

PROMULGATION STATEMENT

Transmitted herewith is the new All Hazard Emergency Operations Plan for Lafourche Parish. This plan supersedes any previous Emergency Operations plan promulgated for this purpose. It provides a framework in which the parish and its political subdivisions can plan and perform their respective functions during an Emergency.

Included in the context of this All Hazard Emergency Operations Plan, is the authority and responsibility for direction and control of the resources of Lafourche Parish by responding agencies, when operating as members of the Emergency Preparedness organization.

This plan is in accordance with existing Federal, State and Local statutes and understandings of the various agencies involved. This plan is in concurrence with the Lafourche Parish Office of Emergency Preparedness, the Louisiana State Office of Emergency Preparedness, and the Federal Emergency Management Agency. It will be reviewed and rectified annually by the Lafourche Parish Office of Emergency Preparedness, and every fourth year by, the Louisiana State Office of Emergency Preparedness. All recipients are requested to advise the Lafourche Parish Office of Emergency Preparedness of any changes that might result in its improvement or increase its usefulness.

Date_____

Signatures:

President, Lafourche Parish

Director of Emergency Preparedness

CONCURRENCE AND SIGNATURES

The following departments of government and private sector organizations, with assigned emergency responsibilities, have reviewed and concurred in their portions of this emergency operations plan.

DATE	ORGANIZATION	NAME	SIGNATURE
	Parish President		
	Office of Emergency Preparedness		
	Lafourche Parish Sheriff's Office		
	Mayor of Golden Meadow		
	Police Chief, Golden Meadow		
	Mayor of Lockport		
	Police Chief, Lockport		
	Mayor of Thibodaux		
	Police Chief Thibodaux		
	Lafourche Parish Fire Association		
	American Red Cross		
	Acadian Ambulance Service		
	South Lafourche Parish Ambulance District		
	Thibodaux General Hospital		

FOREWORD

This publication constitutes the basic emergency management plan for the Parish of Lafourche, State of Louisiana, including charts detailing its implementation. The continually changing demographic makeup of the parish makes it necessary to update this plan on a regular basis.

Hazardous conditions and situations exist in all communities and Lafourche Parish is no exception. They range from such natural hazards as hurricanes and flooding to serious chemical spills. Ordinary citizens generally give little thought to these potential hazards until they occur or threaten the community. The Office of Emergency Preparedness has the responsibility to identify real and potential hazards and to the extent possible, prepare plans for coping when and as they occur.

Parish government response to life-threatening hazards requires continuous planning, training and education, all of which must be coordinated through the Lafourche Parish Office of Emergency Preparedness. This Emergency Operations Plan sets forth appropriate actions to be taken in response to various types of hazards.

The Emergency Operations Plan for Lafourche Parish generally conforms to the basic plan set forth in Federal Emergency Preparedness Agency guidelines for the Integrated Emergency Management System. Emergency mitigation and response actions are designed for every person in the parish who might be affected by an emergency. These services will be provided regardless of race, color, national origin, religion, sex, age, or handicap.

In this plan the word "he" is used in a generic sense to refer to persons or with gender.

BASIC PLAN

I. PURPOSE

- A. This plan will establish a guideline for mitigation, preparedness, response, and recovery for any event or situation, which is disrupting or could disrupt normal life in Lafourche Parish.
- B. This plan will provide details of the overall responsibilities of Lafourche Parish government and all outside agencies with emergency assignments, as well as, organizational priorities necessary to provide a coordinated mitigation, preparedness, response, and recovery effort from local, state and federal government agencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

- 1. Lafourche Parish is located approximately 25 miles west and southwest of the city of New Orleans is adjacent to Assumption, Jefferson, St. Charles, St. James, St. John and Terrebonne Parishes.
- 2. Lafourche Parish has within its borders three incorporated communities:
 - a. Golden Meadow
 - b. Lockport
 - c. Thibodaux
- 3. According to the 2000 census the population is 89,000
- 4. The special needs of the handicapped and elderly are appropriately addressed throughout this plan.
- 5. Lafourche 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. The hazards include:
 - a. Natural Hazards
 - i. Flooding
 - ii. Hurricanes

- iii. Thunderstorms
- iv. Tornadoes
- v. Drought
- vi. Fire
- b. Technological Hazards
 - i. Hazardous materials
 - ii. Transportation accidents
 - iii. Terrorism
 - iv. Bridge collapse
 - v. Utility service interruptions
 - vi. Energy shortage
 - vii. Civil disturbance

B. Assumptions

1. The Lafourche Parish Emergency Operation Center or an alternate facility is available.
2. All equipment necessary to provide a coordinated mitigation, preparedness, response, and recovery effort from local, state and federal government is functional.
3. Actions to minimize the effects of any disaster will be conducted by Lafourche Parish officials and affected parish agencies.

III. CONCEPT OF OPERATIONS

A. Mitigation

The Mitigation strategy will be directed by Parish and Municipal leaders and recommended by Department Directors and staff.

B. Preparedness

1. Government Obligations

Lafourche Parish Government provides the public and industries with the following in order to be prepared for all emergencies.

- a. Emergency Operation Center
- b. Communications capabilities
- c. Staff
- b. Plans and Procedures
- d. Warning Systems
- e. Public Evacuations
- f. Exercises and Drills
- g. Return, re-entry, and recovery operations

2. Industrial Obligations

Due to the presence of chemical storage and processing facilities, facilities in our parish are asked to fulfill several obligations during any hazardous material incident. Those obligations are:

- a. Notification
- b. Classification of Emergency Action Level -
(Louisiana State Police Classification System)
- c. Meteorological Data
Current wind direction and wind speed at the facility or the closest wind vane to it.
- d. Recommended Protective Actions -
A representative from the facility involved shall recommend protective actions if needed.

- e. Technical Advisor -
The facility involved in this incident will send an employee to the Emergency Operation Center to explain the actions being taken to bring this incident to a conclusion.

- 3. Timely warning and accurate information to the public is thoroughly addressed in Warning and Public Information Annex.

C. Response

1. Emergency Classifications (Technological Hazards)

The Louisiana State Police has provided an emergency classification system to identify an emergency and categorize its potential impact on the residents of this parish.

- a. 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.

- b. Site Emergency An incident or emergency which has had and 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.

- c. 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.

2. Waterford 3 Fixed Nuclear Facility (Ingestion Pathway)

The Nuclear Regulatory Commission and the Federal Emergency Management Agency have established the following emergency classification for fixed site nuclear facilities:

- a. Notification of Unusual Event
- b. Alert
- c. Site Area Emergency
- d. General Emergency

3. Natural Disaster – Watches and Warning

- a. Floods
 - i. Flash Flood or Flood Watch: Flash flooding or flooding is possible within the designated WATCH area.
 - ii. Flash Flood or Flood Warning: Flash flooding or flooding has been reported or is imminent.
- b. Tropical Storms - Hurricanes
 - i. Tropical Storm Watch: Tropical Storm conditions are possible in the specified area of the watch, usually within 36 hours.
 - ii. Tropical Storm Warning: Tropical Storm conditions are expected in the specified area of the warning, usually within 24 hours.
 - iii. Hurricane Watch: Hurricane conditions are possible in the specified area of the Watch, usually within 36 hours.

- iv. Hurricane Warning: Hurricane conditions are expected in the specified area of the warning, usually within 24 hours.
 - c. Tornado
 - i. Tornado Watch: Atmospheric conditions are conducive for tornado formation; conditions are present for the duration of the watch period.
 - ii. Tornado Warning: A tornado has been identified in you area are conditions or radar indicates formation.
 - d. Thunderstorm
 - i. Severe Thunderstorm Watch: tells you when and where severe thunderstorms are more likely to occur.
 - ii. Severe Thunderstorm Warning: issued when sever weather has been reported by spotters or indicated by radar.
- 4. The Emergency Operation Center will be activated when requested by the Parish President, Sheriff or upon the decision of the Emergency Preparedness Director.
- 5. Protective Actions

At any time during an emergency the Parish President, Sheriff, Fire Chiefs and other municipal leaders through the Office of Emergency Preparedness could implement any of the following protective actions:

- a. Access Control
Perimeter set-up or road blockage.
- b. Respiratory Control
Defined as any actions taken to minimize the risk of injury due to airborne contamination.
- c. Shelter in Place
Advising residents to stay indoors shut off any air conditioning systems, and block off any air passages.

- d. Evacuation
Entails the removing of all people within a designated area.

D. Recovery

The Recovery strategy will be directed by the Parish President and Municipal leaders.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. General responsibilities of parish, state, federal and private agencies and corporations.

1. Parish President

- a. Assumes responsibility for the overall response and recovery operations.
- b. Appoints an individual as Director of Emergency Preparedness.
- c. Declares state of emergency within Lafourche Parish.

2. Director of Emergency Preparedness (with the assistance of the Lafourche Parish Sheriff's Office)

- a. 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.
- b. Conducts hazard analysis for its jurisdiction.
- c. Ensures that plan is updated and exercises are conducted.
- d. Oversees the planning and development of procedures to accomplish the emergency communications function during emergency response.
- e. Ensures a sufficient number of personnel are assigned to the communications and information processing sections in the Emergency Operation Center.
- f. Oversees the planning, development, and maintenance of the warning function.

- g. Oversees updated listings, including phone numbers of emergency response personnel to be notified of emergency situations.
- h. Designates one or more facilities to serve as the jurisdictions' alternate Emergency Operation Center.
- i. Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operations Center.
- j. Coordinates this plan and emergency response procedures with municipal governments.
- k. Coordinates with his Staff Officers to ensure necessary planning considerations are included in the Emergency Operations Plans.
- l. 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 jobs.
- m. 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.
- n. Works with the Public Information Officer to develop emergency information packets and emergency instructions for the public.
- o. Coordinates planning requirements with the emergency management staff in neighboring jurisdictions.
- p. Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies.
- q. Advocates that mitigation concerns be addressed appropriately during response and recovery operations.

3. Parish Sheriff and Municipal Police Chiefs
 - a. Responsible for advising the Parish President and the Director of Emergency Preparedness on public safety matters.
 - b. Maintain law and order
 - c. Protecting vital installations
 - d. Controlling traffic and provide access control
 - e. Supplement parish communications
 - f. Assists with all evacuation orders
 - g. Open Search and Rescue
 - h. Animal Control
4. Fire Departments
 - a. Fire suppression and protection
 - b. Hazardous-materials incident commander
 - c. Hazardous-materials response personnel decontamination
 - d. Urban and Open search and rescue
 - e. Assists with damage assessment
 - f. Public alert / notification.
5. Acadian Ambulance Service / South Lafourche Ambulance District / Louisiana Health Unit - Thibodaux
 - a. Basic Emergency Medical Services
 - b. Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to disaster victims.
 - c. 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.

- d. 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.
- e. Assists facilities that provide care for special needs populations to develop a facility evacuation plan.

6. Parish Public Information Officer

- a. Advises the Director of Emergency Preparedness, Parish President and Sheriff on matters of emergency public information. Establishes and maintains a working relationship with local media.
- b. Prepares a call-down list for disseminating of emergency public information to groups that do not have access to normal media (e.g., schoolchildren).
- c. 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.

7. Parish and Municipal Public Works

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

8. School Transportation
 - a. Coordinates all evacuation planning activities with the Director of Emergency Preparedness.
 - b. Responsible for coordinating and obtaining transportation resources to ensure the movements of people whom need assistance in evacuating the risk area.
 - c. Identifies transportation resources likely to be available for evacuation operations; prepares an inventory of vehicle resources.
9. School Board
 - a. Responsible for making School Board resources available.
 - b. Develops and periodically exercises a student evacuation plan.
 - c. Authorizes the use of school buses to transport schoolchildren and other evacuees.
 - d. Authorizes the School Transportation Officer for the transport of school children to shelters.
 - e. Provides public facilities for sheltering.
10. Parish and City Water Districts
 - a. Maintain water system
 - b. Coordinate with outside agencies to provide water to the parish and/or municipality when local water system is unavailable.
 - c. Determine when parish's water system is available after an emergency.
 - d. If appropriate, may assist in the duties of Parish and other Municipal Public Works responsibilities.

11. Parish and City Sewer Districts
 - a. Provide for the continued operation of wastewater systems
 - b. If appropriate, may assist in the duties of Parish and other Municipal Public Works responsibilities.

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

13. Louisiana State Police
 - a. Responsible for coordinating support law enforcement services to the parish.
 - b. Provides response to hazardous materials incidents as required by Louisiana Revised Statutes.
 - c. Coordinates response through LOEP

14. Technical Advisor (Industrial)

Responsible for explaining and advising parish on technical issues pertaining to affected industrial facility.

B. Support 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:

1. 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.

2. Health Unit

- a. 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. Provide when requested, a representative to the EOC to serve as Health and Medical Officer.

3. American Red Cross

Responsible for establishing a parish evacuee locator and providing liaison service between support parish reception centers and shelters inside and outside the parish.

4. United States Department of Agriculture, Lafourche Parish, Emergency Board Chairperson (County Agent)

Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.

5. Private Utility Companies

Representatives report to the Emergency Operation Center if needed.

6. Military Department

Provides personnel and equipment to support direction and control actions at the scene and/or the Emergency Operation Center.

C. Emergency Operation Center Staff Officers and Responsibilities during an emergency.

1. Parish President

- a. Assumes responsibility for the overall response and recovery operations.
- b. Declares state of emergency.
- c. Authorizes the mitigation strategy for recovery.

2. Director of Emergency Preparedness

- a. 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.
- b. Oversees the planning and development of procedures to accomplish the emergency communications function during emergency response.
- c. Ensures a sufficient number of personnel are assigned to the communications and Information Processing sections in the Emergency Operation Center.
- d. Oversees the activation of the warning function.
- e. Briefs the Parish President and municipal leaders on emergency matters, to include the recommendation of a state of emergency.
- f. Ensures that communications, warning, and other necessary operations support equipment is readily available for use in the alternate Emergency Operation Center if necessary.
- g. Coordinates with Staff Officers to ensure that all areas of the Emergency Operation Plan are being executed.
- h. 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 jobs.
- i. 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.
- j. Works with the Public Information Officer to develop emergency information packets and emergency instructions for public dissemination.
- k. Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies.

1. Advocates that mitigation concerns be addressed appropriately during response and recovery operations.

3. Parish Sheriff

- a. Coordinate Public Safety issues with Parish President and the Emergency Preparedness Director.
- b. Responsible for making law enforcement resources available.

4. Emergency Preparedness Assistant Director

Assistant Director is responsible for assisting the Director of Emergency Preparedness in coordinating the department and the Emergency Operation Center activities for preparedness, response, recovery, and mitigation of all emergencies.

5. Communication Operators

Responsible for continuous 24-hour coverage of the Parish Emergency Operation Center when activated, monitoring all calls and prompt notification of the Emergency Operation Center Staff, Emergency Operation Center personnel and other agencies as directed in the event of an emergency.

6. Public Information Officer

- a. Advises the Director of Emergency Preparedness, Parish President and Sheriff on matters of emergency public information. Establishes and maintains a working relationship with local media.
- b. Activates a call-down list for disseminating of emergency public information to groups that do not have access to normal media (e.g., schoolchildren).
- c. 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.

7. Law Enforcement Officer

- a. Responsible for coordinating:
 - i. Law enforcement
 - ii. Security
 - iii. Traffic and access control
 - iv. Protective actions for prisoners
 - v. Rescue functions
- b. Serves as one of the back-up operation coordinators for public alert notification.
- c. Coordinates Animal Control issues.

8. Transportation Officer

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

9. School Services Officer

- a. Responsible for making School Board resources available.
- b. Develops and periodically exercises a student evacuation plan.
- c. Coordinates with the Transportation Officer to work out arrangements to use school buses to transport schoolchildren and other evacuees.
- d. Coordinates with the Transportation Officer for the transport of school children to shelters.

10. Health & Medical Officer

- a. Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to disaster victims.
- b. Coordinate with representatives of fire and police departments, emergency management agencies, military departments, state and federal agencies, and the American Red Cross to provide care for victims.
- c. Coordinates activities with facilities that provide care for special needs populations.
- d. Determine what resources are necessary to provide transportation of victims from the incident site to available hospitals.
- e. Work with area hospitals to locate available space and care for victims.

11. Fire Services Officer

- a. Responsible for relaying emergency information and request between the fire service and the Emergency Operation Center.
- b. Assist in coordination of resources and logistics for responding Fire Department Units.
- c. If appropriate, serves as a representative of the Incident Commander to the EOC.
- d. Serves as one of the coordinators for public alert notification.

