan
CISA	Cybersecurity and Infrastructure Security Agency
CISO	Chief Information Security Officer
DHS	Department of Homeland Security
DOD	Department of Defense
DOIT	Department of Information Technology
DOS	NH Department of Safety
EMAC	Emergency Management Assistance Compact
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
GOHSEP	Governors Homeland Security and Emergency Management
IC	Incident Commander
IEMAC	International Emergency Management Assistance Compact
ITSG	Information Technology Security Group
JIC	Joint Information Center
LOA	Letter of Agreement
MOU	Memorandum of Understanding
MS-ISAC	Multi-State Information Sharing and Analysis Center
NCCIC	National Cybersecurity and Communications Integration Center
NCIRP	National Cyber Incident Response Plan
NH-CIC	NH Cyber Integration Center
NIMS	National Incident Management System
NIMS	National Incident Management System
NRF	National Response Framework
PIO	Public Information Officer
SEOC	State Emergency Operations Center
SEOP	State Emergency Operations Plan
SME	Subject Matter Experts
SOP	Standard Operation Procedure

## APPENDICES

**Appendix 1:** Cyber Incident Response Management Responsibility Matrix – Louisiana State

**Appendix 2:** Cyber Incident Response Management State – Federal Support Crosswalk

**Appendix 3:** Cyber Incident Response Management support to a West Baton Rouge Parish /Political Subdivision/Tribal Flow Chart

**Appendix 4:** ESF 17 Cyber Incident Response Management support to a Private Sector Entity Flow Chart

**Appendix 5: Glossary Term Definition**

**Appendix 6:** Cyber Disruption Plan

Appendix 7: Continuity of Operations Plan (COOP).

### **GLOSSARY:**

**Baselining:** Monitoring resources to determine typical utilization patterns so that significant deviations can be detected.

**Cyber Attack:** Criminal activity conducted using computers and the Internet. This includes a broad range of activity from downloading illegal music files to monetary theft, fraud, distributing malware, posting confidential information, and identity theft.

**Cyber Crime:** Criminal activity conducted using computers and the Internet. This includes a broad range of activity from downloading illegal music files to monetary theft, fraud, distributing malware, posting confidential information, and identity theft

**Cyber Incident:** An event occurring on or conducted through a computer network that actually or imminently jeopardizes the integrity, confidentiality, or availability of computers, information or communications systems or networks, physical or virtual infrastructure controlled by computers or information systems, or data. A cyber incident may impact organizational operations (including mission, capabilities, or reputation). A significant cyber incident is an incident (or group of related incidents) that is likely to result in demonstrable harm to public health and safety, critical functions, civil liberties, economy and/or community.

**Cyber Security:** The process of protecting information and systems by preventing, detecting, and responding to threats and attacks.

**Cyber Terrorism:** Any premeditated, politically motivated attack against information, computer systems, computer programs, and data which results in violence against non-

combatant targets by sub-national groups. A cyber terrorist attack is designed to cause physical violence or extreme financial harm.

**Data Breach:** A data breach is the release of nonpublic information to an untrusted entity. Nonpublic data Includes but not limited to: Medical (HIPAA), Financial (PCI/Nacha), Identity (PII), Legal/law enforcement data

**Denial of Service (DOS):** Attack The prevention of authorized access to a system resource or the delaying of system operations and functions. This often involves cyber criminals generating a large volume of data requests. A Distributed Denial of Service (DDOS) employs thousands of hijacked computers or internet-connected devices to deliver the data requests.

**Domain Name System (DNS):** Helps users find their way around the Internet. Each computer and device on the Internet has its own unique address – much like a long, complicated phone number known as the Internet Protocol (IP) Address. DNS allows for a simple name (e.g., Amazon) to be used instead of the IP Address.

**Event:** Any observable occurrence in a network or system. False Positive: An alert that incorrectly indicates that malicious activity is occurring.

**Exploit A:** piece of software or sequence of commands that take advantage of a bug or vulnerability to cause unintended or unanticipated behavior to occur on computer software or hardware.

**A Zero Day Exploit:** is a new, previously unknown vulnerability

**Hacktivist:** A hacker who attacks information systems with the intent to advance a particular social or political agenda.

**Hostname:** A hostname is the label assigned to a device (a host) on a network and is used to distinguish one device from another on a specific network or over the internet.

**Intrusion Detection and Prevention System (IDPS)** Software that automates the process of monitoring the events occurring in a computer system or network and analyzing them for signs of possible incidents and attempting to stop detected possible incidents.

**Malware:** A virus, worm, Trojan horse, or other program that is inserted into a system, usually covertly, with the intent of compromising the confidentiality, integrity, or availability of the victim's data, applications, or operating system.

**Patch:** An update released by a software manufacturer to fix bugs or remove vulnerabilities in existing programs.

**Phishing:** Soliciting private information from customers or members of a business, bank or other organization in an attempt to fool them into divulging confidential personal and financial information. People are lured into sharing usernames, passwords, account information or credit card numbers, usually by an official-looking message in an email or a pop-up advertisement that urges them to act immediately, usually by clicking on a link provided.

**Social Engineering:** A euphemism for non-technical or low technology means (such as lies, impersonation, tricks, bribes, blackmail and threats) used to attack information systems via an organization's staff.

**Threat:** Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property. For cyber threats this also includes the potential source of an adverse incident.

**Vulnerability:** Physical feature or operational attribute that renders an entity, asset, system, network, or geographic area open to exploitation or susceptible to a given hazard. For cyber, this also means a weakness in a system, application, or network that is subject to exploitation or misuse.