12. Public Works Representative

- a. Responsible for coordinating equipment support to remove impediments from evacuation routes and to facilitate traffic routing at access and traffic control points.
- b. Manages Public Works resources and directs Public Works operations (e.g., road maintenance, trash/debris removal).

- c. Coordinates with private sector utilities and contractors for use of private sector resources in Public Works – related operations.

13. State Police Representative

Responsible for coordinating support law enforcement services to the Parish.

14. Technical Advisor

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

V. DIRECTION AND CONTROL

- A. The Federal Emergency Management Agency, the Louisiana State Office of Emergency Preparedness, and locally, the Lafourche Parish Government legally designate the planning and carrying out of emergency responsibilities;
- B. Authority to initiate actions; It is provided that this plan:
 - 1. Is the official operations source for Lafourche Parish, governing and otherwise pertaining to all disasters, related administrative and operational tasks in the Parish;
 - 2. Is authorized by and promulgated under the authority contained by those local, state and federal statutes listed herein;
 - 3. Has the concurrence of the Lafourche Parish President by the virtue of the letter of implementation signed by the Parish President;
 - 4. Has the concurrence of the Louisiana Office of Emergency Preparedness 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;
 - 5. It is understood that all Parish departments, agencies and boards of local government are an integral part of this plan;

6. Exist as part of the planning elements of:
 - a. Specifically named departments with specific emergency management roles.
 - 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.
7. 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

1. The Parish President, under the authority provided by the Louisiana Emergency Assistance and Disaster Act of 1993 and various Ordinances enacted by the Lafourche Council, has the responsibility for preparing for and responding to the many potential hazards faced by Lafourche 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
2. The Emergency Preparedness Director acts as the Chief Advisor to the Parish President during any declared emergency affecting the people and property of Lafourche Parish. Various Parish agencies and departments under the direction but not authority of the Emergency Preparedness Office will conduct emergency operations.
3. State and Federal officials will coordinate their operations through the Parish President or his designated representative.

D. Emergency Operating Center

1. The Lafourche Parish Office of Emergency Preparedness assumes direction and control activities from the primary Emergency Operation Center located in the Lafourche Parish Sheriff's Administration building in Lockport, Louisiana.
2. Should relocation of direction and control be necessary because of enemy threat or other 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 Courthouse Building in Thibodaux, Louisiana.

VI. CONTINUITY OF GOVERNMENT

A. Lafourche Parish

Agencies other than the Parish President, will establish continuity of government through standard operating procedures, parish or city ordinance, executive order and/or memo.

The Office of the Parish President has established through Home Rule Charter and by copy of this plan the following:

1. Parish President

2. Parish Administrator

3. Department Directors (As assigned by the Parish President of Home Rule Charter)

B. 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.

VII. ADMINISTRATION AND LOGISTICS

A. 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.

B. Emergency purchasing

Parish procedures provide for the purchasing of emergency equipment and supplies.

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. Records and reports

1. The Office of Emergency Preparedness has the responsibility for submitting local reports to the Louisiana State Office of Emergency Preparedness.
2. Department of Finance maintains the records of expenditures and obligations incurred during the response to an emergency.
3. Communications records are generated by communications operators and are maintained by their respected agencies.

E. 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.

F. Consumer protection

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

G. Administration of insurance claims

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

H. 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.

I. Preservation of historic properties

In the event of a disaster involving known historic properties in Lafourche Parish, the Office of Emergency Preparedness will identify said historic properties within the designated disaster area for public assistance purposes.

J. Resources and disaster relief

1. State agencies are expected to assist local efforts after local resources are deemed insufficient.
2. 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.
3. Support by military units and the National Guard may be requested through the Louisiana State Office of Emergency Preparedness. 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.
4. Lafourche Parish personnel and equipment may be sent to assist other political subdivisions outside the parish upon authorization.
5. 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 the Louisiana Office of Emergency Preparedness. If still more assistance is needed beyond state capabilities, Louisiana Office of Emergency Preparedness 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

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The Office of Emergency Preparedness has the overall responsibility for emergency planning, coordination of resources and direction of emergency operations.
- B. Director of Emergency Preparedness
 1. May activate this plan at anytime to ensure a state of readiness.
 2. Maintains and updates this plan as required.

C. 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.

D. Directors of supporting agencies

1. Maintain internal plans, implementing procedures and resource data to ensure effective response to an emergency.
2. Responsible Directors of all agencies should recommend changes at any time and provide the necessary information as personnel changes occur.

E. This plan applies to all Lafourche Parish boards, commissions, and departments assigned emergency responsibilities and to all elements of local government. This plan shall be activated at least once a year (in the form of a simulated emergency if need be) to provide practical operations experience to those who have emergency operations responsibilities.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-228, as amended
- b. Flood Disaster Relief Act of 1973, Public Law 93-234

2. State

- a. The Louisiana Emergency Assistance Disaster Act of 1993
- b. State Executive Order Number EWE 93-22; August 9, 1993
- c. Other State executive orders and acts pertaining to disasters

B. References

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

2. Integrated Emergency Management System Capability Assessment and Standards for State and Local Government, Federal Emergency Management Agency, 1983
3. Integrated Emergency Management System Multi-Year Development Planning Interim Guidance, Federal Emergency Management Agency, January 1984
4. Integrated Emergency Management System Process Overview, Federal Emergency Management Agency, September 1983

X. APPENDIX

1. Organizational Chart
2. Local Ordinance or executive memo

DIRECTION AND CONTROL

I. PURPOSE

It is the purpose of this annex to establish necessary procedures and staffing requirements to properly activate the Lafourche Parish Emergency Operation Center and provide the framework in which emergencies within Lafourche Parish are directed.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Office of Emergency Preparedness is mandated by parish ordinances and state statute to direct and control the parish's response to any emergency that may threaten the lives and property of its residents;
2. Public officials have designated the Emergency Operation Center as the interfacing point for decision-making, coordination, administration, emergency response, and resource management.
3. In the event that any emergency would threaten the lives and property of the people of Lafourche Parish, the Emergency Operation Center would be activated providing local conditions permitted.
4. Any unmet needs of the parish may be resolved through terms established in letters of agreement with support parishes and through the efforts of the Louisiana Office of Emergency Preparedness.

B. Assumptions

1. The Emergency Operation Center or an alternate facility is available
2. All equipment needed to accomplish any task within the Emergency Operation Center is functional.
3. Hazards could individually or in combination cause a grave emergency situation 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.
4. 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.

5. State agencies are expected to assist local efforts after local resources are deemed insufficient.
6. Federal and state disaster assistance will supplement not substitute for any relief provided by the parish.

III. CONCEPT OF OPERATIONS

- A. 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.
- B. The Parish President directs all response and recovery activities from the Emergency Operation Center.
- C. The Parish President has the ultimate authority. However, through this plan and letters of agreement, may delegate his authority to departments and agencies within Lafourche Parish. In the absence of the Parish President, he delegates his authority in this order:
 1. Parish Administrator
 2. Parish Directors
- D. Phases of Emergency Management
 1. Mitigation
 - a. Lafourche Parish has an Emergency Operations Center, which can be operational on a 24-hour basis. Maintaining the operational readiness of the primary and alternate Emergency Operation Centers is the responsibility of the Emergency Preparedness Director.
 - b. Lafourche Parish has an alternate Emergency Operation Center, which can be activated during major emergencies affecting the parish, and should relocating of the primary Emergency Operation Center be required, will serve as the site for primary direction and control.
 - c. The Office of Emergency Preparedness has completed a hazard analysis of the Parish indicating a wide variety of potential problems that could and have threatened the community in past years. (A copy of this study is maintained in the Emergency Operation Center)

- d. 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.
- e. Resources needed to sustain the activated Emergency Operation Center have been identified and their availability determined.
- f. Communications equipment, compatible with other departments and agencies, is kept updated and functional.
- g. Public awareness programs include:
 - 1. Tours of Emergency Response Facilities
 - 2. The Terrebonne Readiness Action Committee distributes yearly Hurricane Preparedness brochures.
 - 3. Presentations made to the public, government agencies, industries, and schools, etc., on the following subjects:
 - i. Hurricane Preparedness
 - ii. Emergency Operation Center
 - iii. Industrial emergencies
 - iv. Chemical Safety
 - v. Severe Weather (Tornadoes)

2. Preparedness

- a. The Office of Emergency Preparedness develops and maintains 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 a separate cover at the Emergency Operation Center.
- b. Provisions will be made to protect personnel within the parish from exposure to hazardous substances.

- c. The Emergency Operation Center has appropriate space and comfort for operation, furnishings and equipment and adequate stock of administrative supplies.
- d. The Emergency Operation Center shares a conference facility with Lafourche Parish Sheriff's Office. In minimal amount of time the center can be operational. The Emergency Operation Center has made arrangements for adequate provisions for food, water, and housing for its assigned staff.
- e. A preventative maintenance program is adhered to for all equipment, fixed or mobile, and regularly scheduled testing of this equipment is performed.
- f. 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.
- g. Communications equipment is tested with field representatives on a regular basis.

3. Response

- a. The Emergency Operation Center is activated according to the degree or level of the emergency and as directed by the Emergency Preparedness Director.
- b. Communications to first responders and other emergency personnel using telephone, pager and/or radio alerts may be used to activate the Emergency Operation Center.
- c. In the event of Emergency Operation Center activation, operational materials for each department and emergency function is placed at 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.
- d. Briefing sessions are held for all Emergency Operation Center personnel, the Parish President, Sheriff and municipal leaders.
- e. Outside support agencies that may have to lend assistance are contacted.

- f. Initial contact is made with the public through the Emergency Operation Center.
- g. All operations will be coordinated through the Emergency Operation Center.
- h. Incident Command System
 - 1. The Incident Command System is “scene specific.” The Incident Commander in coordination with the Emergency Operations 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.
 - 2. The function of Incident Command is to provide overall management at the incident site.
 - 3. The Incident Commander directs, controls and orders resources, including people and equipment.
 - 4. 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 Lafourche Parish in mind.
 - 5. Some examples of who may become an Incident Commander include:
 - i. Emergency Coordinator from an industrial facility
 - ii. Fire Department chief
 - iii. Law Enforcement officer or official
 - iv. Public Works official
- i. Information Processing
 - 1. 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.
 - 2. All EOC staff members will keep event logs. These will include disaster-related information, which will be reported from the field.

- 3. The Director of Emergency Preparedness analyzes disaster-related information.
- 4. The Emergency Operation Center's database on incident communication shall be maintained with the EOC
- j. The Parish President and Sheriff of Lafourche Parish are briefed on the situation as conditions warrant.
- k. The standard operating procedures for a particular type emergency are followed through using a previously proposed checklist for the determined emergency.

4. Recovery

- a. Recovery operations commence, as soon as, possible after the emergency.
- b. Damage assessment report forms are disseminated to assigned damage assessment teams once emergency conditions have terminated.
- c. The Lafourche Parish Sheriff's organizes damage assessment, including the collection and reporting of appropriate data.
- d. All Emergency Operation Center and field personnel are phased down to begin a deactivation.
- e. The Emergency Operation Center is brought back to its pre-emergency conditions along with the needed equipment and supplies.
- f. Data collection of logs, forms, expenditures, equipment, materials and personnel is begun at onset of emergency

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. All organizations tasked by this All Hazards Plan are responsible for:
 - 1. Activating a control center to support and facilitate the organization's response activities, which may include:
 - a. Dispatching and managing personnel and resources.
 - b. Maintaining a significant events log.

- c. Reporting information to the Emergency Operation Center.
 - d. Coordinating with organizational personnel at the emergency scene or the Emergency Operation Center.
 2. If appropriate send a representative to the Emergency Operation Center
 3. Ensures that organization staff member(s) tasked to work in the Emergency Operation Center during emergencies has authority to commit resources and set policies.
 4. Provides support to the Incident Command if needed.
 5. If appropriate establish a protocol for interfacing with State/Federal responders.
 6. Coordinate with the Public Information Officer and clear press releases with the Parish President and Sheriff before releasing information to the media for public consumption.
- B. Emergency Operations Staff Officers

Assigned to the Emergency Operation Center.

1. Parish President
 - a. When notified, reports to the Emergency Operations Center.
 - b. As appropriate directs implementation of protective actions for public safety.
 - c. When appropriate, terminates response operations and releases personnel.
 - d. Declares state of emergency. (Louisiana Emergency Preparedness and Assistance act of 1993)
2. Emergency Preparedness Director
 - a. When notified, reports to the Emergency Operation Center.
 - b. Immediately notifies the parish president of significant emergency situations that could affect the parish.
 - c. Manages the Emergency Operation Center during emergencies

- d. 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.
 - e. Activates the Emergency Operation Center when situations warrant or when directed to do so by the Parish President.
 - f. Advising and briefing the Parish President and other key members of the emergency response organization on the emergency situation.
 - g. Recommending to the Parish President actions to protect the public from the life threatening consequences associated with the emergency situations.
 - h. When directed by Parish President or when conditions warrant relocate staff to alternate Emergency Operation Center in order to continue response operations.
 - i. When directed by Parish President terminates operations and de-activates the Emergency Operation Center.
3. Sheriff
- a. When notified assists with the activation of the Emergency Operation Center.
 - b. 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.
 - c. Notifies the Emergency Operation Center of the situation if the original notification did not come from the Emergency Operation Center.
 - d. 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.
 - e. Manages law enforcement resources and directs law enforcement operations.

4. Office of Emergency Preparedness Assistant Director or Coordinator
 - a. When notified, reports to the Emergency Operation Center.
 - b. Assists Emergency Management Director
 - c. Manages Emergency Operation Center resources and directs Emergency Operation Center operations. Duties include ensuring the following activities and actions are done:
 1. Information processing
 - i. Maintain significant logs
 - ii. Message handling
 - iii. Aggregating damage information
 - iv. Identifying resource needs
 - v. Preparing summaries on status of damage
 - vi. Preparing briefing for Senior management officials
 - vii. Displaying appropriate information in Emergency Operation Center
 - viii. Preparing and submitting necessary reports when required, including situation reports to the state Emergency Operation Center as appropriate.
 2. Coordinating logistical support for response personnel and disaster victims.
 - j. Ensures appropriate staff members report to the Emergency Operation Center
 - k. Responsible for ensuring the maintenance, availability and the operation of communications equipment in support of Emergency Operation Center activities.
 - l. Coordinating Emergency Operation Center operations
5. Communications Operators
 - a. When notified, reports to the Emergency Operation Center.

- b. Responsible for continuous 24-hour coverage of Emergency Operation Center when activated.
 - c. Monitors all communications equipment.
 - d. 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.
 - e. Maintain significant logs
 - f. Message handling
 - g. Preparing summaries on status of damage
 - h. Displaying appropriate info in Emergency Operation Center
6. Public Information Officer
- a. When notified, reports to the Emergency Operation Center.
 - b. Person responsible for serving as a Parish liaison with news organizations and the public to insure accurate and consistent emergency reporting.
7. Law Enforcement Officer
- a. When notified, reports to the Emergency Operation Center.
 - b. Responsible for the communication link between the Sheriff's Office/City Police field operations and the Emergency Operation Center.
 - c. Coordinate back-up public alert notification.
 - d. Coordinates law enforcement activities with other EOC staff members and agencies.
8. Radiological Officer
- a. When notified, reports to the Emergency Operation Center.

- b. Person responsible for gathering radiological information pertaining to an accident that involves radioactive fall-out.
9. Transportation Officer
- a. When notified, reports to the Emergency Operation Center.
 - b. Person responsible for coordinating and obtaining transportation resources to ensure the movement of people who need assistance in evacuating the risk area.
10. School Services Officers
- a. When notified, reports to the Emergency Operation Center.
 - c. Coordinates protective measures with schools to protect students during an emergency situation.
 - d. Evacuates students if appropriate.
 - e. When directed by appropriate authority, make schools available for use as mass care facilities.
 - f. Conducts damage assessment of school facilities.
11. Health & Medical Officer
- a. When notified, reports to the Emergency Operations Center.
 - b. Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims.
 - c. Coordinates necessary mortuary services, to include operations of temporary morgues, and identification of victims.
 - d. Collects information and reports damage/status of health and medical facilities and equipment to the Emergency Operation Center.
12. Fire Services Officer
- a. When notified, reports to the Emergency Operation Center.

- b. Responsible for the communication link between Fire Departments field operations and the Emergency Operation Center.
- 13. Parish and Municipal Public Works
 - a. When notified, sends a representative to the Emergency Operation Center.
 - b. Responsible for the communication link between Parish Maintenance field operations and the Emergency Operation Center.
- 14. State Police Representative
 - a. When notified, reports to the Emergency Operation Center.
 - c. Responsible for coordinating support law enforcement services to the Parish.
- 15. Technical Advisor
 - a. When notified, reports to the Emergency Operation Center.
 - d. Responsible for explaining and advising technical issues pertaining to his industrial facility.
- C. Emergency Operations Support Staff
 - 1. Finance Office
 - a. Handles all procurement requests initiated by response organizations.
 - b. Coordinates implementation of resource management activities with parish tasked organizations.
 - c. Provides the Purchasing Officer and the Parish President with status briefings of financial transactions.
 - d. Maintains records of all financial transactions during response operations.
 - e. Implements the protocol and procedures required by the Stafford Act that are applicable to reimbursing the parish for eligible expenses associated with Presidential Declared Disasters.

- f. Upon termination of the response effort, prepares the appropriate reports that address costs incurred by the parish during emergency situations.

- 2. 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.

- 3. Health Unit Director
 - a. 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. Provide representative to serve as Health and Medical Officer in the EOC as requested.

- 4. Parks and Recreation Department Director
 - Supplies additional resources to assist other departments if adequate staffing is available.

- 5. American Red Cross Representative
 - Coordinates implementations of mass care actions for the public.

- 6. Lafourche Parish County Agent
 - Responsible for the dissemination of agricultural advisors to affected Parish Farms and other agribusiness concerns.

- 7. Private Utility Companies
 - Representatives report to the Emergency Operation Center as needed.

- 8. Military Department
 - Provides personnel and equipment to support direction and control actions at the scene and/or the Emergency Operation Center.

A. Field Operations and On-Scene Incident Command Structure

1. The type of emergency situation will determine which department will provide the Incident Commander.
2. The Incident Commander may change as individuals with more authority arrive on the scene.
3. The Incident Commanders are responsible for maintaining records of expenditures during response.
4. The most common local departments who may control Incident Command are:
 - a. Fire Department
 - i. When notified of an emergency situation, the fire department shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate.
 - ii. 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.
 - iii. The fire department will assist as appropriate in the alerting or evacuation of people at risk in and around the emergency scene.
 - g. Sheriff's Office or Law Enforcement Agency
 - i. 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.
 - ii. The Sheriff's Office and Law Enforcement Agencies are also responsible for:
 - aa. Directing and controlling traffic during emergency operations.

- bb. Controlling access and security to the Emergency Operation Center and scene of the emergency or the area that has been evacuated.
- cc. Assisting in alerting and evacuating people in and around the emergency scene.
- dd. Conducting damage assessment activity as requested by the Emergency Preparedness Director.

h. Parish and Municipal Public Works

- i. When notified of an emergency situation, and directed to do so, shall send response teams/personnel, equipment and vehicles to the emergency site, staging areas, or other locations as appropriate.
- ii. Manages resources and direct public works operations. The duties may include:
 - aa. Performing debris removal operations.
 - bb. Assisting in urban search and rescue efforts.
 - cc. Providing emergency generators, fuel, lighting, and sanitation to support emergency responders at the scene.
 - dd. Assisting in the evacuation of people at risk in and around the emergency scene.
 - ee. Coordinating with utility companies to restore power to disaster victims.

D. In addition to the principal emergency response assignments indicated previously, assignment of support emergency functions might also be required.

V. DIRECTION AND CONTROL

The Director of Emergency Preparedness, under direction of the Lafourche Parish President, is the principle authority for the overall response to an emergency situation.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are made in accordance with standard operating procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All parish agencies are required to submit reports to the Emergency Operation Center relating to their agency's expenditures and obligations during emergency conditions.
2. Responsibility for submitting local government reports to the Louisiana State Office Emergency Preparedness rests with the Office of Emergency Preparedness. They include:
 - a. Daily situation
 - b. Resource consumption
 - c. Resource shortfalls
3. The Office of Emergency Preparedness is responsible to report on the status of the mass care services being provided by volunteer agencies and other non-governmental organizations.

B. Logistics

1. 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.
2. 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.
3. The Office of Emergency Preparedness has entered into mutual aid agreements with other officials in Louisiana to share resources during emergencies. Copies of written agreements are kept on file in the Emergency Operation Center.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The Office of Emergency Preparedness has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. All other agencies given responsibility in this plan, in coordination with the Office of Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES:

- A. Authorities
(See Basic Plan, Section IX)
- C. References
 - 1. Handbook for Applicants Pursuant to Public Law 93-288, Federal Emergency Management Agency, 3-81
 - 2. Federal Disaster Assistance Programs: Eligibility Handbook, Federal Emergency Management Agency, 1981
 - 4. Disaster Reporting and Accounting Procedures Guide, State of Louisiana
 - 5. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

X. APPENDICES

- 1. Emergency Operation Center Organizational Chart
- 2. Emergency Operation Center Layout
- 3. Internal Message Form
- 4. Emergency Operation Center Station Log

COMMUNICATIONS

I. PURPOSE

It is the purpose of this annex to provide a description of Lafourche Parish's communication system and procedures for its use

II. SITUATIONS AND ASSUMPTIONS

A. Situation

1. Lafourche Parish is susceptible to many incidents, both natural and technological, that could result in an emergency declaration by the Parish President.
2. In most cases, a declaration of an emergency by the Parish President would require emergency communications.
3. The Office of Emergency Preparedness operates Monday through Friday and can activate the Lafourche Parish's Emergency Operation Plan, which includes emergency communications, at any time, with authorization from the Director of Emergency Preparedness or designee.
4. A continuous on-call status of the Emergency Operation Center staff, including communications personnel, ensures emergency assistance for the communications system.
5. Lafourche Parish's communications equipment is located in various locations in and around the parish.

B. Assumptions

1. In some emergencies, damage may occur to parts of the communication network, however, not all of the communication system will be inoperable.
2. Most declared emergencies would require some limited supplemental communications systems.
3. The Military Department will provide support if necessary.
4. All response organizations will maintain control of their own communication systems, while coordinating with the Emergency

Operation Center during emergency situations. The response organizations include:

- a. Lafourche Parish Sheriff's Office
 - b. Golden Meadow Police Department
 - c. Lockport Police Department
 - d. Thibodaux Police Department
 - e. Parish Government
 - f. Acadian Ambulance Service
 - g. Thibodaux Fire Department
 - h. Volunteer Fire Departments
 - i. School Board
 - j. School Transportation
 - k. American Red Cross
5. Some spontaneous voluntary support of ham radio operators, radio clubs, and private organizations with sophisticated communications equipment may occur.

III. CONCEPT OF OPERATIONS

A. General

Communications plays a critical role in emergency operations. Extensive communication networks between government, volunteer, private, and industrial facilities exist and operate throughout Lafourche Parish. Properly coordinated, this system provides effective and efficient response communications and interaction.

B. Phases of Management

1. Mitigation

An adequate communications system has been developed and plans for improvement have been formulated. Auxiliary power is available for most components of the communication networks.

Where possible, secure areas have been provided for all radio equipment. Back-up capabilities also exist.

2. Preparedness

- a. Training of all radio operators in communication for responsible agencies is done on an on-going basis.
- b. Emergency exercises or drills are conducted on an on-going basis.
- c. Due to existing maintenance contracts, maintenance is available on a 24hr basis.

3. Response

Emergency call-up of communications personnel is activated along with the Emergency Operation Center. When emergency operations are initiated the Director will determine the extent to which support personnel will be required and will request assistance from the Lafourche Parish Sheriff's Office as necessary. Actual support requirements will be dependent on the severity of the incident.

4. Recovery

All activities in this emergency phase will continue until such time as emergency communications are no longer required.

C. Procedures for handling messages and logging information are located within each agency's standard operating procedure.

D. Methods the Emergency Operation Center uses to communicate by agency:

1. Field units at a specific scene

- a. Radios
- b. Cell Phones

2. Control centers of emergency response organizations

- a. Radios
- b. Commercial telephones

- c. Cell Phones
- 3. Mass care facilities
 - a. Amateur Radio Clubs
 - b. Commercial telephones
 - c. Cell phones
 - d. Radios
- 4. Media
 - a. Commercial telephones
 - b. Facsimile
 - c. Cell phones
- 5. Hospitals
 - a. Commercial telephones
 - b. Facsimile
- 6. Ambulance
 - a. Radios
 - b. Commercial telephones
- 7. Adjacent Jurisdictions
 - a. Radios
 - b. Commercial telephones
 - c. Facsimile
 - d. Satellite phone
- 8. Military Installations
 - a. Radios

- b. Commercial telephones
- 9. State Emergency Operations Center
 - a. Radios
 - b. Amateur Radio Clubs
 - c. Commercial telephones
 - d. Satellite phones
 - e. Facsimile
- 10. Private/Industrial Organizations
 - a. Radios
 - b. Commercial telephones
 - c. Cell phones
- 11. National Weather Service
 - a. Commercial telephones
 - b. Facsimile
 - c. Internet
 - d. Television
 - e. Radio via Louisiana Office of Emergency Preparedness

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. All organizations tasked by Emergency Operations Plan
 - 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 informed of their operations at all times 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

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

C. Office of Emergency Preparedness

1. When notified of an emergency situation, reports to the Emergency Operation Center.
2. Coordinates, with the assistance of the Lafourche Parish Sheriff's Office and 911 Director the parish's overall emergency communication system.
3. Supports media center communications operations as needed.

D. Emergency Preparedness Communicators

1. When notified of an emergency situation, reports to the Emergency Operation Center.
2. Operate assigned communications equipment.

3. Follow established procedures and radio protocol for voice transmissions and message handling.
4. Screen and log information when appropriate, and route incoming calls and messages to the appropriate representatives or employees in the Emergency Operation Center.

E. Military Department

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

V. DIRECTION AND CONTROL

The Director of Emergency Preparedness, under direction of the Lafourche Parish President, is the principle authority for the Emergency Operation Center and its Emergency Communication Operations.

VI. CONTINUITY OF GOVERNMENT

Lines of succession to each department head are made in accordance with standard operating procedures established by each department.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. All communications will be logged throughout any emergency.
2. A complete listing of communications system expenditures will be maintained by each individual agency.
3. Communication expenditures will be submitted to the State Office of Emergency Preparedness for reimbursement.
4. The Lafourche Parish 911 Director maintains Standard Operating Procedures that contain phone lists and radio frequencies that should be used to notify emergency personnel during emergency situations.

B. Logistics

1. The Emergency Operation Center is on the local telephone priority service restoration list.

2. The Emergency Operation Center is on Entergy's priority restoration list.
3. The Emergency Operation Center has a dedicated emergency power natural gas generator.
4. Radio maintenance is available 24-hours a day.
5. 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.
6. In the event the communications section of the Emergency Operation Center is unusable, the use of the 911 Center may be appropriate.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The Office of Emergency Preparedness Director has the responsibility for coordinating revision of this annex and keeping attachments current.
- B. Directors of supporting agencies are responsible for maintaining internal plans, implementing procedures and resource data.
- C. All other agencies given responsibility in this plan are responsible for the maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

- A. Authorities
(See Basic Plan, Section IX)
- B. References
Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996,
Federal Emergency Management Agency

X. APPENDICES

1. Communications Organizational Chart

WARNING

I. PURPOSE

It is the purpose of this annex to describe warning responsibilities, warning systems and procedures for alerting key officials and the general public of all hazards requiring emergency preparedness or response actions in Lafouche Parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Lafouche Parish is susceptible to many incidents, both natural and technological, which may require activation of emergency warning systems.
2. Lafouche Parish relies upon the Sheriff's Office and Municipal Police to alert emergency responders including the Emergency Preparedness Director when conditions warrant and/or stipulated by standard operating procedures.
3. Lafourche Parish Office of Emergency Preparedness, through coordination with the Lafourche Parish Sheriff's Office, Municipal Police Departments and Lafourche Parish Fire Departments will warn the public and emergency responders.
4. Nicholls State University Police will be the primary warning system within the University Campus.
5. The Lafourche Parish President's Office authorizes the Lafouche Parish Sheriff's Office, Municipal Police Departments and Local Fire Departments to activate this Annex during emergency conditions with the coordination of the Emergency Preparedness Director.

B. Assumptions

1. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
2. Special needs groups such as hearing-impaired, sight-impaired, physically disabled, or institutionalized require special attention to ensure a workable warning system is established.

3. 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.
4. Radio and television stations will be willing to issue warning announcements.
5. 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.
6. The warning and alert systems will be intact and functional.
7. 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.

III. CONCEPT OF OPERATIONS

A. General

1. Natural Hazards

The most common warnings are those issued for severe weather. Local hazards that could necessitate warning alerts include flash flooding, tornadoes, and hurricanes.

2. Technological Hazards

Warnings may be issued as a result of hazardous materials/industrial accidents. Other events that might require public warning include conflagration and terrorism.

3. War Related Hazards

An enemy attack is possible at any time and could take the form of a nuclear, biochemical, or conventional incident. It is likely an attack would be preceded by a period of international tension. This would provide adequate time to prepare the public. It is possible, however, that warning time may be as little as fifteen minutes. An accidental weapons launch is also a possibility.

B. Lafouche Parish uses a multi-layer, overlapping system to advise persons living, working, or traveling within its boundaries of an emergency situation.

1. Government Officials

Key government officials and emergency response organizations are notified by:

- a. Commercial telephones
- b. Pagers
- c. Radios
- d. Cell phones may be used as back-up notification.

2. Public

The public is instructed to listen to WWL 870AM radio, after a warning or alert is received. The public is issued alerts and warnings with the use of:

- a. National Emergency Access System / State Emergency Alerting System
- b. Alert teams, equipped with portable sirens and public addressing speakers.
- c. Local cable provider (lower Lafourche Parish)
- d. Media

3. Special Locations

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:

- a. Commercial telephone
- b. Radios
- c. Alert teams, equipped with portable sirens and public addressing speakers.
- e. National Emergency Access System / State Emergency Alerting System

4. Hearing Impaired Individuals:

The TTY/TDD System may be used to warn these citizens.

C. Phases of Management

1. Mitigation

- a. A warning system is presently in use and is maintained on a regular basis.
- b. A yearly public awareness program has been developed outlining the use of the warning system. (TRAC)

2. Preparedness

- a. Testing and Maintenance
 - i. The TTY/TDD system is tested regularly.
 - ii. Telephone systems have regular maintenance checks.
 - iii. Radio Systems are tested regularly.
 - iv. Pagers and Beepers numbers and equipment is tested as needed to ensure operability.
- b. Emergency Operation Center staff personnel have been trained to activate all components of the warning system.

3. Response

- a. The Federal Emergency Management Agency has the responsibility for disseminating warnings and warning information to the State of Louisiana over the National Warning System. This information will be received at the Louisiana Office of Emergency Preparedness in Baton Rouge, and will be broadcast over the State National Warning System network. The Louisiana Office of Emergency Preparedness will then relay warning information to the local emergency response agencies.
- b. The Communication Section of the Lafourche Sheriff's Office and Lafourche Parish 911 is staffed 24-hours a day, seven days a week. Communication Operators have the responsibility for notification of the Emergency Preparedness Director and other staff members.
- c. Warning and status information may also be received from the Louisiana Office of Emergency Preparedness headquarters via telephone, facsimile or radio, from National Weather Service via

telephone, television, teletype, facsimile, or from other emergency services, weather watchers, fire departments, radio stations Emergency Alert System, etc. via telephone, television, or radio.

- d. When an emergency warning is received, the Emergency Preparedness Director, with the help of his staff, will notify key emergency response officials. The director will activate the parish warning system as deemed appropriate.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:

A. All organizations tasked by the All Hazards Plan

1. Upon receipt of a warning message or signal, initiate internal organization actions to

:

- a. Alert employees and volunteers assigned to the emergency response augmentation duties to the emergency situation.
- b. As appropriate to the situation:
 - i. Suspend or curtail normal business activities.
 - ii. Recall essential off duty employees.
 - iii. Send non-essential employees home.
 - iv. Evacuate the organization's facilities.

2. If appropriate, augment the Emergency Operation Center's effort to warn the public through the use of vehicles equipped with public address systems, sirens, employees going door to door, etc.

B. Parish President

Through this annex specifies the agencies that have the authority to order activation of this Annex.

C. Director of Emergency Preparedness

1. Designates public service agencies, personnel, equipment, and facilities that can augment the parish's warning capabilities.
2. Implements call down rosters to alert emergency responders or provide situation updates.

3. Activates public warning systems.
4. Implements contingency plans to provide warning if established warning system fails to work.
5. Coordinates warning frequencies and procedures with Emergency Operation Centers at higher levels of government and with adjacent communities.
6. Works with the Public Information Officer to ensure pertinent warning information is provided to the media for distribution to the public.

D. Emergency Preparedness Assistant Director

1. Ensures emergency warning systems are activated when directed to do so.
2. Issues cancellation of warning notices or otherwise ensures emergency responders and the public is aware that an emergency situation is terminated.

V. DIRECTION AND CONTROL

(See Basic Plan Section V and Direction and Control-Annex A)

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan Section VI.)

VII. ADMINISTRATION AND LOGISTICS

The Lafouche Parish Office of Emergency Preparedness Standard Operating Procedures contains several phone lists and radio frequencies of emergency personnel to be notified at the declaration of emergency.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The Emergency Preparedness Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. The Lafouche Parish Office of Emergency Preparedness Standard Operating Procedures is maintained with the direction of the Director of Emergency Preparedness.
- C. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

D. All other agencies given responsibility in this plan, in coordination with the Office of Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES:

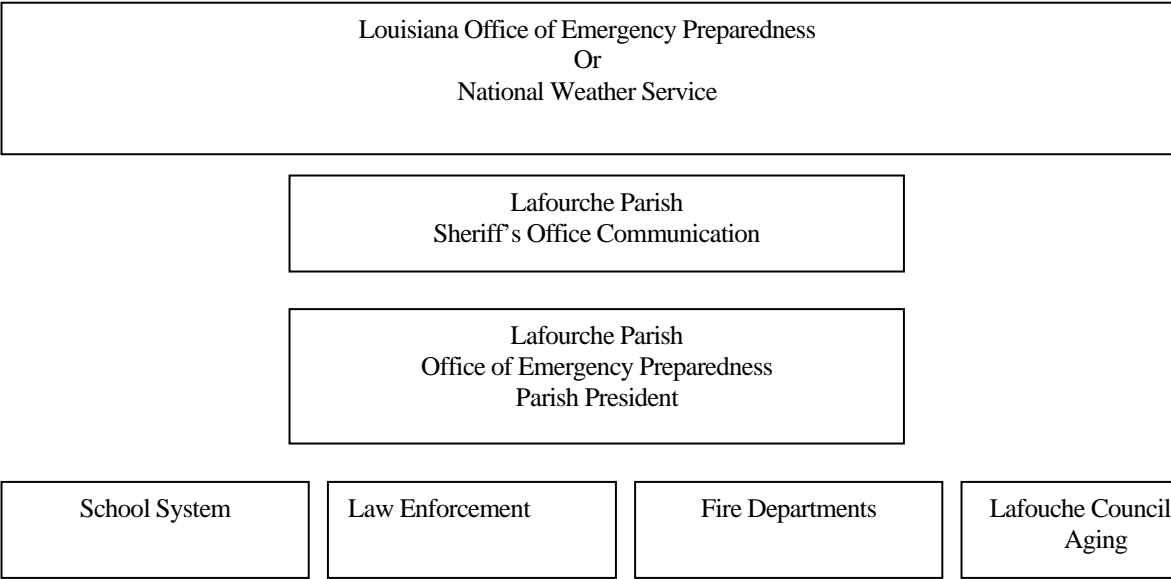
A. Authorities
(See Basic Plan, Section IX)

B. References
Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996,
Federal Emergency Management Agency

X. APPENDICES

1. Organizational & Warning Flow Chart

ORGANIZATIONAL AND WARNING FLOW CHART



EVACUATION

I. PURPOSE

This annex provides the guidelines and direction for an orderly coordinated evacuation of the population of Lafourche Parish should the need arise due to any incident, be it natural or manmade. This plan will be versatile in scope. The direction may range from small isolated areas to the orderly evacuation of the entire parish. This annex is to be used in conjunction with other annexes for the protection of the population.

II. SITUATION AND ASSUMPTIONS

- A. Lafourche Parish is susceptible to many incidents, both natural and technological, that could result in a need for evacuation.
- B. The ultimate responsibility for ordering an evacuation rest with the Lafourche Parish President.
- C. For planning purposes, it is presumed the Emergency Operation Staff will be activated and the Emergency Operation Center is operational.
- D. The residents will act in their own interest and evacuate the area when told to do so.
- E. This annex focuses on evacuations resulting from hazards that provide sufficient warning time to implement a planned evacuation for people identified as being at risk in Lafourche Parish.
- F. Evacuation of parish residents that occurs with little or no warning should be implemented on an ad hoc basis. Evacuation instructions should be based on known or assumed risk associated with the hazard
- G. The incident commander with coordination of the Emergency Operations Staff should initiate any evacuation.
- H. 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.
- I. Some people will refuse to evacuate, regardless of the threat.
- J. Only companion animals will be evacuated with the handicapped. All other animals are the responsibility of the owner

- K. Approximately 20 percent of the population at risk will require shelter in a mass care facility. Many evacuees will seek shelter with relatives, friends, or motels rather than use government-provided mass-care facilities.
- L. LOEP will be available to support evacuation efforts.
- M. It may be necessary for local officials to carry out a mandatory evacuation.

III. CONCEPT OF OPERATIONS

A. Mitigation.

1. The Office of Emergency Preparedness is continuously working with committees, taskforces, and other agencies to structurally improve the efficiency of future evacuations.
2. The Office of Emergency Preparedness identifies potential evacuation areas with hazard analysis
3. Public education on evacuation procedures is done every year in the form of pamphlets, videos, and presentations. (TRAC)

B. Preparedness

The Lafourche Parish Emergency Operations Plan contains the following:

- a. Appendices containing helpful information including the approximate number of people requiring special needs, shelter locations and shelter management teams.
- b. Provisions that have been made to control access to the evacuated area.
- c. Support for essential operations and services in the risk area.
- d. Provisions for rest areas along evacuation routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information and comfort facilities, as appropriate.
- e. Mutual aid agreements may be initiated with other jurisdictions as necessary.
- f. Provisions for vehicle security and parking in the reception area.
- g. Plans for essential workers to commute to hazardous areas.
- h. Provisions that have been made to provide security for the protection of property in the area that has been evacuated.

- i. Provisions that have been made for the return of people to their homes
- j. Provisions for special needs populations.
- k. Provisions for assistance to or emergency removal of vehicles with mechanical problems.
- l. Policy and decision authority for reentry into evacuated area.

C. Response

1. The Parish President has the ultimate authority to order an evacuation. But in a case where there is not sufficient time, the incident commander with the cooperation of the Director of Emergency Preparedness is delegated to authorize an evacuation
2. The evacuees will be advised to move from the risk area via the safest available route.
3. The Emergency Alerting System, WWL 870 AM radio, and media organizations in neighboring jurisdictions will be used to keep evacuees and the general public informed on evacuation activities and the specific actions they should take.
4. The modes of transportation that will be used to move evacuees are as follows:
 - a. Personal vehicles
 - b. Public School Buses
 - c. Handicapped equipped vans
 - d. Ambulance
 - e. Commercial Buses
5. Residents who do not have their own transportation are advised to call the Emergency Operation Center to arrange for pick up at a centrally located assembly area.
6. There exist multiple designated shelters inside and outside the parish, which is discussed in further detail in Annex E along with the preparation thereof.

D. Recovery

Recovery, as it applies to this annex, essentially will be re-entry. The Emergency Alerting System, WWL 870 AM radio and media organizations in neighboring jurisdictions will be used to keep evacuees and the general public informed on re-entry activities and the specific actions they should take.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Parish President

1. Requires the Director of Emergency Preparedness or designee to report to the Emergency Operation Center when notified of an emergency situation.
2. Issues 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. Director of Emergency Preparedness

1. Makes a recommendation to the Parish President on the appropriate evacuation option to implement.
2. Identifies evacuation routes
 - a. Estimates the traffic capacity of each designated evacuation route.
 - b. Selects evacuation routes from risk area to designated mass care facilities.
 - c. Examines access to evacuation routes from each part of the risk area.
 - d. Oversees the implementation of the evacuation movement control plan.
 - e. Coordinates with Law Enforcement officials.
3. 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.
4. Reviews known information about the emergency situation and makes recommendations to the Parish President on the appropriate evacuation option to implement.

5. Coordinates the opening of routes and shelter areas with neighboring parishes.
 6. Assists, as appropriate, the animal care and control agency's efforts to evacuate animals at risk during catastrophic emergency situation.
- C. The Transportation Officer is responsible for the following:
1. Identifying central assembly area for picking up people without transportation.
 2. Development of plans and procedures for the coordination of transportation during an emergency.
 3. Development and maintenance of agreements with parish transportation providers for the use of vehicles in the event of an emergency.
 4. Coordinating the movement of persons requiring transportation at the time of an emergency.
 5. Satisfying transportation requests from other Emergency Operation Center staff officers during an emergency.
 - a. School students while school is in session.
 - b. Children in custody of Day Care Centers.
 - c. Institutionalized persons.
 - d. Non-institutionalized disabled persons without means of transportation.
 6. Serve as liaison between parish government and rail, river, and air transportation systems.
 7. Recruit backup emergency vehicle drivers.
 8. Prepare status charts and maps with pickup points and routing.
- D. The Law Enforcement Officer is responsible for the following:
1. Providing traffic control during evacuation operations. Operation considerations include:
 - a. Route assignment, departure scheduling.
 - b. Road capacity expansion.

- c. Entry control for outbound routes.
 - d. Perimeters for inbound routes.
 - e. Traffic flow, including dealing with breakdowns.
 - 2. Secures, protects, and houses prisoners that must be evacuated.
 - 3. Assists in the evacuation of the risk area, as necessary
 - 4. Protects property in the evacuated area.
 - 5. Limits access to the evacuated area.
 - 6. Coordinates with the Transportation Officer.
- E. The Public Information Officer is responsible for the following:
- 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 general 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 that are to be evacuated or left behind.
- F. The Public Works Officer is responsible for verifying the structural safety of routes that will be used to evacuate people.
- G. 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.

H. 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.

I. Animal Control Department

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.

J. All organizations tasked by the Emergency Operations Plan

1. Make provisions to protect and secure facilities and equipment not taken out of the area to be evacuated.
2. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

V. DIRECTION AND CONTROL

A. General

The Parish President has the overall authority for the evacuation effort. All activities will be coordinated through the Emergency Operation Center, which will serve as the source of all direction and control.

B. Hazardous Materials Incident

(See Hazardous Materials)

C. Flood

In the event of flooding, some low-lying areas may have to be evacuated. Warning will be provided in accordance with Annex C - Warning. Law enforcement personnel will be responsible for providing on-site assistance to evacuees.

D. Localized Evacuation

All small-scale evacuations will be coordinated through the Incident Commander or Emergency Preparedness Director at the Emergency Operations Center. Law enforcement personnel will have the primary responsibility for on-scene control.

VI. CONTINUITY OF GOVERNMENT

Continuity of government operations must be maintained in an emergency evacuation situation. Detailed procedures for accomplishing this are included in the Direction and Control Annex and in the attachments to this annex. Essentially, Continuity of Government will be maintained by relocating government operations to an alternate Emergency Operation Center. Lines of succession to all key positions will be clearly established, and all essential records will be protected from destruction or loss.

VII. ADMINISTRATION AND LOGISTICS

Evacuees are asked to maintain a survival kit. This kit may contain anything it takes for that evacuee to maintain reasonable comfort for 72 hours.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The Director of Emergency Preparedness has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. The Lafourche Parish Emergency Operations Plan is maintained with the direction of the Director of Emergency Preparedness.

- C. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- D. All other agencies given responsibility in this plan, in coordination with the Office of Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan, Section IX)

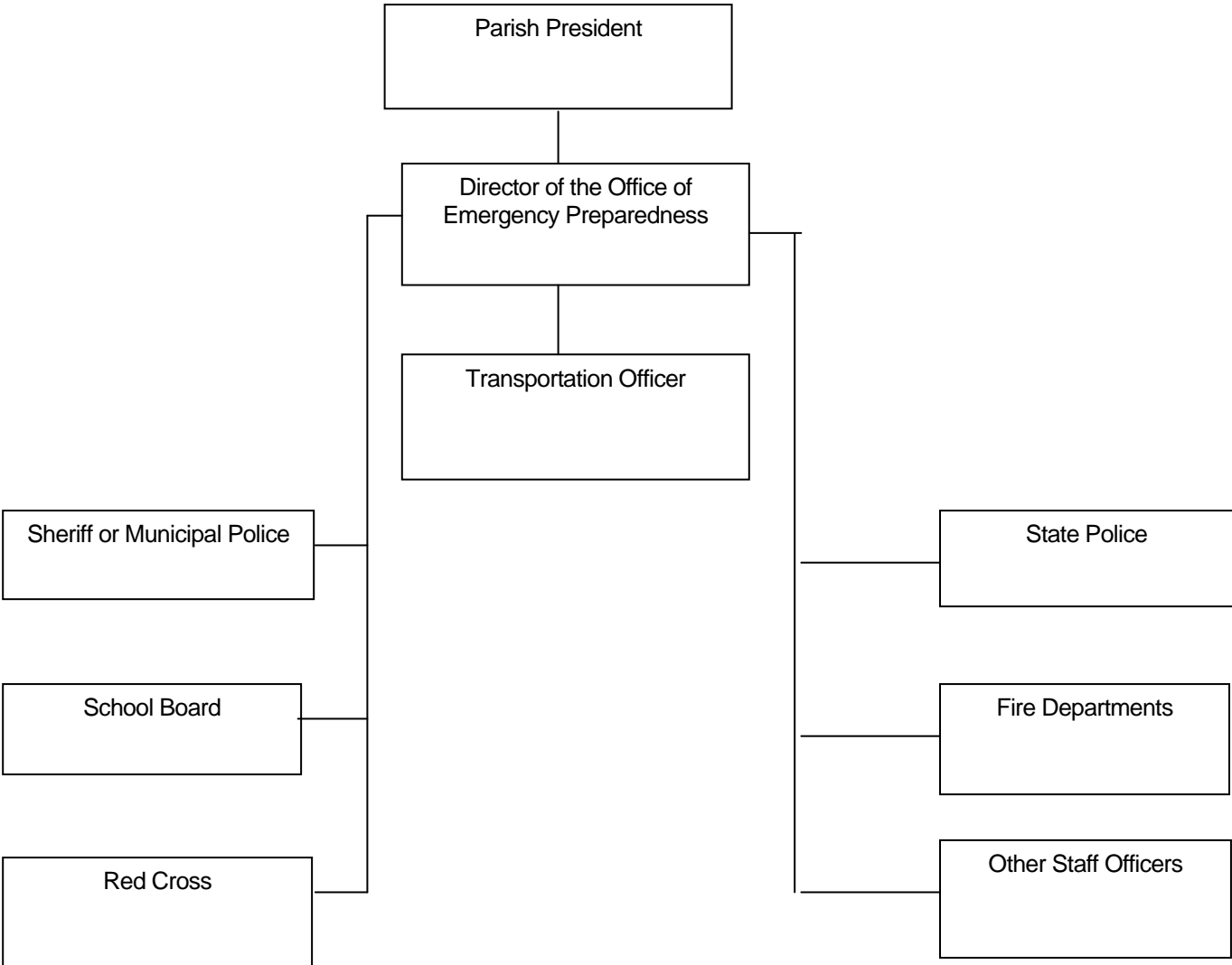
B. References

1. Handbook for Applicants Pursuant to PL 93-288, FEMA, 3-81
2. Federal Disaster Assistance Programs: Eligibility Handbook, Federal Emergency Management Agency, 1981
3. Disaster Reporting and Accounting Procedures Guide, State of Louisiana
4. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency

X. APPENDICES

1. Evacuation Organizational Chart
2. Evacuation Routes

EVACUATION
ORGANIZATIONAL CHART



EVACUATION ROUTES

(Insert Map)

SHELTER

I. PURPOSE

It is the purpose of this annex to establish procedures for the sheltering of evacuees during any natural or technological emergency situation that threatens the residents of Lafourche Parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

Lafourche Parish could experience a variety of situations that would require emergency sheltering of evacuees in a number of circumstances. In these instances shelter facilities will be designated for incarcerated, institutionalized, special needs groups, and parish residents.

1. Natural occurrences that could cause the need for the sheltering include hurricanes, floods, tornadoes, fires, severe winter storm, earthquake, or any combination thereof.
2. Technological Hazards that could result in sheltering include hazardous materials transportation accidents, nuclear power plant accidents, industrial accidents, and enemy attack.

B. Assumptions

1. Public shelters will be manned, and operable during the time of an emergency.
2. Not all residents will use shelters. It has been estimated that 17% of the population will seek American Red Cross 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.
3. American Red Cross will serve as the principal organization responsible for operating mass care facilities during disasters.
4. 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.
5. Military Support, as approved by the Governor, will be available to support mass care operations.

6. The support of jurisdictions in pre-designated shelter sectors will provide similar mass care services when evacuees cannot be cared for in Lafourche Parish or when mitigating circumstances deem necessary.

III. CONCEPT OF OPERATIONS

A. General

1. The Lafourche Parish Shelter Program is provided through the efforts of the Office of Emergency Preparedness, the American Red Cross, the School Board, and the Louisiana Shelter Task Force. The agencies are utilized to afford the best available protection for those seeking shelter.
2. All shelter locations are determined by conditions such as elevation, location of shelters relative to an incident, and the best available protection from fallout. 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.
3. Lafourche Parish will keep evacuees and the general public informed on mass care facilities through the use of any and or all communications systems available.
4. The arrangement of operation of each mass care facility shall be as follows:
 - a. The American Red Cross will operate and be responsible for shelter facilities during any disaster in which sheltering is necessary.
 - b. The primary mode of transportation to a shelter facility will be by private vehicle. Public emergency transportation will be provided where necessary.
 - c. The management team determines management structure of shelter facilities.
 - d. All communications from shelter facilities to general public, and inquiries as to the status of shelter patrons shall be routed through the Emergency Operation Center or American Red Cross
 - e. The shelter manager shall determine services provided to shelter patrons by determining availability, feasibility, and necessity. The American Red Cross shall conduct all shelter stocking and re-supply.
5. The Health and Medical Officer, as to the necessities of each individual, will evaluate Special Needs persons requiring shelter. A determination will be made as to which facility can provide necessary services, and method of transportation shall be determined where necessary.

6. Special need sheltering will be provided by the parish of Lafourche and supplemented by state shelters where necessary. Locations of parish special need shelters are in (Appendix).

B. Phases of Management

1. Mitigation

- a. Lafourche Parish has determined the requirements for adequate shelters, their location and facilities available for supporting evacuees.

2. Preparedness

- a. The American Red Cross and the Office of Emergency Preparedness maintains lists of shelter personnel as to name, phone number and availability. (Appendix)
- b. Emergency Preparedness personnel and volunteers shall attend Red Cross shelter management classes and Louisiana Office of Emergency Preparedness training classes when classes are offered.
- c. Shelter supplies are stocked and maintained by the Baton Rouge Area Red Cross Chapter.

3. Response

- a. At the request of any evacuee that may require sheltering, the Emergency Preparedness 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.
- b. If determined that opening a shelter is appropriate, the Emergency Operation Center shall notify the American Red Cross and the necessary personnel responsible for opening the shelters. A parish representative will be in each shelter.
- c. The Emergency Operation Center shall notify a designated shelter liaison official that will be responsible for monitoring the activities of the shelter.
- d. The Emergency Operation Center shall make public information announcements to the media for general distribution.
- e. Maintain accurate Emergency Operation Center log as well as a shelter log.

4. Recovery

- a. Analyze transportation and re-entry conditions and problems. Obtain transportation.
- b. For extended stay:
 - i. Develop staffing levels.
 - ii. Render assistance to Red Cross emergency feeding and temporary housing as needed.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Operations Staff

1. Parish President

Assumes responsibility for all sheltering efforts.

2. Director of Emergency Preparedness

- a. Manages the Emergency Operation Center, oversees its activation, and ensures it is staffed to support all mass care efforts.
- b. 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.
- 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 mass care operations.
- d. Reviews information to be provided to the public on mass care activities.
- e. Coordinates planning requirements with the emergency Preparedness staff in outside jurisdictions that have been identified as potentially hazard free and have agreed to house evacuees in their mass care facilities.
- f. Coordinates the provision of mass care needs for personnel performing medical duties during emergencies.

3. Sheriff
 - a. Responsible for providing security at designated shelters.
 - b. Provides traffic control during evacuee movement to mass care facilities.
 - c. Provide alternate communication between shelters and the Emergency Operation Center.
4. Office of Emergency Preparedness Assistant Director
 - a. Responsible for assisting Director of Emergency Preparedness in coordinating his Office and the Emergency Operation Center activities for all mass care efforts.
 - b. Responsible for ensuring the maintenance, availability, and operation of communications equipment in support of mass care activities.
 - c. Coordinates planning and mitigation activities with Home Health Care Agencies and Nursing Homes.
 - d. Responsible for continuous 24 hour coverage of the Parish Emergency Operation Center, monitoring all communications and prompt notification of the Emergency Operation Center's Staff, Emergency Operation Center's personnel and other agencies as directed, in the event that mass care activities are required.
5. Public Information Officer
 - a. Makes public announcements about availability of mass care facilities.
6. Transportation Officer
 - a. Responsible for coordinating and obtaining transportation resources to ensure easy movement of people into mass care facilities.
7. School Services Officer
 - a. Responsible for making School Board resources available.
 - b. Coordinates with Transportation Officer for the transportation of school children to mass care facilities.

8. Health & Medical Officer

- a. Coordinates the use of Health and Medical resources and personnel involved in providing medical assistance to mass care facilities.
- b. Assists facilities that provide care for special needs population.

V. DIRECTION AND CONTROL

- A. All shelter activities will be coordinated through the Emergency Operation Center.
- B. Shelter management will be responsible for the operation of their individual shelters.

VI. CONTINUITY OF GOVERNMENT

- A. Lines of succession for each department head are made in accordance with standard operating procedures established by each department.
- B. (See Basic Plan)

VII. ADMINISTRATION AND LOGISTICS

A. Records and Reports

- 1. 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.
- 2. 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.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

- A. The Director of Emergency Preparedness has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.

- C. All other agencies given responsibility in this plan, in coordination with the Office of Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. 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

X. APPENDICES

- 1. Organizational Chart
- 2. Shelter Listing and Management Personnel
- 3. Special Needs Shelters / Hospitals

SEARCH & RESCUE

I. PURPOSE

It is the purpose of this annex to establish plans and procedures for a trained and equipped emergency rescue response team. In order to respond to any incident within the boundaries of Lafourche Parish, it shall be the mission of this team to provide assistance as necessary to the victims of the incident. Types of assistance may include removal, medical treatment, and decontamination.

II. SITUATION AND ASSUMPTIONS

A. Situation

- a. Lafourche Parish is subject to severe structural damage from hurricanes, floods, tornadoes, industrial plant emergencies, water-related disasters 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.
- b. Search and Rescue functions as stated in this plan will be conducted primarily by:
 - a. Lafourche Parish Sheriff's Office
 - b. Municipal Police Departments
 - c. Local Fire Departments

B. Assumptions

1. An organized, trained, and well-equipped search and rescue team will have the capability to minimize injuries or loss of life within Lafourche Parish.
2. Lafourche Parish Search and Rescue agencies shall maintain mutual-aid agreements in order to provide the necessary assistance during a major incident.
3. State agencies are expected to assist local efforts after local resources are deemed insufficient.

III. CONCEPT OF OPERATIONS

A. General

1. Daily Rescue Operations

Lafourche Parish Sheriff's Office and all Fire Departments shall maintain, on a 24-hour basis, search and rescue capability.

2. Volunteer Search and Rescue Associations

The day-to-day rescue forces of Lafourche Parish are augmented by volunteer search and rescue organizations. Any operational activity shall be coordinated through the Lafourche Parish Sheriff's Office or the respective fire department, in which the incident is occurring.

3. Natural Disaster and Technological Hazards

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 on going 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.

B. Phases of Management

1. Mitigation

In addition to continuous plan review and updating, public awareness programs have been developed in an effort to reduce accidents on land and at sea. The United States Coast Guard makes on-board inspections of vessels at regular intervals.

2. Preparedness

- a. Rescue units and Emergency Medical Technicians are trained on a regular basis in rescue and techniques by the responsible controlling agency or organization.
- b. Any rescue equipment is tested, maintained and repaired as required by the responsible agency or organization.

- c. Response plans are revised at regular intervals and updated accordingly by the Office of Emergency Preparedness.

3. Response

Services provided by rescue groups include but are not limited to:

- a. Maintenance of law and order.
- b. Locating any overdue boaters.
- c. Directing and controlling traffic during emergency operations.
- d. Assisting in alerting and evacuating people in and around the designated emergency zone.
- e. Initiation of search and rescue missions as necessary.
- f. Evacuation and relocation as required.
- g. Emergency Operation Center coordination as appropriate.
- h. Mobilization of support activities as required.
- i. Administering emergency first aid.

4. Recovery

The Lafourche 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.

- a. Public information activities.
- b. Initiate return when mission completed.
- c. Inventory and replace losses.
- d. Secure and return to normal duty.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Coordination

1. Rescue operations call for any rescue operation to be managed by the dispatcher and the on scene commander.
2. Any rescue operation initiated during a “State of Emergency Declaration” shall be managed by the on scene commander and channeled through the Emergency Operation Center.

B. Operations

1. Day to day rescue operations is the assigned duties of fire department and sheriff's office personnel.
2. Volunteer Search and Rescue Associations will provide support when dispatched.
3. Volunteer search and rescue assistance is requested primarily for water related incidents in the parish, including boat accidents, missing persons, and downed aircraft incidents.
4. The Sheriff’s Office, Paid or Volunteer Fire Departments, and support parish agencies provide motor-vehicle transportation support.

- C. In the event that all parish resources are overwhelmed further assistance will be requested from the state or federal government.

I. DIRECTION AND CONTROL

- A. Direction and control of the total rescue force is the primary responsibility of the Lafourche Parish Sheriff's Office. All emergency responses requiring rescue operations and additional resource support will be channeled through the Sheriff's Office to the Office of Emergency Preparedness.
- B. Direction and Control for search and rescue operations in Lafourche Parish may be conducted as a joint venture involving more than one agency or rescue group.
- C. The command structure during any emergency will be the same as day-to-day operations unless otherwise stipulated by the Sheriff or his designee.

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan, Section VI)

VII. ADMINISTRATION AND LOGISTICS

A. Administration

The Office of Emergency Preparedness is charged with the responsibility of coordinating with representatives of all Search and Rescue groups to insure that necessary changes are made in the emergency operation plans or procedures.

B. Logistics

1. 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.
2. The Sheriff's Office will check and replenish resources.

VIII. PLAN DEVELOPMENT AND MAINTENANCE AND EXECUTION

- A. The Director of the Office of Emergency Preparedness has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. All other agencies given responsibility in this plan, in coordination with the Office of Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan, Section IX.)

B. References

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Preparedness Agency
2. SM14.2 Rescue Skills and Techniques (Formerly FC-1-11.1) DCPA

DAMAGE ASSESSMENT

I. PURPOSE

It is the purpose of this annex to provide procedures for response in the event of an emergency or disaster to perform services that facilitate recovery in Lafourche Parish.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During the recovery phase of a disaster, the parish will conduct a systematic analysis of the nature of the damage to public and private property that estimates the extent of such damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage.
2. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property is required for the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.
3. The primary agency for Damage Assessment will be the Lafourche Parish Sheriff's Office with assistance from the Office of Emergency Preparedness and other agencies.
4. The Office of Emergency Preparedness will designate a Damage Assessment Officer at the on-set of any disaster.

B. Assumptions

1. Fast and accurate damage assessment is vital to effective disaster response.
2. Pre-arranged teams of local resource personnel will assess damage. (Sheriff's Deputies)

3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.

III. CONCEPT OF OPERATIONS

A. General

The ultimate responsibility of damage assessment lies with the local governing authority. The Emergency Preparedness Director with assistance of the Lafourche Sheriff's Office will be responsible for collecting damage surveys, collection of data and the preparation of damage assessment reports. The Office of Emergency Preparedness, acting on behalf of Lafourche Parish, will submit the needed report to the Louisiana Office of Emergency Preparedness. Trained local teams will conduct damage assessment.

B. Phases of Management

1. Mitigation

- a. Develop a Damage and Impact Assessment-training program.
- b. Identify a damage impact assessment team of qualified local personnel.
- c. Public Awareness Programs of Building Codes, Ordinances and the Flood Insurance Program.

2. Preparedness

- a. Identify resources to support and assist with damage assessment activities.
- b. Designate a Damage Assessment Officer and provide training in damage assessment techniques.
- c. Review procedures for damage reporting and Louisiana Disaster Reporting Manual.
- d. List all critical facilities and all parish buildings requiring priority assessment.

3. Response
 - a. Activate the damage assessment staff in the Emergency Operation Center.
 - b. Obtain, report, analyze and retain assessment information.
 - c. Begin collection of data and record keeping at onset of the event.
 - d. Assign disaster assessment teams.
 - e. Document all emergency work performed by local resources, including appropriate photographs and video-tape.
 - f. Compile damage reports for appropriate agencies.
 - g. Inform officials of hazardous facilities, bridges, roads etc.; advise on priority repairs and unsafe structures.
 - h. Appoint an Authorized Agent to represent Lafourche Parish on joint local/state/federal assessment teams and for fiscal matters.
4. Recovery
 - a. Continue damage assessment surveys.
 - b. Advise on priority repairs and unsafe structures.
 - c. Monitor restoration activities.
 - d. Prepare documentation for submission to state and federal government.
 - e. Review building codes and land use regulations for possible improvement.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Office of Emergency Preparedness

1. Responsible for the over-all direction and control of damage assessment for the parish.

2. Assemble a team for developing a damage assessment plan.
3. Appoint a Damage Assessment Officer.
4. Develop public information and education programs.
5. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
6. Be prepared to receive, record and consolidate all damage reports made by private citizens within your political subdivision.

B. Lafourche Parish Sheriff's Office / Damage Assessment Officer

1. Will locate in the Emergency Operation Center and direct damage assessment operations. He will be responsible to the Emergency Preparedness Director for the operation of the teams, collection of data, and reporting.
2. Assist the Emergency Preparedness Director and other recovery operations in establishing a sequence of repairs and priorities for restoration of affected area.
3. Coordinate disaster teams conducting field surveys.
4. Maintain sufficient quantities of needed forms for damage assessment teams and other departments/agencies assisting with assessments/recovery operations.
5. Collect and compile incoming damage reports from teams in the field, and from other operations coordinators such as parish department directors, health and medical coordinator, and outside agencies such as American Red Cross, school system, utility companies, etc.
6. Collect, report and maintain estimates of expenditures and obligations as required.
7. Correlate and consolidate all expenditures and damage assessment for submission to State Office of Emergency Preparedness.
8. Be available to escort state and federal damage survey officials on inspections of damaged areas. Have damage sites located on area maps before state and federal inspectors arrive.

9. Solicit cooperation from local companies (appraisers, contractors, utilities, etc.) and local representatives of support agencies such as American Red Cross, fire departments, etc. to serve as members of damage assessment teams.
10. Conduct damage assessment training programs.
11. Maintain a list of critical facilities (streets, highways, bridges) requiring priorities.

C. Damage Impact Assessment Teams

During the post-emergency phase of a disaster, it will be of utmost importance to have organized and sufficient numbers of damage impact assessment teams. Teams for Lafourche Parish will be made up of parish department representatives; support agencies and/or individuals from the private sector. Representatives may include:

1. American Red Cross – Responsible for the needs of the people and the reporting thereof.
2. County Agent – Responsible for the needs of the land, animals and crops and the reporting of thereof.
3. Utility Companies – Responsible for restoration of utilities and reporting thereof.
4. Tax Assessment Officers
5. Contractors – Responsible for the reporting of buildings damaged.
6. Real Estate Agents – Responsible for the reporting of buildings damaged.
7. Insurance Agents – Responsible for the reporting of insured persons and property.
8. Parish Maintenance Departments – Responsible for the reporting of damaged government buildings, streets, highways, bridges, etc.
9. City Maintenance Department – Responsible for the reporting of damaged city buildings, streets, etc.
10. Code Enforcement – Responsible for inspection and reporting of damaged buildings.

D. Municipalities

1. Provide damage assessment of public and private facilities and property within the political subdivision. Parish resources will be provided if assistance is required.
2. Maintain all records and reports of materials, man-hours, and funds expended as pertains to the response and recovery from the disaster.
3. Provide the Lafourche Damage Assessment Officer with a detailed report of all damage to public and private property as recorded by Damage Assessment Teams.

V. DIRECTION AND CONTROL

The Office of Emergency Preparedness is responsible for coordinating damage assessment activities in Lafourche Parish.

VI. CONTINUITY OF GOVERNMENT

In the event that an official charged with participating in damage assessment is unable to perform, the lines of succession of each department or agency will be followed in accordance with the standard operating procedures.

VII. ADMINISTRATION AND LOGISTICS

A. Forms and Record Retention

Field reporting forms and all necessary federal disaster reporting and guidance are located in the Emergency Operation Center and distributed when necessary. Copies of all documentation are retained for record purposes.

B. Survey Teams

Teams for the most part will consist of local government employees. When available and/or necessary, non-profit organizations and non-government personnel will supplement the teams. Radiological and/or hazardous materials specialists will be added to teams when necessary.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Director, with assistance from the Damage Assessment Officer, will be responsible for the development and maintenance of the damage assessment annex and programs.

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan)

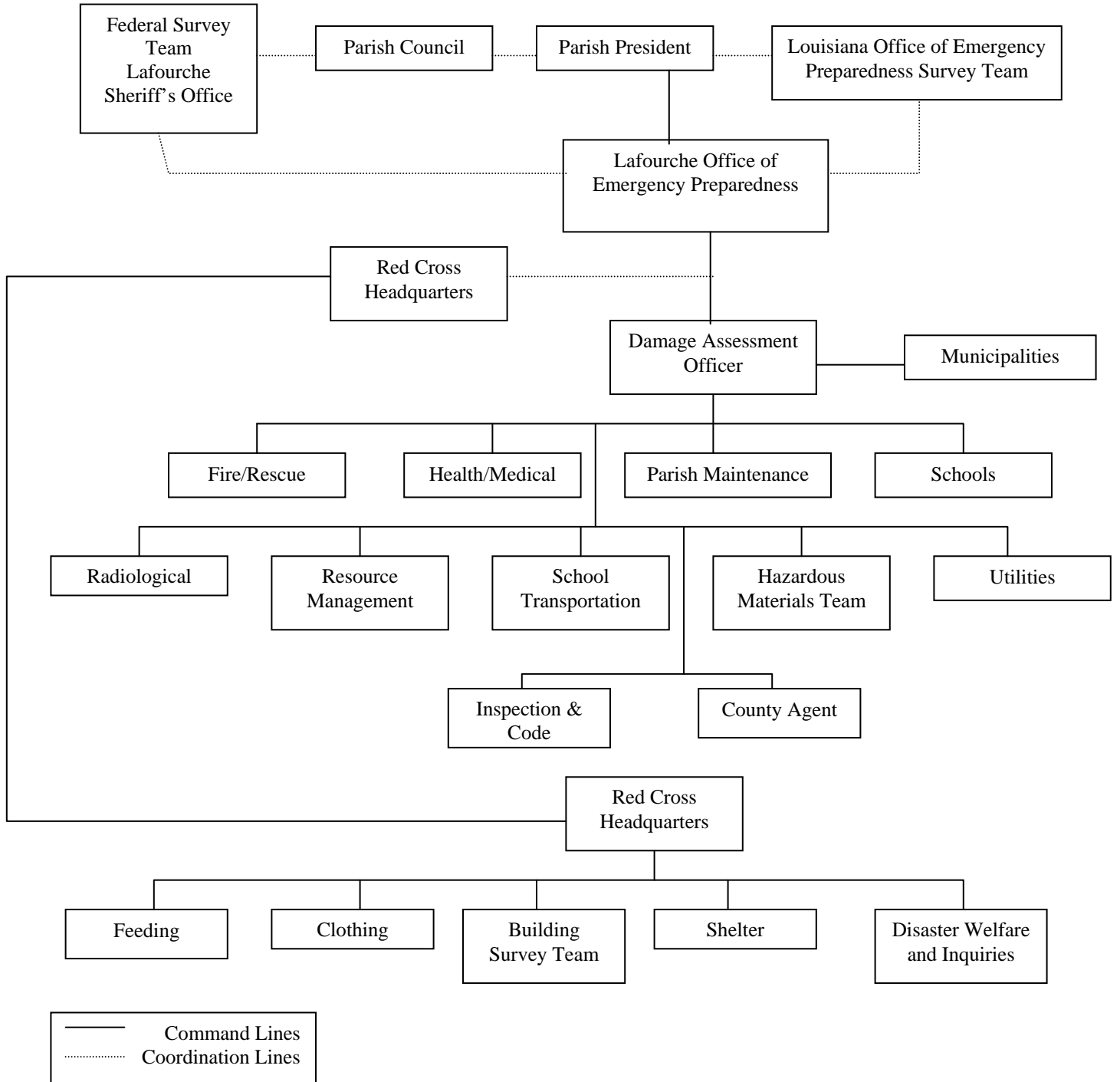
B. References

1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Management Agency
2. Handbook for Applicants Pursuant to P.L. 93-288, FEMA, 3-81
3. Federal Disaster Assistance Program: Eligibility Handbook, FEMA 1981
4. Disaster Reporting and Accounting Procedures Guide, State of LA

X. APPENDICES

1. Damage Assessment and Red Cross Organizational Chart

DAMAGE ASSESSMENT AND RED CROSS ORGANIZATIONAL CHART



RESOURCE MANAGEMENT

I. PURPOSE

It is the purpose of this annex to provide for the proper inventorying of Lafourche Parish resources on a continuing basis and procedures to deploy these resources in an orderly and timely manner in an emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Director of Emergency Preparedness will designate the Resource Manager for Lafourche Parish.
2. Lafourche Parish is susceptible to many hazards, both technological and natural, which makes the need for resource management of top priority.
3. Resources that Lafourche Parish may need include:
 - a. Personnel including skilled and labor professionals.
 - b. Communications equipment.
 - c. Vehicles for passengers, cargo, and debris removal.
 - d. Heavy equipment for public works applications and materials handling.
 - e. Pumps.
 - f. Useful materials and tools such as:
 - i. Fuel
 - ii. Sand
 - iii. Sandbags
 - iv. Plastic Sheeting.
 - v. Shovels
 - vi. Picks

- vii. Chainsaws
- viii. Hatchets
- ix. etc.
- g. Mass care supplies such as:
 - i. Medicine and first aid supplies
 - ii. Potable Water
 - iii. Food
 - iv. Bedding
 - v. Blankets
 - vi. Cots
 - vii. Sanitation Supplies
 - viii. Lighting
- h. Portable Generators

4. Lafourche Parish has Mutual Aid agreements with neighboring jurisdictions and higher levels of government.

B. Assumptions

1. The Resource Manager will maintain a resource inventory.
2. 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.
3. Evacuee Support

Evacuees located in a mass care facility will receive necessary life sustaining services from the facility.

4. Donations

There is the potential for donations, given any emergency, even a forecasted emergency that generates sustained media coverage.

5. Availability of Volunteers

Performance of the resource management function will depend on the availability of a large pool of volunteers. Offers of help will be received.

6. 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.

III. CONCEPT OF OPERATIONS

A. General

1. Priorities

Disaster victims will take precedence in the allocation of resources. The Resource Manager in consultation with the Director of Emergency Preparedness will set specific priorities at the onset of an emergency.

2. Initial sustainability

Response agencies are to sustain themselves during the first 24 hours of an emergency.

3. 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.

4. 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.

5. Coordination with Volunteer agencies

Lafourche Parish will coordinate with volunteer agencies through the Emergency Operation Center and the Louisiana V.O.A.D.

6. Local, State and Federal Coordination

Local, State and Federal coordination will occur through:

- a. The local Emergency Operation Center
- b. The State Office of Emergency Preparedness
- c. The FEMA Regional Office

B. Phases of Management

1. Mitigation

- a. Plan resources services to be provided in an emergency.
- b. Coordinate activities through the Lafourche Parish Office of Emergency Preparedness.
- c. Plan coordination and utilization of all available resources during an emergency.
- d. Plan and train adequate personnel in order to reap maximum achievement for the following divisions of government:
 - i. Sheriff's Office or Police Departments

- ii. Fire Departments
- iii. Parish Health Departments
- iv. Office of Family Support
- v. Public Utilities

2. Preparedness

- a. Identify emergency resources and sources for requesting assistance.
- b. Prepare and update a list of needed resources.
- c. Coordinate resources with other agencies and volunteers in order to maintain adequate resources.
- d. Maintain current mutual aid agreements

2. Response

- a. Notification

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.

- b. Activation and deployment

The Emergency Preparedness 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 Officer and the Emergency Preparedness Director's discretion whether or not to activate additional facilities and personnel. This decision would be accomplished after meeting with the executive group.

- c. Emergency activity

- i. Determining needs

- ii. Needs assessment (Ongoing)
 - aa. Needs known in the field should be channeled up through the chain of command to the Emergency Operation Center.
 - bb. Anticipating needs based on preliminary damage assessments and past experiences.
 - cc. The Resource Manager should relay to the resource management organization all needs determined by the executive group.
 - dd. All agencies are tasked to report to resource management either directly or through the Emergency Operation Center, any needs they are unable to meet through their own channels as the emergency progresses.
 - ee. Essential information includes:
 - ✓ WHAT is needed and WHY, as specifically as possible
 - ✓ HOW MUCH is needed
 - ✓ WHO is needed
 - ✓ WHERE it is needed
 - ✓ WHEN it is needed
- iii. Prioritization (Ongoing)
 - aa. The Resource Manager will apprise the Needs Officer of priorities set by the Parish President or a designated representative.
 - bb. Among the highest priorities may be satisfying needs of the resource management organization, for example securing the use of additional facilities required by the Resource Manager.
- iv. Follow-up
 - aa. Resource requests should be logged, prioritized, passed on to those responsible

for obtaining and committing resources, and then tracked via subsequent feedback from the Supply Officer, the Distribution Officer, and the requesting party.

- bb. The Resource Manager should receive reports on a regular basis about needs and status of requests.
- cc. Obtaining supplies
- v. Notification of suppliers by Supply Officer

When warning is available, the Supply Officer should notify suppliers with whom agreements exist of the jurisdiction's intent to activate the agreement. Availability of supplies should be validated and key items should be reserved.
- vi. On going evaluation of requests vs. known supplies
 - aa. Upon receipt of a request, the Supply Officer should attempt to fill the need with jurisdictional resources or resources for which agreements are in place.
 - bb. If the needed resource is on hand, the Supply Officer contacts the supplier, confirms transportation responsibilities and provides necessary information.
 - cc. The Supply Officer then notifies the Distribution Officer of the incoming resource, or of the need to pick it up, and its priority, and informs the Needs Officer that action has been taken on the request.
 - dd. If the needed resource is not listed among prearranged supplies, the next step is to see if a workable offer to donate it has been made (assuming a Donations Coordination Team has been activated).

- ee. If not, the options are to procure (or hire) or to solicit a donation of the needed resource.

- vii. Procurement and hiring
 - aa. When requests are of high priority for the jurisdiction, an expedited procurement or hiring process may be in order.

 - bb. Procurement involving contacting suppliers, negotiating terms (in coordination with the Finance Department and Legal Advisor if necessary), making transportation agreements, notifying the Distribution Officer, and notifying the Needs Officer of action taken.

 - cc. Hiring can take advantage of local of State job service records.

 - dd. Maintaining financial and legal accountability

- viii. The Finance Department should keep the Resource Manager and the Supply Officer aware of their authorized budget, log and process transactions, track accounts, and secure access to more funding as necessary and feasible (e.g., ensuring jurisdictional access to cash donations, where law permits).

- ix. The Legal Advisor should keep them aware of their legal obligations—and also of any special powers granted by law to expedite their tasks.

- x. Activating and operating key facilities.

The Resource Manager determines what facilities (e.g., donations receiving areas, checkpoints, and warehouses) would be required to handle the flow of resources into and through the jurisdiction. The Resource Manager will then direct the Distribution Officer to set up and operate the facilities.

xi. Traffic control.

The Distribution Group should ensure that high priority resources are dispatched quickly to where they need to be. Unnecessary traffic should be held back or rerouted.

xii. Hauling.

Procurement and donations efforts should try to ensure that suppliers of a resource also supply transportation for it: the jurisdiction's transportation resources may be almost fully committed. However, the Distribution Officer will be tasked to pick up resources.

xiii. Reporting and coordination.

From the Emergency Operation Center, the Distribution Officer notifies checkpoints and other facilities (as applicable) of incoming resources, as well as their priority designation. Checkpoints and other facilities (as applicable) would provide regular reports on resources passing through (or inventory), allowing the Distribution Officer to track location of resources and timeliness of delivery.

3. Recovery

When needs have largely been met, the crisis subsides, Lafourche Parish's government can begin to function in its normal, day-to-day mode, and the resource management function will have to address four areas:

a. Disposal of excess stocks

Loaned equipment will have to be returned to its owners. Surplus property can be dealt with through normal procedures—except perhaps where hazardous materials are concerned.

b. Stand down

Facilities and staff should be deactivated as soon, as is feasible, with all reports and documentation filed.

c. Financial settlement

The jurisdiction may need to reimburse or compensate the owners for private property. It may also have to submit required reports that address the jurisdiction's financial liability for any assistance received under the Stafford Act.

d. Thank You's

Suppliers who came through for the jurisdiction should receive some acknowledgement, as soon as, feasible and in coordination with the Office of the Chief Executive or the Parish President. New suppliers might be polled about their interest in developing a memorandum of agreement in time for the next emergency.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Emergency Preparedness Director

Directs Resource Manager

B. Resource Manager

1. Directs and supervises the activities of the needs, supply, and distribution officers.
2. Coordinates with the Emergency Preparedness Director and key organizations' representatives in the Emergency Operation Center regarding needs and priorities for meeting them.
3. During the emergency, monitors potential resource shortages and advises the Executive Group or Emergency Preparedness Director on the need for action.
4. Identifies facilities/sites that may be used to store needed resources and donations.
5. Determines the need for and directs activation of facilities necessary for the coordinated reception, storage, and physical distribution resources.
6. Makes an arrangement for workspace and other support needs for resource management staff.

C. Needs Officer

1. Monitors resource demands from incident command and maintains lists of all staging area resources, itemized by incident location.
2. Tabulates needs assessment and specific requests.
3. Prioritizes needs for Supply Officer, with recurrence of Resource Manager.
4. Provides regular reports to Resource Manager on the status of requests.

D. Supply Officer

1. Locates and secures resources.
2. Determines appropriate means for satisfying requests.
3. Handles unsolicited bids.
4. Keeps Needs Officer informed of action taken on requests.
5. Keeps Distribution Officer informed of expected movement of resources, along with the priority designation for the resources.
6. Requests transportation from distribution officer.
7. 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.
8. Locates needed resources using database and listings.
9. Seeks to procure resources not available through pre-arranged channels.
10. Contact suppliers, settles term for transportation, and provide information necessary to pass possible checkpoints.

E. Distribution Officer

1. Ensures delivery of resources by overseeing routing, transportation, collection, sorting/aggregating, storage, and inventory.
2. Transports resources as requested.

3. Controls movement of resources.
4. Performs materials handling work.
5. Oversees transportation and physical distribution of resources.
6. Ensures facilities are activated as directed by Resource Manager.
7. Monitors location, passage, and inventory of resources.

F. Finance Department

Oversees the financial aspects of meeting resource requests, including record keeping, budgeting for procurement and transportation and facilitating cash donations if permitted.

G. Legal Advisor

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

1. Ensures communication with the Distribution Officer.
2. Assists in procuring and providing transportation.
3. Proved staff knowledgeable in a particular resource category to serve as Needs Liaison as appropriate.
4. Provide updated emergency resource listing on regular basis or as requested by Resource Manager.
5. Make personnel and resources available as needed in an emergency.

V. DIRECTION AND CONTROL

The Emergency Preparedness Director or his designated representative will be responsible for the coordination, acquisition, distribution and management of resources and supplies.

VI. CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with the Basic Plan. The Emergency Operation Center is directly responsible for proper coordination of the resource management area.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Reports and records

Records usually will be kept in computer database form.

2. Finance

The Finance Department will keep records of expenditures during emergencies and disasters.

3. Procurement

Emergency procurement will be done when needed with said paperwork done ASAP after the procurement if necessary.

4. Hiring/Personnel issues

Ordinary hiring procedures and duties of employees are subject to change during an emergency.

B. Logistics

The necessary resources needed to facilitate the Resource Management function are as follows:

1. Staffing

2. Facilities

3. Communications
4. Computers & software
5. Office equipment and supplies
6. Forms
7. Transportation

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Preparedness Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. All other agencies given responsibility in this plan, in coordination with the Office of Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. AUTHORITIES AND REFERENCES

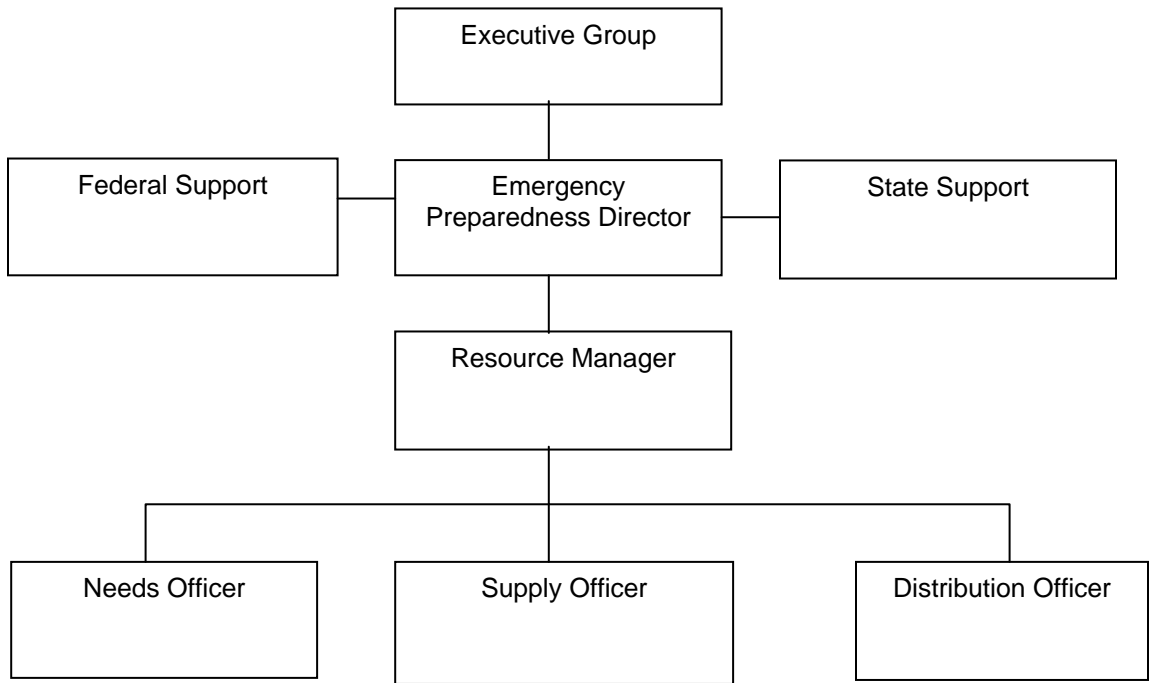
- A. Authorities

(See Basic Plan, Section IX)
- B. References
 1. Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Preparedness Agency
 2. Defense, Civil Preparedness Agency, 1979.

X. APPENDICES

Organizational Chart

RESOURCE MANAGEMENT
ORGANIZATIONAL CHART



PUBLIC INFORMATION & EDUCATION

I. PURPOSE

It is the purpose of this annex to provide policies and procedures for the proper collection, control, and dissemination of timely and accurate emergency information and instructions in order to save lives and minimize property loss.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. It is the general public's perception that the news media collectively is the principal source of their emergency information. Therefore, it is essential that procedures be clearly established to serve this purpose.
2. The need to inform the public in a timely and efficient manner must be agreed upon by all segments of the communication media and those agencies responsible for informing the public during times of emergency. Written agreements spelling out the scope in detail of such an arrangement should be published, disseminated, and reviewed on a regular basis.
3. It should also be recognized that educating the public on an ongoing basis as to all of the possible hazards that they could be confronted with should be an on-going project between the emergency service delivery system and the media.
4. All types of public information should be of such a nature as to create an atmosphere that all segments of society have responsibilities in mitigating disasters.

B. Assumptions

1. Procedures for the dissemination of emergency information will be pre-determined through meetings with the management and directorships of the affected organizations.
2. Reviewing of procedures will be conducted on a regular basis with the working media, in that the working media personnel are constantly relocating. Making the media an integral part of the Emergency Operations Plan and procedures is also an on-going project. Provisions for other than local media will be arranged for

and space provided. Coordinating the need for the public to be truly and accurately informed will be the basic guideline of all efforts in the area of emergency public information.

III. CONCEPT OF OPERATIONS

A. General

1. Emergency information efforts before, during and after a specific event will focus on the particular situation and not deviate or include information that is not pertinent. Where possible, emergency information will begin with as much educational background as time and the event will permit. Otherwise, the information given will be of an instructional and operational nature on such things as warnings, evacuation and shelter precautions and/or locations.
2. During crisis periods the public needs and wants to know detailed information and every effort will be made to keep them informed of the general progress of events. Rumor control will be addressed in this plan and every possible effort to report positive information regarding emergency response will be made in order to maintain confidence in government and reassure citizens that the situation is under control. Along with this will be the use of public feedback, where possible, to measure the effectiveness of the program.
3. All educational programs are aimed at increasing the public's awareness of potential hazards they can or will one-day encounter and the possible means of dealing with them. Dissemination of this vital information, of course, relies heavily on the cooperation of the commercial media and local efforts of the Office of Emergency Preparedness.

B. Phases of Emergency Preparedness

1. Mitigation
 - a. Survey and analyze the geographical area of responsibility to determine appropriate precautionary activity necessary to mitigate prior to the event (emergency levying, evacuating, etc.).
 - b. Utilize trained staff personnel for the development and production of hazard awareness programs within the community with schools, civic groups and others.

- c. Maintain an active program with the media in all phases of Emergency Preparedness in education, instructions and action plans.
 - d. Actively coordinate mitigation, preparedness, response, and recovery plans with municipal mayors.
 - e. Develop the Emergency Alerting System and exercise it regularly. Have written agreements for the activation of the Emergency Alerting System as well as procedures.
 - f. Identify a resource person(s) to assist in communicating with non-English speakers who may be in Lafourche Parish during an emergency. Maintain a resource list in the Emergency Operation Center. The Lafourche Parish School Board will serve as initial contact for assistance with such requests. Louisiana State University may provide further assistance when necessary.
2. Preparedness
- a. Develop a mutually agreed upon public educational program for consideration of all hazards and with particular emphasis on seasonal hazards such as hurricanes, tornadoes or flooding.
 - b. Prepare and distribute on a regular basis all pertinent operational and procedural changes as they are developed in the various on-going programs and distribute to the municipal mayors and media.
3. Response
- a. Distribute press releases and emergency information packets.
 - b. Coordinate rumor control through aggressive public relations activities.
 - c. On a regular basis, schedule news conferences.
4. Recovery
- a. Continue emergency public information programs.

- b. Assess effectiveness of information and education programs.
- c. Compile chronological record of events.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Emergency Preparedness Director will establish an emergency information office and appoint a Public Information Officer who will be the official representative to the media in an emergency. The Public Information Officer will locate in the Emergency Operation Center.
2. The Public Information Officer will function as a member of the Emergency Operation Center Staff under the direction and guidance of the Emergency Preparedness Director.
3. The Terrebonne Readiness and Action Committee play a vital role in the dissemination of public education information regarding hurricane preparedness.
4. The Lafourche Parish Sheriff's Office provides a number public education brochures regarding personal emergency preparedness.
5. The Lafourche Parish Assistant Emergency Preparedness Director is responsible for overall hurricane preparedness public information.

B. Responsibilities

1. The Parish President will be the official parish spokesman in charge of releasing public information. The Parish President may designate this responsibility to the Parish Emergency Preparedness Director or the Parish Public Information Officer. The Parish Public Information Officer provides a media room in the Emergency Operation Center for media briefings and possible onsite broadcasting capabilities.
2. When an emergency event affects a municipality, the Parish President will coordinate the releasing of emergency public information with the mayor.
3. The Emergency Preparedness Director will:

- a. Appoint a Public Information Officer to be an authorized spokesperson.
 - b. Develop and maintain the parish's emergency public information and education programs.
 - c. Maintain a close working relationship with all media sources.
 - d. Enter into written agreements with the media sources.
 - e. Provide official public information essential to the public based on (1) a thorough review of all public information statements prior to release, and (2) consultation with the Parish President.
 - f. Provide a rumor control reporting and check network.
 - g. Develop procedures for the proper use of an Emergency Alerting System Operational Plan for the area.
 - h. Coordinate with the Sheriff's Office, city police departments and fire departments the use of mobile public address equipment for possible dissemination of disaster information and instruction.
4. The Public Information Officer will be responsible for:
- a. Maintain current list of all media sources for releases.
 - b. Activating and operating the Parish Media Center and Rumor control.
 - c. Gathering and coordinating all matters pertaining to emergency public-related information and education with the Emergency Preparedness Director and Parish President.
 - d. Coordinating disaster information with other local and state agencies, municipal mayors and all parish departments.
 - e. Providing news releases for the media.
 - f. Establishing procedures for the flow of emergency information and distribution of educational materials using all media sources available (newspaper, radio, television) and the use of Emergency Alerting System.

- g. Disseminating appropriate all-Hazard pre-planned emergency educational packet materials, as lead-time permits, that can be printed in newspapers and used by radio and television as preparatory guidance for the public.
 - h. Receiving and compiling for dissemination to the media authoritative information that has been authenticated through all possible sources and reviewed and cleared for release by the Parish President and the Emergency Preparedness Director.
 - i. Coordinating with the Rumor Control network which will include field personnel, the National Weather Service, support agencies such as the Sheriff's Office, and the media, etc., and monitoring news releases for accuracy or appoint an individual to do the same.
 - j. Keep the State Office of Emergency Preparedness informed on local releases.
 - k. Coordinate the activities of the Parish Media Center and Rumor Control.
 - l. Have telephone numbers periodically publicized for ready use of the public to obtain emergency information.
 - m. Maintain a chronological record of the disaster events.
 - n. Provide for the continued dissemination of information after the emergency for such situations as restricted areas and services, contacting relatives, relief services of State and Federal governments, American Red Cross, Salvation Army, etc.
 - o. Address the needs of handicapped citizens such as the blind, deaf and non-institutionalized elderly and non-English speaking, through media specialized telephones and/or door-to-door public address, or through bilingual outlets.
5. The media will:
- a. Designate a representative(s) to work with the Emergency Preparedness Director to review and become familiar with the emergency operations plan for Lafourche Parish.

- b. Cooperate in coverage of public education programs including the use of pre-planned emergency educational packets that address all types of hazards.
- c. Assist parish officials and the Parish Public Information Officer in verifying field reports for accuracy and become a part of the rumor control network.

V. DIRECTION AND CONTROL

A. General

The Emergency Preparedness Director is responsible for the development and implementation of all emergency type educational and informational programs for Lafourche Parish. He will appoint the Public Information Officer, with the consent of the Parish President, to be responsible for the actual implementation and use of the plans and procedures when the given situation arises. All releases to the media will be cleared through the Parish President and released through the Emergency Operation Center.

B. Educational Programs

The educational program for Lafourche Parish is multi-faceted. It includes, but is not limited to:

- i. Informing the media, thus informing the public, of newly developed techniques and approaches of Emergency Preparedness.
- ii. The use of lectures and presentations to interested organizations, school and other agencies to explain hazards, mitigation, preparedness, response and recovery programs.
- iii. The distribution of educational materials.

C. Public Information Programs

Lafourche Parish exercises plans and procedures yearly, as a part of this effort, local media is invited to participate and report on these events. Through the local media reports, information is provided and community awareness is raised.

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan)

VII. ADMINISTRATION AND LOGISTICS

A. Media

See Appendix 2, list of media involved in the dissemination of information.

B. Films and Publications

Films and publications dealing with various aspects of Emergency Preparedness are available through the Emergency Operation Center, the Louisiana Office of Emergency Preparedness, or the Federal Emergency Preparedness Agency.

C. Records and Reports

The Emergency Preparedness Director will maintain records of all public information activities and pre-recorded emergency messages at the Emergency Operation Center. The Public Information Officer will obtain all necessary reports and messages from the Emergency Operation Center.

D. Needs and Deficiencies

Necessary equipment, supplies, services and needed communication systems to support the public information response will be reviewed and included in budget preparations.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

The Emergency Preparedness Director will be responsible for the development and implementation of this plan. He will maintain the plan through periodic reviewing, testing and updating. He will also designate a staff person under his direction to maintain an inventory of essential emergency public information and educational materials.

IX. AUTHORITIES AND REFERENCES

A. Authorities

(See Basic Plan, Section IX)

B. References

Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996, Federal Emergency Preparedness Agency

X. APPENDICES

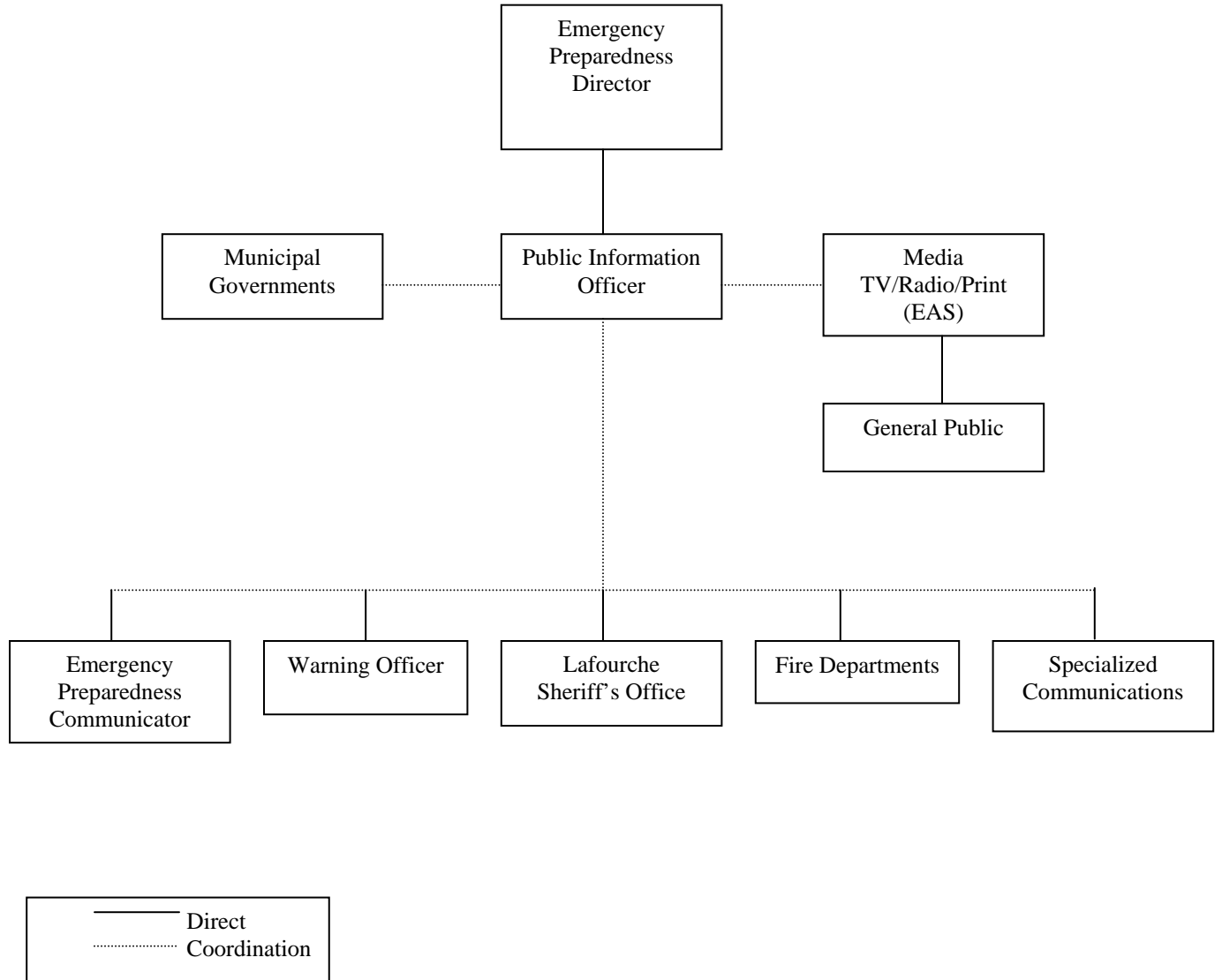
1. List of local Media
2. Organizational Chart

APPENDIX 1

LIST OF LOCAL MEDIA

LAST	FIRST	WORK	FAX	ORG	DEPT	TITLE
		504-619-6363	504-619-6332	ABC 26 News		
		504-523-3931	504-586-0531	Associated Press		
Gray	Lenny	985-652-9545	985-652-3885	L'observateur	Editorial	Staff Reporter
		504-581-1542	504-522-8027	Metro Scan Traffic		
		985-758-2795	985-758-7000	St. Charles Herald/Guide		
Petit	Blake	985-758-2795		St. Charles Herald-Guide		Managing Editor
Bacon-Blood	Littice	985-652-0951	985-652-0915	The Times-Picayune	River Parishes Bureau	Bureau Chief
		504-826-3300	504-826-3007	Times Picayune	New Orleans	
Swerczk	Mary	985-652-0959	985-652-0915	Times Picayune	River Parishes	
Ussery	Bob	504-826-3324		Times Picayune		
		504-679-0607	504-679-0898	WDSU / Channel 6		
		504-486-6161	504-483-1543	WVUE / Channel 8		
		504-593-6397	504-593-2135	WWL / 870 AM		
Hart	Sheryl	504-593-2136	504-593-2099	WWL / 870 AM	Primary Radio Station	Director
		504-529-6298		WWL / Channel 4		
Arredondo	Carl	504-529-6399	504-529-6484	WWL / Channel 4		Meteorologist
Bernard	David	504-529-6443	504-529-6484	WWL / Channel 4		Meteorologist
Schaffer	Mike	504-529-6384	504-529-6472	WWL / Channel 4		Assignment Reporter
Panovich	Brad	504-529-6442	504-529-6484	WWL / Channel 4		Meteorologist
McNamara	Dave	504-529-6316/504-529-6293		WWL / Channel 4		

PUBLIC INFORMATION AND EDUCATION ORGANIZATIONAL CHART



TRAINING, EXERCISE, AND EDUCATION

I. PURPOSE

It is the purpose of this annex to provide an explanation of the provisions that have been made for emergency preparedness, and operations training for Emergency Preparedness staff members, essential volunteers, and emergency services personnel.

II. SITUATION AND ASSUMPTIONS

A. Situation

It is fact that at some point during any person's lifetime an emergency will occur serious enough to warrant assistance from local government. Untrained personnel would seriously hinder any assistance that would be given; therefore it is essential that a well-developed training program exist to assure the residents of Lafourche Parish are as comfortable as possible.

B. Assumptions

1. Effective training programs will be scheduled on a regular basis. In order to provide the emergency operations staff with the skills needed to respond to any incident.
2. Exercise and drills to test the Emergency Operating Plan and procedures should provide the training necessary to meet emergency situations that may occur.

III. CONCEPT OF OPERATIONS

A. General

Training of local personnel is a continuous process. Type and degree of training will vary with the strengths and weaknesses of the employees of the Office of Emergency Preparedness.

B. Phases of Management

1. Mitigation

- a. Establish policies pertaining to the training of individuals, groups and functional teams in the subject of emergency response.
- b. Establish acceptable standard skill levels for emergency response workers.
- c. Arrange for qualified instructors, equipment and related material for the FEMA selected course of instruction for emergency managers.
- d. Maintain updated reference files for acquiring training aids (films, visual aids, etc.) and available training literature.

2. Preparedness

Utilize instructors available from government agencies and the private sector to conduct, or assist in conducting, all phases of training.

3. Response

- a. Ensure that training is provided for all aspects of emergency preparedness and emergency operations. Classes will include, but not be limited to, all at home study courses provided by the Federal Emergency Preparedness Agency.
- b. Commence increased readiness training in all aspects and assignments as needed to implement and maintain and Integrated Emergency Preparedness System.
- c. Sponsor emergency response exercises to test the effectiveness of the Lafourche Parish Emergency Operations Plan.

4. Recovery

- a. Maintain response operations as needed.
- b. Evaluate emergency response exercises.

- c. Evaluate and change the training program in order to eliminate any deficiencies observed during any emergency response activity.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Emergency Preparedness Director

1. Responsible for the overall training effort.
2. Briefs all department heads and agencies on plans, procedures and training courses for their personnel.
3. Recruits and screens instructors and participants in all phases of emergency operations needs for classroom instruction and required courses.
4. Determine type and level of training required for all emergency-operating assignments.
5. Keep updated on training requirements to assure that personnel carry out emergency functions obtain necessary skills.
6. Schedules, designs, and evaluates exercises as training tools.
7. Coordinates exercise design team; train design team members, evaluators, controllers and simulators.
8. Ensure all key operational staff personnel are trained in all phases of emergency operations.

V. DIRECTION AND CONTROL

Department heads having emergency response assignments and key Emergency Operation Center staff officers will be responsible for ensuring that their own personnel having emergency response duties are adequately trained. Any special response training shall be coordinated through the Director of the Office of Emergency Preparedness.

VI. CONTINUITY OF GOVERNMENT

In the event that an individual training instructor is unable to carry out scheduled training, an Emergency Operation Center staff member will be responsible for

notifying participants of the cancellation and rescheduling the training for a later date.

VII. ADMINISTRATION AND LOGISTICS

The Emergency Preparedness Director will be responsible for selecting individuals to attend classes, and making sure the details of classes and schedules are coordinated. Training materials will be available and on hand for training needs. Additional materials will be ordered as needed. Personnel to conduct classes will be identified and made available to administer said training.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Preparedness Director will be responsible for the development and updating on this annex.

IX. AUTHORITIES AND REFERENCES

A. (See Basic Plan, Section IX)

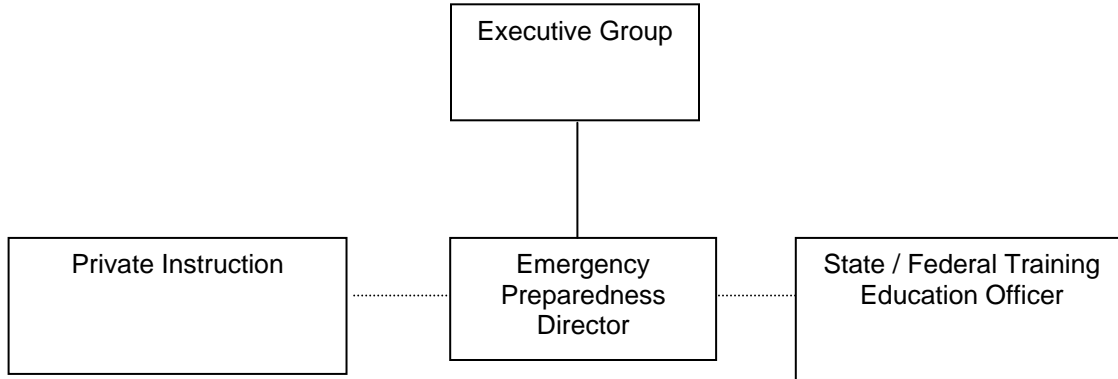
B. References

Guide for All Hazard Emergency Operations Planning, (SLG) 101, 1996,
Federal Emergency Preparedness Agency

X. APPENDICES

1. Organizational Chart

TRAINING, EXERCISE, AND EDUCATION
ORGANIZATIONAL CHART



PUBLIC WORKS AND UTILITIES

I. PURPOSE

It is the purpose of this annex to establish an effective and workable procedure for the direction and control of Lafourche Parish Maintenance, public utilities, private utilities, services, engineering equipment, and manpower for support.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Lafourche Parish Public Works Department assisted by the Department of Public Works, City of Thibodaux will provide all services associated with public works as referenced in this annex.
2. A Parish Contract Monitor may be designated by the Parish President to fulfill the obligations of this plan.
3. The requirement for emergency public works and engineering services expands directly in proportion to the magnitude of the disaster.
4. 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.
5. 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.
6. Utilities providers will restore utilities on a priority basis as per utility policy.
7. 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.
8. Lafourche Parish has multiple Wastewater districts within its boundaries.
9. Entergy provides the majority of Lafourche Parish electrical service. SLECA serves the Gheens area.

B. Assumptions

Local government can handle most emergency situations. However, if local capabilities are exceeded, support will be requested from state and federal agencies.

III. CONCEPT OF OPERATIONS

A. General

1. The day-to-day public works, public utilities, and private utilities organizational structure will remain intact during a major emergency.
2. The parish government will use all local manpower, equipment, and materials as may be necessary to carry out its emergency functions.
3. During a serious emergency parish and municipal Public Works and Utilities will designate one agency as its representative to the EOC. This representative will be selected by the municipal and parish Public Works and Utilities, by the agency **not or least** effected by the emergency. Do to manpower shortages, in some cases; a representative may not be available.
4. The parish government will encourage the conservation of all utilities by employees and citizens during an impending, actual or post emergency.

B. Phases of Management

1. Mitigation

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

2. Preparedness

- a. Maintain readiness of equipment and supplies.
- b. Keep roster of key personnel updated.
- c. Identify resources and keep resource list updated ensure a list is maintained in the Parish EOC.

- d. Conduct necessary training concerning internal emergency procedures and parish Emergency Operation Plan.
 - e. If necessary, establish procedures to use private resources.
 - f. Participate in parish and city emergency preparedness exercise.
 - g. If schedule allows, participate in monthly LEPC meetings
 - h. Entergy conducts yearly exercises and training seminars for its employees.
3. Response
- a. Utilities should take preparations to secure physical plant operations and equipment if response is initiated and threat is imminent.
 - b. Entergy will withdraw 50% of its manpower and equipment when Lafourche Parish is threatened by a Hurricane.
 - c. Effect emergency repairs as necessary.
 - d. Provide support to other parish and city agencies if resources are available and assistance is requested.
 - e. Maintain communications with other parish utilities and departments.
 - f. Request state and other resources from the EOC if the need arises.
4. Recovery
- a. Initiate damage assessment as directed by parish and city leaders.
 - b. Ensure operation of equipment and physical plant services, make repairs and report damage and cost to the EOC.

- c. If directed by Parish and City leaders, assist in the demolition of those structures considered unsafe for occupancy if legal and necessary.
- d. Entergy has established mutual aid agreements with 5 utilities in the gulf south region.
- e. Electrical utilities will be restored on a priority basis, Hospitals, Public Utilities, Police Stations, Jails Large customers.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. The public works, public utilities, and private utilities organizational chart is shown as Appendix 1 of this annex.
- 2. The head of each municipality, business, commission, board, department and Parish Council will retain control of assigned personnel and equipment.

B. Responsibilities

- 1. Lafourche Parish Departments
 - a. Office of Emergency Preparedness is responsible for:
 - i. Coordination of emergency public works/utilities, and private utilities.
 - ii. Assist in the development of mutual aid agreements.
 - iii. Identification of private utility contacts.
 - iv. Development of a resource list.
 - v. Review and update of emergency plans.
 - vi. Development of emergency preparedness exercises.
 - vii. Maintain detailed reports/logs of entire emergency.
 - b. The Parish and City Waterworks will maintain a potable water supply plan.

- c. Parish Contract Monitor (if available) is responsible for:
 - i. Coordination of parish's private company contracts during emergencies.
 - ii. Maintenance of own emergency operations plan, accounting for company contracts and their assignments.
 - iii. Situation reporting.
 - iv. Maintenance of detailed log of department operations.

- d. Parish and Municipal Public Works Departments are responsible for:
 - i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Emergency engineering and maintenance of roads and bridges.
 - iii. Situation reporting.
 - iv. Coordination with the Sheriff's Office, city police departments and Emergency Operation Center to facilitate traffic control and movement.
 - v. Assistance to other departments with rescue support.
 - vi. Assistance providing emergency transportation.
 - vii. Assistance in providing barricades as required.
 - viii. Assistance of other departments with emergency clean-up operations.
 - ix. Maintenance of detailed log of department operations.
 - x. Assistance with damage assessment operations as part of survey teams.

- xi. Providing status reports of field operations to the Emergency Operation Center.
 - xii. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - xiii. Assistance in providing shelter and food, if needed in the emergency, for public works employees in the field.
 - xiv. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - xv. Maintenance of an adequate supply of sand, sandbags, and public pick-up locations.
 - xvi. Ensuring emergency power for all vital government facilities (buildings, drainage pumps, etc.).
 - xvii. Inspecting, designating, and demolishing hazardous structures.
 - xviii. Repairing and restoring essential services and vital facilities.
- e. Water Departments are responsible for:
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Situation reporting.
 - iii. Maintenance of detailed log of departmental operations.
 - iv. Providing department status reports to the Emergency Operation Center.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential department facilities and assistance in securing them against damage.

- viii. Ensuring water supplies for all vital facilities.
- ix. Repairing and restoring of essential services.
- f. Private and Municipal Natural Gas services are responsible for:
 - i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Situation reporting.
 - iii. Maintenance of detailed log of department operations.
 - iv. Providing department status reports to the Emergency Operation Center.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Ensuring emergency supply if able to all vital facilities.
 - ix. Repairing and restoring essential services.

2. Private Utility Companies

- a. Entergy – Electricity
 - i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Situation reporting.
 - iv. Maintenance of detailed log of department operations.

- v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Repairing and restoring essential services and vital facilities.
- b. Lafourche and Bell South Telephone Service
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Situation reporting.
 - iv. Maintenance of detailed log of department operations.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Repairing and restoring essential services and vital facilities.
- c. Cable TV service
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Situation reporting.

- iv. Maintenance of detailed log of department operations.
 - v. Assistance with damage assessment operations as part of survey teams.
 - vi. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vii. Maintenance of essential departmental facilities and assistance in securing them against damage.
 - viii. Repairing and restoring essential services and vital facilities.
- d. Sweeny – Solid waste/debris clean-up
- i. Maintenance of own emergency operations plan, accounting for key personnel and their assignments.
 - ii. Maintenance of updated parish maps.
 - iii. Coordination of solid waste/debris clean-up with public works/utilities and private contractors.
 - iv. Maintenance of detailed log of department operations.
 - v. Maintenance of emergency equipment and assistance to ensure that all equipment is functional.
 - vi. Maintenance of essential departmental facilities and assistance in securing them against damage.

3. Damage Assessment Officer will:

Coordinate damage assessment activities with the public works/utilities, private utility functions, and Parish Contract Monitor in the recovery phase.

V. DIRECTION AND CONTROL

- A. (A) Representative(s) of the public works/utilities and private utilities operating from the Emergency Operation Center will retain control of assigned personnel and equipment. Representatives of Public works/utilities and private utilities will coordinate with the Emergency

Preparedness Director in setting priorities for resources and activities in the field, when necessary.

- B. Private Utilities will maintain their own direction and control.
- C. Mutual aid forces will operate under the direct supervision of their own supervisors. The Emergency Preparedness 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).
- D. Volunteer and auxiliary forces will work under the supervision of the senior public works official in the jurisdiction where they are deployed.
- E. 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.

VI. CONTINUITY OF GOVERNMENT

(See Basic Plan, Section VI)

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. 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 Emergency Preparedness Director will give priority to requests by the public works administrator for additional resources and personnel to support public works activities.
2. 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

1. Obtaining emergency supplies will be coordinated with the Public Works / Utility Representative (if available) in the Emergency Operation Center.
2. 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.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Office of Emergency Preparedness Director has the responsibility for coordinating revision of this annex, keeping attachments current.
- B. Directors of supporting agencies bear the responsibility of maintaining internal plans, implementing procedures and resource data to ensure effective response to an emergency.
- C. All other agencies given responsibility in this plan, in coordination with the Office of Emergency Preparedness are responsible for maintenance of their respective annexes or appendices.

IX. 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.

X. APPENDICES

- 1. Organizational Chart

PUBLIC WORKS/UTILITIES ORGANIZATIONAL CHART

